

Peer Tutor Application

Academic Achievement Center

Part I - Information

Name _____ Student ID# _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Major _____ GPA _____ Date of Graduation _____

Part II – Course listing

Please list all the courses you feel most qualified to tutor:

	Course	Professor	Semester Taken	Grade
1				
2				
3				
4				
5				

Part III - Questions

In the space provided, please answer the following questions. (If you prefer, you may answer on a separate sheet.)

1. Why do you want to be a Peer Tutor for the Academic Achievement Center?

2. Briefly describe what you believe to be the role of a peer tutor.

3. Please list any related experience and/or skills that you can bring to the position.

4. What do you feel are the difficulties students experience in the course(s) you wish to tutor? How would you help students study more effectively for the course(s)?

5. Are you involved in other campus activities or clubs at MassBay? If so, please describe your involvement.

Part IV - Recommendations

Please submit at least one faculty recommendation for each course you would like to tutor. Additional forms are available.

Part V – Interview

Once your application has been reviewed, we will be in touch to schedule an interview.

Part VI – Human Resources/Documentation

The final step is to meet with Human Resources and submit all proper documentation to begin work. After our interview, we will help you to set up an appointment with HR.

Office use only

Date submitted:	Date of interview:
Campus:	Date of hire:

Faculty Recommendation Form

Peer Tutor Applicant

Dear Faculty Member,

Your student has applied to become a Peer Tutor in the Academic Achievement Center! As part of the application process, candidates must submit a recommendation from the instructor(s) of the course(s) for which they wish to tutor. Students who have earned a B+ or higher, are confident with the material and good communicators are encouraged to apply. **Your input is important and vital to this process.** Please take a moment to evaluate your student for a peer tutoring position. When complete, please return to the student or directly to Naomi Lansing, Wellesley Hills campus or Linda Strayhorn, Framingham campus.

Your time and consideration of this student is greatly appreciated. If you have any questions or would like to discuss this applicant further, please do not hesitate to contact me.

Thank you!

Naomi Lansing
Wellesley Hills Campus
Peer Tutoring & Testing Services
(781) 239-2620

Linda Strayhorn
Framingham Campus
Peer Tutoring & Testing Services
(508) 270-4213

To be filled out by student.

Applicant's Name _____ Student ID # _____

Phone # _____ Email _____

Courses interested in tutoring _____

To be filled out by instructor.

Instructor's Name _____

Student's ability to communicate effectively with instructor(s)

Excellent Good Adequate Inadequate N/A

Student's ability to communicate effectively with peers

Excellent Good Adequate Inadequate N/A

Student's demonstrated level of responsibility/reliability

Excellent Good Adequate Inadequate N/A

Student's attendance record

Excellent Good Adequate Inadequate N/A

Student's knowledge of the course material

Excellent Good Adequate Inadequate N/A

Student's ability to seek help when needed

Excellent Good Adequate Inadequate N/A

How would you rank this applicant?

Must hire!! Hire Hire, if necessary Do not hire

Additional comments:

Signature _____ Date _____

Faculty Recommendation Form

Peer Tutor Applicant

Dear Faculty Member,

Your student has applied to become a Peer Tutor in the Academic Achievement Center! As part of the application process, candidates must submit a recommendation from the instructor(s) of the course(s) for which they wish to tutor. Students who have earned a B+ or higher, are confident with the material and good communicators are encouraged to apply. **Your input is important and vital to this process.** Please take a moment to evaluate your student for a peer tutoring position. When complete, please return to the student or directly to Naomi Lansing, Wellesley Hills campus or Linda Strayhorn, Framingham campus.

Your time and consideration of this student is greatly appreciated. If you have any questions or would like to discuss this applicant further, please do not hesitate to contact me.

Thank you!

Naomi Lansing
Wellesley Hills Campus
Peer Tutoring & Testing Services
(781) 239-2620

Linda Strayhorn
Framingham Campus
Peer Tutoring & Testing Services
(508) 270-4213

To be filled out by student.

Applicant's Name _____ Student ID # _____

Phone # _____ Email _____

Courses interested in tutoring _____

To be filled out by instructor.

Instructor's Name _____

Student's ability to communicate effectively with instructor(s)

Excellent Good Adequate Inadequate N/A

Student's ability to communicate effectively with peers

Excellent Good Adequate Inadequate N/A

Student's demonstrated level of responsibility/reliability

Excellent Good Adequate Inadequate N/A

Student's attendance record

Excellent Good Adequate Inadequate N/A

Student's knowledge of the course material

Excellent Good Adequate Inadequate N/A

Student's ability to seek help when needed

Excellent Good Adequate Inadequate N/A

How would you rank this applicant?

Must hire!! Hire Hire, if necessary Do not hire

Additional comments:

Signature _____ Date _____

Faculty Recommendation Form

Peer Tutor Applicant

Dear Faculty Member,

Your student has applied to become a Peer Tutor in the Academic Achievement Center! As part of the application process, candidates must submit a recommendation from the instructor(s) of the course(s) for which they wish to tutor. Students who have earned a B+ or higher, are confident with the material and good communicators are encouraged to apply. **Your input is important and vital to this process.** Please take a moment to evaluate your student for a peer tutoring position. When complete, please return to the student or directly to Naomi Lansing, Wellesley Hills campus or Linda Strayhorn, Framingham campus.

Your time and consideration of this student is greatly appreciated. If you have any questions or would like to discuss this applicant further, please do not hesitate to contact me.

Thank you!

Naomi Lansing
Wellesley Hills Campus
Peer Tutoring & Testing Services
(781) 239-2620

Linda Strayhorn
Framingham Campus
Peer Tutoring & Testing Services
(508) 270-4213

To be filled out by student.

Applicant's Name _____ Student ID # _____

Phone # _____ Email _____

Courses interested in tutoring _____

To be filled out by instructor.

Instructor's Name _____

Student's ability to communicate effectively with instructor(s)

Excellent Good Adequate Inadequate N/A

Student's ability to communicate effectively with peers

Excellent Good Adequate Inadequate N/A

Student's demonstrated level of responsibility/reliability

Excellent Good Adequate Inadequate N/A

Student's attendance record

Excellent Good Adequate Inadequate N/A

Student's knowledge of the course material

Excellent Good Adequate Inadequate N/A

Student's ability to seek help when needed

Excellent Good Adequate Inadequate N/A

How would you rank this applicant?

Must hire!! Hire Hire, if necessary Do not hire

Additional comments:

Signature _____ Date _____