Peer Tutor Application Packet
Learning Services/Peer Tutoring Application

Thank you for your interest in becoming a peer tutor for Learning Services at KCKCC. We look forward to working with you.

Attached you will find:

- The job description
- An application/availability form
- A recommendation form to be filled out by an instructor or a coach
- Assessment instructions can be found below

Upon completion, please submit the following to the front desk of the Learning Commons:

- The completed application/availability form
- The completed recommendation form
- Unofficial transcript (able to print from Web Advisor for KCKCC transcript)
- The completed writing assessment/CAT assessment/math assessment scheduled
- If you have a resume, please include it

Assessments:

Writing Sample for peer tutors interested in working in the Writing Center

Please include a writing sample with your application. Sample should be no less than three paragraphs. Examples of writing samples:

- Essay written for a course
- Creative writing
- An essay describing why you’d like to be a tutor

Math Assessment for Peers interested in working in the Math & Science Lab

All math lab tutors need to have a strong sense of basic algebra skills. Please schedule a time to take the short assessment (30 min) with the Math Tutoring Coordinator, Dave Jones.

Content Area Tutoring (CAT)

Students interested in tutoring in content areas should complete the following assessment: Please write one-two paragraphs stating why you want to be a peer tutor.

Questions?

Writing/Content Area
Carrie Dimino
cdimino@kckcc.edu
913-288-7202

Math/Science
Dave Jones
dajones@kckcc.edu
913-288-7242
Position Title: Peer Tutor
Reports to: Director of the Learning Commons and Tutoring Coordinator

I. General Description
The Peer Tutor shall be responsible for providing academic assistance to students.

II. Functional Responsibilities
A. Complete tutor training requirements.
B. Make a determination as to the most effective method of providing assistance to the tutee, and implement that plan. Consult with mentor or Tutoring Coordinator(s), as needed.
C. Maintain current records of tutoring activities.
D. Inform Director and/or Tutoring Coordinator(s) of potential problems.
E. Assist students in developing study skills.
F. Perform other duties as assigned.

III. Consulting Tasks
A. Consult with Tutoring Coordinator(s) for assistance with unique student situations.

IV. Required Knowledge, Skills and Personal Qualifications
A. Ability to work with students from diverse backgrounds.
B. Ability to provide content area assistance.
C. Ability to provide some assistance with test-taking strategies, note taking skills, and time management.
D. Ability to work with other tutors, faculty and staff.
E. Ability to work with two or more tutees in a tutoring session.

V. Required Educational Background
A. Must have successfully completed the course to be tutored with a final grade of “A” or “B.” If currently enrolled, must maintain an “A” or “B” average.
B. Must secure written recommendation by the course instructor.
C. Must provide an unofficial transcript.
PEER TUTOR APPLICATION

PLEASE NOTE: All applications will be screened by the Learning Services Team. Peer Tutors must be enrolled in a minimum of 6 credit hours and previously completed the course they would like to tutor with an A or B. An instructor’s recommendation and unofficial transcripts are required. In some cases, a student may be currently enrolled in the course they would like to tutor. The number of hours a tutor works is dependent upon student demand for tutoring and tutor qualifications & experience. Candidates will be contacted via phone or college email to inform them if they are selected to tutor. All applications are kept on file for one academic year.

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First M.I.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Apartment/Unit #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Home Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Phone</th>
<th>KCKCC ID</th>
<th>Desired # Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major</th>
<th>Cumulative GPA</th>
<th>Status (Please Circle): 1st Semester/Returning Student/Transfer Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you currently employed by KCKCC?

- [ ] Yes
- [ ] No

If Yes, how many hours per week do you work?

Have you applied for Work Study?

- [ ] Yes
- [ ] No

Are you currently a student at KCKCC?

- [ ] Yes
- [ ] No

Emergency Contact Person:  

Emergency Contact Number: 

Please list and describe any tutoring experience you have: 

List in priority order the courses you wish to tutor:

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  

Expected graduation date:
PEER TUTOR EXPECTATIONS

If hired as a Peer Tutor, I agree to the following terms and conditions of the Learning Services:

1. Tutors are employed on an as-needed basis, semester by semester. I understand that my employment during one semester does not guarantee that I will be asked to return during subsequent semesters.
2. I understand that ongoing training is necessary for all Peer Tutors.
3. It is my responsibility to contact the Tutees assigned to me and arrange a time and location for our first tutoring session. I will only be compensated for tutoring Tutees that have been assigned to me. If I am aware of students needing help they must first request tutoring and be assigned a tutor.
4. I give permission for my name and telephone number or email address to students requesting help.
5. All tutoring must be done on college grounds, no exceptions.
6. I will never tutor during my scheduled class time, even if the class has been cancelled. There is no tutoring during days when class is not in session or during finals.
7. I understand that if I have a personal relationship with a student assigned to me, I must inform my supervisor. I must obtain approval to tutor another tutor, a relative, a close friend or a person living in the same household as me.
8. I understand that my employment application will not be processed through the Financial Aid office. If I have concerns about these wages affecting my eligibility for Federal Work-Study in the future, it is my responsibility to contact the Financial Aid office.
9. I agree to notify my supervisor if I am unable to tutor. I will arrive on time to each tutoring session. After my first unexcused absence, I understand that my employment with Learning Services may be terminated.
10. The Learning Services program reserves the right to give two warnings prior to termination for violating policies and procedures. However, some infractions may result in immediate termination.
11. I will contact my supervisor if any challenges, obstacles or problems should arise with any student(s). Failure to do this could result in termination.

Student Signature ___________________________ Date ___________________________

PRIVACY AFFIRMATION

By my signature I certify that I understand that under the Buckley Amendment (Family Educational Rights and Privacy Act, Public Law 93-380), I am not allowed to release or discuss any information I may come across concerning any student attending Kansas City Kansas Community College while I am employed as a student employee at KCKCC. (i.e. grades, test scores, financial information, address information, etc.)

I also understand that failure to comply with this law could result in the termination of my employment.

Student’s Name (Please Print): ___________________________
KCKCC ID Number: ___________________________
Student’s Signature: ___________________________
Date: ___________________________

PEER TUTOR RECOMMENDATION FORM

Attached is the Peer Tutor Recommendation Form. Please ask the Instructor for the course you wish to tutor to complete the form and return. If you did not take the course you wish to tutor at KCKCC please attach a transcript.

Hard copies of this application can be returned to:
**PEER TUTOR AVAILABILITY**

Complete the schedule below by X-ing out the times you **CAN** tutor.

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am-9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am-10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am-11am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am-12pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm-1pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-2pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1pm-3pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3pm-4pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4pm-5pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5pm-6pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6pm-7pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7pm-8pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PEER TUTOR RECOMMENDATION FORM

____________________
Date

Dear ______________________________,
        
Instructor’s Name

_________________________________ has requested employment as a tutor for the following
        
Student’s Name

course(s) _____________________________________________________________________.

You were listed by the student as the recommending instructor. Please indicate your
judgment regarding the student’s ability to help other students understand the course
content by checking one of the following:

☐ I highly recommend this student as a tutor.

☐ I recommend this student as a tutor.

☐ I recommend this student with some reservations.

☐ I do not recommend this student as a tutor.

Notes:

_____________________________________________________________________________________

Instructor’s Signature               Date

Please turn this recommendation form with the rest of your application to:
Learning Services: Lower Level, Learning Commons (913) 288-7575

*It is at the Instructor’s discretion to return the form via Campus Mail or with the student.