

[LAST NAME: \_\_\_\_\_]

**FOR OFFICE USE ONLY:**

Reviewed by: \_\_\_\_\_

Date of orientation: \_\_\_\_\_

OMS1 subject(s) tutored: \_\_\_\_\_

OMS2 subject(s) tutored: \_\_\_\_\_

# Tutor Application Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Class Year: \_\_\_\_\_

## Payment of services

1. Tutors are paid \$12 per hour. Each tutor is given credit for 2 hours of work for each tutoring session. Are you eligible to work in USA?  Yes  No
2. At the end of each block, you will complete a timesheet and submit it to VCOM. After approval, your timesheet will be forwarded to the VCOM Human Resources and Payroll Department.
3. Tutors are paid at the end of each block.

## Expectations of tutors

4. Tutors must be in good standing with VCOM and carry a GPA of 3.6 or greater. Tutors must have scored 86% or greater on the previous exam in the subject/course they are tutoring.
5. Tutors will be expected to facilitate discussion during tutoring sessions to help student(s) understand concepts in the curriculum and prepare for the upcoming exam.
6. Tutors must receive orientation before their initial session each school year.
7. Announcements about tutoring opportunities will be sent via VCOM email. Please check your VCOM email on a regular basis. If you agree to lead a tutoring session, please sign up for tutoring session via Signupgenius.com.
8. For each tutoring session, tutors are required to communicate with the teaching faculty or course instructor(s) for tips and key points for your upcoming tutoring session. This can be done by email, phone, or in-person.
9. Please keep each tutoring session to **one hour**. There may be tutoring sessions after your session, so the room must be available for the next group.
10. If no one shows up for the tutoring session, please wait until 15 minutes after the hour before departing in case there are any late comers. You will still be paid for that session of tutoring.
11. If you have too many students in your session (e.g. the room is full), then you may move the session into a larger room. If a larger room is not available, then you may inform students that your session is full and ask new comers to attend another session (first come, first serve).
12. If you have any rude or disgruntled students during your session, please act professionally and report the incident to VCOM. If the student disrupts the session, please speak to him or her outside the room and ask him or her to leave.
13. Tutors are encouraged to share study tips with attendees. However, please avoid mass-emailing information to the entire class. Instead, tutors should share during the tutoring session and only with those who attend it.

[LAST NAME: \_\_\_\_\_]

14. During your tutoring session, please encourage students to attend your next tutoring session and to complete the evaluation available on Scholar.
15. If you are unable to lead your tutoring session (e.g. due to illness or a scheduling conflict), please contact the “substitute tutor” listed on Signupgenius.com. Please do this with as much advance notice as possible. If the “substitute tutor” cannot fill in for you, then please alert VCOM.
16. If a tutor is a “no show” for two tutoring sessions during an OMS year, then the tutor will not be eligible to lead future tutoring sessions UNTIL the tutor repeats the orientation session with VCOM.
17. The following day, please submit the attendance record to VCOM.
18. Timesheets should be submitted at the end of each block for payroll.
19. Timesheets and attendance records can be found in the “Tutoring Binder” in the conference room or from VCOM.
20. You may submit an evaluation regarding your tutoring experience. Evaluation/surveys are available at the end of each block from VCOM.
21. You will be asked to complete this application each academic year.

**Assistance for tutors**

22. If you need assistance, please contact VCOM’s Center for Institutional, Faculty, and Student Success.

**Your areas of interest/expertise**

23. What courses/subjects are you interested in tutoring? Please list.
  
24. Do you have a background, work experience, or education in the areas listed above? If yes, please elaborate.
  
25. Do you agree to abide by the expectations listed in this document?  Yes  No

Your signature: \_\_\_\_\_

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