



STUDENT SUPPORT SERVICES

Windward Community College  
Manaleo 107  
45-720 Kea'ahala Road  
Kaneohe HI 96755  
235-7487

# TUTOR APPLICATION

The TRiO Student Support Services Program thanks you for your interest in tutoring other WCC students! Please complete both sides of this form and return it as soon as possible. Then read and review the attached duties and contract forms. If hired, you must sign the Tutor Contract of Agreement and other applicable campus employment forms.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Contact: \_\_\_\_\_  
Home Phone Cell Phone Email address

How many credits are you taking this semester? \_\_\_\_\_

Courses I have been certified to tutor:

Course #	Instructor	Grade Earned	College	Semester/Year

Hours Available for Tutoring

Alternate Hours

Mon. \_\_\_\_\_

\_\_\_\_\_

Tues. \_\_\_\_\_

\_\_\_\_\_

Wed. \_\_\_\_\_

\_\_\_\_\_

Thurs. \_\_\_\_\_

\_\_\_\_\_

Fri. \_\_\_\_\_

\_\_\_\_\_

Please list your class and work schedule (include room numbers, if known)

Time	Mon.	Tues.	Wed.	Thurs.	Fri.
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					

# TUTOR DUTIES & RESPONSIBILITIES

## Responsibilities

1. Become thoroughly familiar with your client's course requirements and materials, including syllabus, assignments and exam schedule.
2. Consult with the course instructor regarding your clients' problem areas, strengths, suggested tutorial strategies, methods and materials.
3. Meet with a TRiO counselor for a mid-semester interview to review your progress.

## Activities

1. Attend all tutor trainings. Non-attendance can result in the termination of your tutorial contract.
2. Participate in the End-Of-semester (EOS) Tutor Evaluation Program, which we consider to be essential and valuable feedback from you.

## Paperwork

1. If unable to meet at a scheduled tutorial session, notify the TRiO office and your client, providing a reason for your absence. If your tutorial schedule must be modified, inform the TRiO office in writing of both temporary and permanent changes, including client's termination, on the NOTICE OF SCHEDULE CHANGE form.
2. Check the TRiO office bulletin board for tentative (yellow form) and confirmed (white form) hookups.
3. Check folders in the TRiO office on a weekly basis for any messages, announcements, or paperwork. Time sheets, time logs, cancellation forms, and workshop slips can be found in the appropriate files in the TRiO office.
4. Upkeep TUTOR TIME LOG to include what was covered and student's progress after each session.
5. Keep TIME SHEETS accurately. Time sheets are due according to the posted schedule in the TRiO office. The TRiO office will not be held responsible for late time sheets.
6. After 4 sessions of tutoring, your client will be asked to evaluate you on the CLIENT EVALUATION OF TUTOR (CET) form. This evaluation is confidential and should be completed outside of the tutoring session. Encourage client to return form to the TRiO office in a timely fashion.
7. Submit to the TRiO office the CLIENT DIAGNOSIS CHECKLIST (CDC) form after the 4<sup>th</sup> tutorial session.
8. If a client does not show up for a session without prior notice more than once, notify a TRiO counselor.



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## TUTOR CONTRACT OF AGREEMENT

I understand and agree to the following conditions of employment with TRiO's Tutorial Services Program:

- I will attend in-service training seminars each semester.
- I will have at least a cumulative 2.5 GPA, and at least a B grade in each specific course I wish to tutor.
- I must be enrolled in at least six (6) credits for the entire semester.
- I will verify sessions in the attendance log and record my tutorial contacts at the end of every session in my tutor time log.
- I will be willing to tutor a minimum of 6 hours per week, with no guarantee of 6 hours being assigned.
- I will meet with my client at the specified times. Any change in the initially arranged schedule must be agreed upon by both parties and submitted in writing and at conferences as required.
- I will maintain confidentiality at all times with the option of referral to a TRiO counselor.
- I will provide feedback regarding my client's progress to TRiO counselors in writing and at conferences as required.
- I have read and I understand the Tutor Duties & Responsibilities handout and will abide by what is stated therein.
- I understand that I may be suspended if:
  - I fail to attend two (2) consecutive tutoring sessions without a justifiable reason or without notifying TRiO in advance.

\_\_\_\_\_  
Tutor's Signature

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date