



# Peer Tutoring & Tutors Linked to Classes

## Employment Packet Overview

---

### Application Overview

- Position Information and Requirements
- Employment Expectations
- Employment Application
- Recommendation Forms

### Application Process

- Complete Application
- Attach a copy of your transcripts to your application
- Submit application to Jackie Reichter or Keith Hagen
- Have instructors complete the attached recommendation forms and return them
- Complete the FAFSA or be willing to complete the FAFSA. This is a REQUIREMENT of all student employment positions. If you have questions about this ask.

### Questions

Jackie Reichter  
Peer Tutor/TLC Coordinator  
West 2461  
jackie.reichter@century.edu  
651-779-3258

Keith R. Hagen  
Peer Tutor/TLC Coordinator  
East 2525  
keith.hagen@century.edu  
651-779-3293

# Tutors Linked to Classes (TLC) Leader and Peer Tutor Information

## What is the difference between TLC and Peer tutoring?

**Tutors Linked to Classes (TLC)** is an academic support program that utilizes peer assisted study sessions to assist students with traditionally difficult academic courses having large class sizes. TLC sessions are an opportunity for students to compare notes, discuss readings, ask questions, and prepare for examinations.

**Peer tutoring** is also an academic support program; however it is not linked to specific classes. The purpose of peer tutoring is to provide a collaborative learning situation for students desiring assistance with content in a specific course or program, with study skills, with basic skills, or with computer aided instruction in our Support Centers (E2523 or W2461).

## What are my responsibilities as a tutor?

TLC Leaders are responsible for leading a minimum of one, one-hour long TLC study session per week in his or her assigned academic course. TLC Leaders attend lectures for their assigned class, take notes, work through all homework assignments as well as plan and facilitate interactive TLC sessions to assist students.

Peer Tutors are responsible for maintaining a weekly schedule of available hours in the Support Centers for student appointments. Peer Tutors meet with students on a one-to-one or small group basis to give learning assistance.

## What are the benefits of being a tutor?

TLC and Peer tutoring is a paid, professional opportunity for student leaders who want to improve communication skills, gain experience working with students, review and strengthen their familiarity with an academic discipline, and gain valuable group facilitation skills desired by many employers. Tutoring schedule is flexible based on your availability. Century College is also certified by the College Reading and Language Association (CRLA). This allows us to certify tutors after meeting specific training and tutoring goals. Speak with the Coordinator for more information about the benefits of CRLA certification.

## Minimum Requirements

- Completion of the course in which tutoring is to be offered, having earned a minimum grade “B.” A written recommendation for each course in which you wish to tutor.
- Must attend Tutoring meetings and training sessions
- Good interpersonal communication skills and ease in relating with people from varying educational, cultural, and social backgrounds.
- A high-level of personal responsibility, reliability, and punctuality.
- Current enrollment as a student at Century College with at least 6 credits

## TLC Tutor Qualifications

- Minimum Requirements
- Must be recommended by instructor to become TLC Leader for the course
- Must be willing to attend all course sessions and hold at least 1 TLC session per week

## Employment Expectations

- Maintain a weekly schedule for student appointments.
- Meet with students on a one-to-one or small group basis to give learning assistance.
- Visit the class(es) you are tutoring when asked, and make contact with the instructor(s) as appropriate to obtain any necessary course syllabi or materials.
- Keep regular and accurate records of tutoring sessions using the appropriate forms.
- If you are a Peer Tutor, check the Peer Tutoring Sign-Up Book at least once a day for tutor appointments.
- Attend College Reading & Learning Association (CRLA) tutor training sessions
  
- Tutors may not proofread or edit student papers for students; instead, tutors can assist the student in learning the skills necessary for the student to write, revise, and edit his/her own paper.
- Tutors can assist students with researching methods and discuss appropriate documentation formats for sources.
- Tutors are not to accuse tutees of plagiarism; rather, tutors must refer students to proper citation resources and procedures.
- Tutors should work with tutees to ensure that both understand the demands of the assignment.
  
- Help with additional duties as assigned
  
- Be professional at all times. No tutor is to publicly criticize any faculty member or teaching method. Never guess at a probable grade, even though the student may push for your opinion. Please dress in a professional manner. If you maintain a social networking site, please remember that you are an employee of Century College and your account can reflect upon you as a tutor.
- Tutoring sessions are confidential. Tutors should not discuss the details of any student or session except as directed by the Peer Tutor Coordinator unless the student gives their written permission.



# APPLICATION FORM

***Please print clearly.***

Century College ID \_\_\_\_\_

Fall \_\_\_\_\_ spring \_\_\_\_\_ summer \_\_\_\_\_ Year \_\_\_\_\_ Date \_\_\_\_\_

Name (Print)

\_\_\_\_\_

Last	First	MI
------	-------	----

Local Address

\_\_\_\_\_

Street	City	State	Zip
--------	------	-------	-----

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Position interested in: Peer Tutor \_\_\_\_\_ TLC Tutor \_\_\_\_\_ Instructor \_\_\_\_\_

Subjects interested in tutoring: \_\_\_\_\_

## College Record

Year and semester you began attending Century College: \_\_\_\_\_

Major(s): \_\_\_\_\_

Total credits earned: \_\_\_\_\_

Grade Point Average: Last semester: \_\_\_\_\_ Cumulative: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

## Anticipated involvement in campus/work activities next term

*\*Include hobbies, clubs, organizations, part-time employment, etc.\**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please provide and attach a current, unofficial transcript.**

## Supplemental Questions

Why are you interested in this position and why do you feel you would be a good Tutor?

What are your career plans and how would being a Peer Tutor/TLC Leader contribute to those plans? Please explain how this position will benefit you.

What advice would you give to first year students that would help them become successful students?

How many hours would you like to tutor?

I authorize the Peer Tutor Coordinator to obtain records or data in support of my application from other sources. I agree that the Peer Tutor Coordinator may have access to my academic records and may include my name and/or photo as a tutor in Century College publications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Century College is An Equal Opportunity Employer/Educator

**Please provide and attach a current, unofficial transcript.**

# INSTRUCTOR TUTOR RECOMMENDATION FORM

\_\_\_\_\_ has requested to be a tutor in classes listed below. Please be honest in your recommendations, as we strive to employ quality tutors. If you have any questions or concerns, please call Keith Hagen at (651)779-3293 or Jackie Reichter at (651)779-3258.

**Please return this form to the student in a signed, sealed envelope or by intercampus mail to: Jackie Reichter (W2461 Peer Tutoring) OR Keith Hagen (E2525 East Campus Student Support Center)**

The student must have received a B or better to be qualified to tutor a subject.

<u>Course:</u>	<u>Number and Section:</u>	<u>Semester taken:</u>

Qualifications	Highly Recommend	Recommend	Do Not Recommend	Not Enough Information
<b>Capable of tutoring in areas identified above</b>				
<b>Able to communicate and relate meaningfully to other students</b>				
<b>Responsible and able to work unsupervised</b>				
<b>Good attendance and arrives on time</b>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# INSTRUCTOR TUTOR RECOMMENDATION FORM

\_\_\_\_\_ has requested to be a tutor in classes listed below. Please be honest in your recommendations, as we strive to employ quality tutors. If you have any questions or concerns, please call Keith Hagen at (651)779-3293 or Jackie Reichter at (651)779-3258.

**Please return this form to the student in a signed, sealed envelope or by intercampus mail to: Jackie Reichter (W2461 Peer Tutoring) OR Keith Hagen (E2525 East Campus Student Support Center)**

The student must have received a B or better to be qualified to tutor a subject.

<u>Course:</u>	<u>Number and Section:</u>	<u>Semester taken:</u>

Qualifications	Highly Recommend	Recommend	Do Not Recommend	Not Enough Information
<b>Capable of tutoring in areas identified above</b>				
<b>Able to communicate and relate meaningfully to other students</b>				
<b>Responsible and able to work unsupervised</b>				
<b>Good attendance and arrives on time</b>				

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

