

Office of Academic Services

Tutoring Center: 431-8478

Application to be a Tutor

To begin the process, complete attached application and return it to Academic Services (Hudson 315). Once the match is made, you will receive notification by e-mail or “snail mail”. As soon as you receive notification, please call your client to confirm date and time to begin. Peer tutoring is a great way to help your fellow students and earn extra money!!

Requirements for all Tutors:

- ❑ 3.0 CPA, with an A or B in the course being tutored, or strong recommendation of an instructor.
- ❑ Completion of attached application.
- ❑ A DCC student with a current student SUNYcard.
- ❑ Program orientation.

Policies and Procedures:

- Tutors are expected to initiate communication with clients and inform them in advance of any absence.
- For their part, clients are expected to communicate with their tutors about any absences or decisions to either drop the course or withdraw from tutoring.
- Tutors are responsible for being prepared to discuss material. Tutors are NOT responsible for doing assignments for clients. Any questions or concerns should be addressed immediately to the tutoring coordinator!
- Tutors are paid bi-weekly. Time is tracked through the college’s KRONOS system by tutors swiping-in and out at a KRONOS station. Academic Services requires a paper time log as a back up. Paychecks are disbursed from the Business office on the Friday following the end of a pay period.
- Tutors should ensure that their clients swipe-in on the tutoring computer and record attendance on their attendance sheet.
- Tutors should review their mail folder in the Tutoring Center *daily to check for matches if they are not able to access their e-mail daily* and before each tutoring session for any updates or notes.

As a tutor, you are an employee of the college. You are expected to arrive on time, conduct tutoring sessions in a professional manner, and abide by the college’s rules on academic integrity. Due to the nature of our program, direct supervision is often not possible, therefore you are on your honor to provide your tutoring service. The benefit is that colleges and employers look for individuals who demonstrate they can work in small and large groups, communicate effectively in both oral and written terms, and are able to manage their time without direct supervision.

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Attention Tutors and Clients!!!!!!

Beginning with Summer 2006, tutoring correspondence will be conducted via e-mail. Therefore all students participating in the Tutoring Program **MUST** have an active email account. (We are moving away from our post card system.)

- If you do not have an e-mail, go to **yahoo.com** and follow the steps for creating an account.
- Be sure to select a username which is professionally appropriate as a variety of people will need to use it
- Be sure you remember your user name and password
- If you would like to evaluate other sites offering free e-mail accounts, view these links:

http://email.about.com/cs/freemailreviews/tp/free_email.htm

or

http://www.emailaddresses.com/email_web.htm

Use this account only for your college business and communications. This will help keep you organized, up-to-date and informed.

You will be able to check your e-mail in the Tutoring Center (for tutoring purposes only), if you do not have computer access at home.

Once your application is submitted, be sure to check your e-mail on a daily basis.

Office of Academic Services

Tutor Application

Name _____ Social Security Number _____

Address _____
City State Zip

Phone (H) _____ Phone (Cell) _____ E-mail _____
(Required)

Is this your first semester at DCC? _____ Do you qualify for College Work Study? _____

Are you, or have you ever been, employed elsewhere at DCC? _____
 If so, where _____

____ Group Tutor ____ 1 on 1 Tutor ____ Volunteer Tutor ____ Student Leader

List course or courses you wish to tutor. You must have a 3.0 CPA and an A or B in the course or approval of the instructor, if currently enrolled.

COURSE	INSTRUCTOR
_____	_____
_____	_____
_____	_____
_____	_____



Please see other side



FOR OFFICE USE ONLY

Application received _____	CPA _____	SignOff Sup _____
Orientation date _____	Home Dept. _____	Location 2 _____
Orientation time _____	Location 1 _____	Kronos Clock _____
Orientation completed _____	Pay _____	ACCESS updated _____
Application approved _____		

If group tutor and/or off site:

Tutoring location _____ Supervisor _____

Weekly days & hours _____

Missed Appointments

Date	Reason
_____	_____
_____	_____
_____	_____

Please indicate, below, all possible times you have available for tutoring by placing an X in the appropriate box. If a peer tutor, indicate the maximum number of clients you wish to tutor (each client may receive 2 hrs per week) _____.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50	8:00 – 8:50	8:00 – 8:50	8:00 – 8:50	8:00 – 8:50
9:00 – 9:50	9:00 – 9:50	9:00 – 9:50	9:00 – 9:50	9:00 – 9:50
10:00 – 10:50	10:00 – 10:50	10:00 – 10:50	10:00 – 10:50	10:00 – 10:50
11:00 – 11:50	11:00 – 11:50	11:00 – 11:50	11:00 – 11:50	11:00 – 11:50
12:00 – 12:50	12:00 – 12:50	12:00 – 12:50	12:00 – 12:50	12:00 – 12:50
1:00 – 1:50	1:00 – 1:50	1:00 – 1:50	1:00 – 1:50	1:00 – 1:50
2:00 – 2:50	2:00 – 2:50	2:00 – 2:50	2:00 – 2:50	2:00 – 2:50
3:00 – 3:50	3:00 – 3:50	3:00 – 3:50	3:00 – 3:50	3:00 – 3:50
4:00 – 4:50	4:00 – 4:50	4:00 – 4:50	4:00 – 4:50	
5:00 – 5:50	5:00 – 5:50	5:00 – 5:50	5:00 – 5:50	
6:00 – 6:50	6:00 – 6:50	6:00 – 6:50	6:00 – 6:50	

 How did you hear about our program? Bulletin board TV message Instructor
 Postcard request Other _____

I have read and agree to the tutoring requirements set forth by the Office of Academic Services.

 Signature Date

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Peer tutor client's name	Course and Instructor
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____