

STUDENT SUPPORT SERVICES "NEEDS" PROGRAM
"Navigating Educational Experiences to Diverse Students"

TUTOR APPLICATION

NAME: _____ SOCIAL SECURITY#: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 PHONE: () _____ E-MAIL ADDRESS: _____
 CELL PHONE: () _____ CGPA: _____ MAJOR: _____
 SEMESTER AVAILABLE: FALL ___ SPRING ___ SUMMER ___ U.S. Citizen: Yes ___ No ___

LIST BELOW: 1) course(s) you feel qualified to tutor; 2) name of school where you took the course;
 3) grade you received in each course; 4) instructor's name:

<u>Course</u>	<u>School</u>	<u>Grade</u>	<u>Instructor</u>

LIST BELOW: 1) Indicate hour(s) and day(s) available to tutor:

<u>Hour</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>

Total number of hours available to tutor per week? _____ Date of Birth: _____

Are you currently enrolled in HCC this semester? Yes ___ No ___ If Yes, how many credit hours? ___

Will you be available for tutor training and preparation this semester? Yes _____ No _____

List relevant tutoring or teaching experience (clubs, church, girl/boy scouts, etc.)? _____

List any other experiences which you feel will qualify you to be a tutor? _____

List extra-curricular activities/organizations that you are involved in, honors, and awards you have received.

Are you familiar with any the following? (Write Yes or No)

Pre-Registration _____ Drop/Add Forms Procedures _____ Mentoring _____
 Financial Aid Process _____ Mid-Semester Reports _____ HCC Campus _____

List two references - Name, Title, Address, Phone number:

1. _____
2. _____

Contact in case of emergency: Name: _____ Phone: _____

STUDENT SUPPORT SERVICES (SSS) TUTORIAL PROGRAM

Tutor Commitment Contract

As a Student Support Services tutor, I agree to:

1. Commit myself to becoming a concerned and involved tutor.
2. Attend and participate in SSS Tutor Training, Orientation, Workshops, and Tutor meetings.
3. Communicate openly with the tutee and encourage him/her to do the same.
4. Outline when and where I may be contacted if tutee has questions or concerns about lessons.
5. Complete all documents concerning the student's attendance and the activities carried out in each tutoring session and complete and sign timesheets on time.
6. Plan definite goals with the student and break down each goal into attainable steps.
7. Use instructional methods appropriate for the student and involve him/her in decisions about what method(s) to use.
8. Keep all promises, agreements, and appointments; I will inform Basic Skills Specialist if I am unable to keep appointments.
9. Be prepared for tutoring sessions by:
 - a) reviewing and/or studying relevant materials;
 - b) planning information to be presented or discussed and the activities, exercises, or quizzes to be used in each session;
 - c) evaluating the student's understanding and effectiveness of lessons by asking the student to show his/her knowledge through oral or written communication and quizzes.
10. Use pre-tests and post-tests as guides for material to be covered and measures of understanding.
11. Frequently evaluate the student's progress toward his/her goals.

The policies, procedures and expectations of the SSS Tutors will be explained to you during the Tutor Training and Orientation at the beginning of each semester. We expect that your competency and integrity will contribute to the success of this program.

I hereby understand that I will work diligently and effectively in the SSS "NEEDS" Tutorial Program.

Tutor's Signature

Date

Basic Skill Specialist's Signature

Date

STUDENT SUPPORT SERVICES “NEEDS” PROGRAM TUTOR CONTRACT

As a tutor with the Student Support Services Tutorial Program at Halifax Community College, I agree to the following contract:

- I will participate in the tutor orientation and training program and attend scheduled meetings that are considered necessary by the Basic Skills Specialist.
- I will arrange for a definite tutor-student time schedule for my meetings prior to beginning my tutoring sessions and clear with the Tutor Coordinator.
- I will appear promptly for all appointments with my student, and notify him/her if any delays should arise.
- I will maintain accurate and up to date records on tutoring time sheets and information sheets that are supplied by Student Support Services.
- I will record time spent tutoring each student.
- I will be competent in the subject area I plan to tutor.
- I will be familiar with supplementary materials.
- I will refer to the Basic Skills Specialist or SSS staff any problem with which I may need help, i.e., communication problems, attitude problems, personal problems.
- I will, if a student terminates my services, obtain a report of the hour the termination was effected. If a tutee should drop out for no apparent reason, I will assist the Counselor and Basic Skills Specialist in determining the reason.
- I will maintain a cooperative relationship with my student(s).
- I will work in a professional manner with any faculty/staff member concerning all of my responsibilities.
- I will read and understand Tutorial Handbook and follow guidelines stated.
- I will submit a report of unexcused student absences to the Basic Skills Specialist immediately following the missed session.

I have read the above contract and understand its content and meaning. I agree to accept the conditions stated in this contract. I realize that failure to uphold any part or parts of this contract will be grounds for my dismissal as a SSS tutor.

Tutor

Date

Basic Skills Specialist

Date