Peer Tutor Application
Academic Achievement Center, Fall 2014

Please return completed applications to:

Naomi Lansing
Wellesley Hills Campus
Academic Achievement Center
(781) 239-2620

Linda Strayhorn
Framingham Campus
Academic Achievement Center
(508) 270-4213

Note: For full consideration for fall 2013 employment, please complete and return application by October 1. We welcome you to submit applications after that day for consideration for spring 2015.

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:

<table>
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<tr>
<th>Course</th>
<th>Professor</th>
<th>Semester Taken</th>
<th>Grade</th>
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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 – Human Resources/Documentation

The final step is to meet with Human Resources and submit all proper documentation to begin work. Documentation includes:

- MassBay application for temporary workers
- Federal and State tax forms
- I-9 with correct identification

Office use only:

<table>
<thead>
<tr>
<th>Date submitted:</th>
<th>Date of interview:</th>
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<td>Campus:</td>
<td>Date of hire:</td>
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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 Elizabeth Kinsman, Wellesley Hills campus or Linda Strayhorn, Framingham campus.

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

Thank you!

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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 __________________

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**To be filled out by student.**

Applicant’s Name _____________________________________ Student ID # _____________________

Phone # ___________________________________ Email ___________________________________

Courses interested in tutoring ___________________________________________________________

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**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 __________________

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