

# TUTOR APPLICATION

Please complete and return this application to the Student Success Center. A summary of information regarding tutor qualifications and responsibilities is given on the back of this application. If this application is not fully completed, it will not be considered for review. You will be asked to obtain two references and your application is subject to final approval by the Student Success Center Coordinator.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PRIMARY TELEPHONE NUMBER:**

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

ALTERNATE TELEPHONE NUMBER: \_\_\_\_\_

Who can we notify if there is ever an emergency? \_\_\_\_\_

Are you a college graduate? Yes  No

Name of college and major field:

Are you an instructor at BTC? Yes  No

*(It is against our policy for instructors to tutor their own students for pay.)*

Have you ever tutored before? Yes  No

Please list the courses which you feel you are qualified to tutor:

Course	Grade Received

**TUTOR QUALIFICATIONS AND DUTIES**

- ◆ All tutoring is assigned through the Student Success Center
- ◆ The college will not pay for any independent arrangements made outside of the Student Success Center.
- ◆ Peer tutors must maintain an overall GPA of 3.0 and not less than that in the course(s) to be tutored.
- ◆ A grade lower than 2.7 in ANY course taken the quarter prior to intended service will disqualify potential tutors.
- ◆ All tutors are required to inform the Student Success Center of any problems. This allows the Center and you to be protected in the event of misunderstandings or complaints. Any information will be logged per quarter and maintained in a permanent Center file.
- ◆ Tutors are required to attend arranged training sessions as designed and instructed by the Student Success Center.
- ◆ The application is reviewed by the Student Success Center Coordinator or duly appointed representative, who may choose to formally interview the applicant.

**REFERENCES (BTC STUDENT):**

You must acquire signatures from two BTC instructors, if you are a student.

1: \_\_\_\_\_

2: \_\_\_\_\_

**REFERENCES (NON-BTC STUDENT):**

You must acquire two signatures from professional or personal references.

1: \_\_\_\_\_

2: \_\_\_\_\_

I have read and understand the qualifications and guidelines and attest that all of the information that I entered on this form is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Note: If you need further assistance or have any questions, please stop by the SSC or call the Testing Center Specialist at (740) 695-9500 ext. 1187.

<b>OFFICE USE ONLY:</b>			
SSC TUTOR_____	SI_____	MAC TUTOR_____	WAC TUTOR_____
PROFESSIONAL_____		PEER_____	