



When you succeed... We succeed!

# Student Success Centre

## Application For A Tutor (I Need A Tutor)

### Part A: To be completed by the student:

Student Name: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_

Student Telephone Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Program: \_\_\_\_\_

Year: 1 2 3 (circle one)

The course for which I require a tutor is:

Course Name: \_\_\_\_\_

Course Code: \_\_\_\_\_

Course Faculty: \_\_\_\_\_

### Part B: To be completed by the course faculty member:

Based on student's attendance and other considerations  
(please check one)

\_\_\_\_ I can recommend that this student receive tutoring in the  
above mentioned course.

\_\_\_\_ I cannot recommend that this student receive tutoring in the  
above mentioned course.

\_\_\_\_\_  
(Faculty Signature)

\_\_\_\_\_  
(Date)

### Part C: To be completed by Student Success Centre:

Name of assigned tutor: \_\_\_\_\_

Program of enrollment of tutor: \_\_\_\_\_

Signature/Initials of SSC: \_\_\_\_\_

The following is a summary of the Tutorees responsibilities and expectations for the academic year.

1. Peer tutors will arrange a convenient time and place to meet their student(s). If tutors and students are not able to find a convenient time to meet, they should contact the Student Success Centre, which will attempt to find another match.
2. Students or tutors who need to cancel a scheduled session should contact each other and the Student Success Centre staff. Cancellations are not considered missed sessions. **Students and tutors who miss two scheduled sessions without notification will be disqualified from participating in the peer tutoring program.** (Note: Students and tutors should notify the Student Success Centre staff about missed sessions.)
3. Students must advise the Student Success Centre staff if tutoring sessions are not productive. Students or tutors who experience problems with the tutoring situation (academic difficulties, personal conflicts, or anything else) should be reported to the Student Success Centre staff as soon as the problems become apparent.
4. **To qualify for peer tutoring, students must attend classes on a regular basis.**
5. While the Student Success Centre will make every effort to find and hire qualified tutors, there may be times when we are not able to provide a qualified tutor for a particular course. When this occurs, we will work with the faculty to try to identify qualified students to hire.

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Signature

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Date



We have found that there are three common misconceptions about tutoring:

1. Students sometimes come to tutoring sessions with the expectations that a tutor will check their homework, make necessary corrections, and solve problems. Peer tutors are required to say “no” to such requests. Instead, tutors will work with a student to help the student check his or her work, make necessary corrections, and learn how to spot errors, and solve problems.
2. Students sometimes come to the Student Success Centre expecting that a tutor will be able to help shortly before an assignment is due or before an exam is given. It is very difficult for tutors to provide real assistance when the student comes in just before a paper or assignment is due or the morning before an exam. We encourage students to plan ahead, know our philosophy, and expect to spend time learning.
3. Students sometimes think that a quick trip to tutoring will improve their grades. Our hope is, of course, that the Student Success Centre will help students achieve excellent grades. However, tutoring is a process that can only be effective with time and commitment.

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Signature

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Date



## STUDENT AGREEMENT

I, \_\_\_\_\_, understand  
*Name (Print)*

that I will receive tutoring and that it is my responsibility to notify the coordinator of the Student Success Center regarding the progress made in these tutoring sessions.

I authorize the Student Success Center and the Learning Resource Center staff to provide my name to all faculty in my program/department and my name and telephone number to all prospective tutors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## LATE CANCELLATION/NO-SHOW POLICY

### **What is a no-show?**

When a student has a tutoring appointment and does not show up for the appointment.

### **What happens if I do not show up for my appointment?**

You will be notified of the missing appointment by e-mail or letter and reminded of the no-show policy.

### **What is the no-show policy?**

You are allowed two no-shows. After missing two appointments you will no longer be eligible to receive tutoring.

If you need to cancel a session, you must notify your tutor or the Student Success Centre at least 24 hours before your scheduled appointment. The Student Success Centre can be reached at 235-7150.

If the tutor is not notified within 24 hours of the session, you will be charged with a no-show. I will be prompt for my tutoring appointments. My tutor is not required to wait longer than 15 minutes past the appointed time. If I am more than 20 minutes late, it is considered a no-show.

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Signature

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Date