

TUTOR EXCHANGE NETWORK TUTOR

JOB DESCRIPTION

DESCRIPTION:

The Learning Services Center sponsors the Tutor Exchange Network in which MCLA students requesting a tutor are assigned to small groups led by peer tutors. The network offers tutoring in Introductory Science, History, Business, Economics, Modern Languages, Computer Science, Behavioral Sciences, Philosophy and Math courses. Groups generally meet twice each week.

QUALIFICATIONS:

Tutors must have earned a B or better grade in the course they wish to tutor, and

- have an appropriate background in that discipline.
- have a 2.5 overall grade point average.
- be recommended by two faculty members, at least one from the department offering the course to be tutored.
- be interviewed by the Tutor Exchange Network Coordinator.

RESPONSIBILITIES:

- Attending periodic supervision/training meetings during the semester.
- Preparing for tutoring sessions.
- Professionally and independently conducting tutoring sessions as scheduled.
- Reporting tutee attendance and progress on a bi-weekly basis.
- Contacting tutees individually when they do not attend a scheduled session.
- Conferencing with the Coordinator about issues as necessary.
- Contacting course instructors as necessary in order to discuss course goals and objectives, as well as to acquire a sense of what problem areas should be stressed with tutees.
- Keeping a daily log of tutoring sessions.
- Evaluating tutee progress and completing both an assessment of tutee progress and a self-evaluation at the end of each semester.
- Becoming familiar with texts and other resources useful for tutoring.
- Submit a tutor log and voucher for payment to Learning Services every two weeks on Wednesday according to the student employment payroll calendar.

OPPORTUNITIES:

- Compensation by hourly rate that varies with seniority.
- Ongoing training and supervision.
- Leadership development.
- Enhancement of command of subject material and communication abilities.
- Development of appreciation for varying learning and teaching styles.
- Cultivation of new relationships with students and instructors.
- Development of additional options for recommendations and references.
- Enhancement of resume with paid and/or credited instructional experience.

APPLICATION PROCEDURES AND SCHEDULE:

Interested students are encouraged to apply at the Learning Services Center located in the Lower Level of the Freel Library. Applicants will be interviewed by the Coordinator of Academic Support in the Learning Services Center to discuss their academic strengths, relevant experience, motivation, general potential and programmatic needs. Applicants, if selected, will be contracted for work each semester.

Base rate: \$8.00/hour

Job Description/Tutor (revised: 1/8/10)

MCLA Tutor Exchange Network (TEN)

TUTOR APPLICATION

Name and A Number:		Major and Year of Graduation:	
Cell Phone:	MCLA Phone:	Home Phone:	
Campus E-Mail:		Other E-Mail:	

Please provide the information below for the courses you have completed and would like to tutor.

Department Letter Code & Course Number	Course Title	Instructor Last Name	Grade
Example: BIOL 150	Introduction to Biology	Billetz	B

Are you a matriculated student in a degree program? ___Yes ___No
Overall Grade Point Average? _____ Other qualifications and experiences?

Please submit recommendations from two faculty members, at least one from the department in which you would like to tutor. (See attached Recommendation Forms)

ALL APPLICANTS WILL BE SUBJECT TO A REVIEW OF ACADEMIC AND DISCIPLINARY RECORDS.

Signature: _____ Date: _____
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PLEASE DO NOT WRITE BELOW THIS LINE



OFFICE USE ONLY

Interview Date: _____ **Recommendations Received** _____

Hours of Availability:

Fall:

Spring:

LEARNING SERVICES CENTER

TUTOR RECOMMENDATION

_____ has given us your name as a reference. He/She has applied for the position of _____ tutor in the Tutor Exchange Network.

To help us in assessing this student's competencies in the above subject area, please complete this form and return it to the Learning Services Center, Freel Library, Lower Level.

Thank you for your cooperation,

Edy Pye
 Coordinator of Academic Support
 Learning Services Center

PLEASE RATE THE APPLICANT IN COMPARISON WITH OTHER STUDENTS WHOM YOU HAVE KNOWN IN RECENT SEMESTERS.

	Top 5%	Top 10%	Top 25%	Top 50%	Lower 50%	Unable to Judge
Knowledge of Subject Area						
Written Expression						
Oral Expression						
Maturity						
Motivation						
Dependability						
Overall Evaluation						

PLEASE WRITE ANY ADDITIONAL COMMENTS BELOW.

Signature _____

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