

# Hamline University Tutoring

## Student Tutor Application

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

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

ID#: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

**Name of at least one professor/instructor who recommend that you work as a tutor:**

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

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

Department: \_\_\_\_\_

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

- **List the courses you are qualified to tutor. Please include department, course number and title.**
  
- **Please list any courses in your subject area that you *do not* feel comfortable tutoring.**
  
- **On a separate sheet (typed, double-spaced), please explain your reasons for seeking a tutor position with the Center for Academic Services. Why do you want to work as a tutor? What unique skills, talents, and abilities will you contribute to the Hamline University Tutoring Program?**

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

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

**Please return to CAS after you have completed filling out the form.**

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## Student Tutor Application Policy

### What qualifies a student to be a tutor?

To apply to be a tutor, a student must:

- be an undergraduate with sophomore standing or above,
- have a minimum GPA of 3.0 *in the subject area for which he or she is applying to tutor*, and
- be eligible to work at Hamline University, as verified by a Campus Employment Eligibility card.

Individuals who are interested in applying for a tutor position should pick up an application from the Center for Academic Services (CAS). Applications can be returned to the CAS front desk or to Lisa Nordeen. When you turn in the application you should schedule a brief interview with Lisa Nordeen. Applicants will be notified of hiring decisions after the interview.

Each semester students interested in a tutor position are encouraged to fill out an application. Although there is not always a need in certain subject areas, many students are hired to be on the appointment-only roster.

### What is the difference between 'drop-in' and 'appointment-based' tutoring?

CAS has two different types of tutoring sessions. Tutors for 'drop-in' sessions have set times during which they are available to students who have questions. These sessions take place on the lower level of Bush Library, Drew Science Center 102 (for Math), Robbins Science Center 119 (for Physics), or Robbins Science Center 137 (for Biology). Tutors who have 'drop-in' times will be there at the same time every week.

'Appointment-based' tutoring is generally available in subjects where the demand may not be as high as in other subjects. Students in need of an appointment-based tutor will contact the tutor directly to set up an appointment. Again, sessions must take place in one of the specified tutoring areas mentioned above. Contact information for by-appointment tutors is available at CAS.

### What do tutors do?

Tutors serve as a support for students in specific classes within a subject area. Tutors are expected to have a firm understanding of the information that is presented both by the professor and through any supplemental materials for the class.

CAS tutors do not reteach the class, but review material that is important to the class. They may answer questions or find creative ways to help the student learn concepts, theories, and practical application of knowledge within the subject area.

Expectations include attending semesterly training sessions where you will learn specifics on communication skills, techniques of tutoring, CAS policies and procedures, as well as the specific day-to-day requirements of being a tutor.