



When you succeed... We succeed!

Student Success Centre

Application To Be 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 wish to tutor is:

Course Name: _____

Course Code: _____

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

Faculty Name: _____

Faculty Department: _____

Course Name: _____

Course Code: _____

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

I can recommend that this student be a tutor in the above mentioned course.

I cannot recommend that this student be a tutor in the above mentioned course.

(Faculty Signature)

(Date)

Part C: To be completed by Student Success Centre:

Name of assigned tutoree: _____

Program of enrollment of tutoree: _____

Signature/Initials of SSC: _____



Tutor Information Roles, Responsibilities and Expectations

The following is a summary of the Tutors roles, responsibilities and expectations for the academic year:

1. Peer tutors must submit the following completed forms:
 - a. Application form with faculty's reference
 - b. Direct deposit form
 - c. Income tax form (TD1-Provincial and Federal)
2. Peer tutors must schedule an appointment with the Student Success Centre Staff to discuss tutorial services. Peer tutors will be assigned students based on the demand for tutorial assistance.
3. Peer tutors can attend a training session. Tutorial assistance will be available during the academic year.
4. Peer tutors will be assigned no more than **15 hours** of tutoring **per week**.
5. Peer tutors can tutor only **one** student per session at a time. (Note: You may tutor multiple students, but each session must be a one-on-one tutoring experience.) Peer tutors may only tutor **one** student for a **maximum of 5 hours per week**.
6. 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.
7. Students or tutors who need to cancel a scheduled sessions 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. Tutors will be paid for **only** two missed sessions.)
8. Tutors should complete a Timesheet for each tutoring session they conduct. Tutors wishing to be paid must submit these sheets by 2:00 PM every other Friday. If time sheets are submitted late, they will not be processed and you will not be paid. In order to be paid, tutors must also turn in completed Tutoring Session Reports for each student at each tutoring session. Tutors must turn in their Session Reports when they submit their Payroll sheets.

9. Peer tutors 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.

10. Peer tutors must maintain strict confidentiality on caseloads and assignments.

11. Peer tutors are trained to offer students academic assistance that will help them answer the questions and solve the problems they bring to the session and become better able to manage difficulties they may encounter with assignments or homework in the future. It is important that students know before they come to their tutoring sessions that tutors do not simply give answers or solutions. To do so would ultimately prevent students from actually learning the material and would, therefore, impede their overall success. Tutors engage students by asking questions and explaining concepts, helping them to identify weak skills, and guiding them toward mastery of those skills.

12. Students sometimes come to tutoring sessions with the expectation 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.

13. Due to liability, tutoring services must be conducted on the Northern College Campus. If a person chooses to tutor in their own home, they do so at their own risk. Northern College does not assume liability for tutors and tutorees when meeting in a private home.

14. To qualify for peer tutoring, tutors must attend classes on a regular basis.

Signature

Date



TUTOR AGREEMENT

I, _____, understand
Name (Print)

that I may tutor to a maximum of 15 hours per week.

It is my responsibility to notify the coordinator of the Student Success Center regarding the progress made in these tutoring sessions. It is my responsibility to submit my time sheets every two weeks as outlined in the payment schedule information.

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

Signature

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.

Signature

Date