



Peer Tutor Application Materials

Thank you for your interest in becoming a Peer Tutor in Mount St. Mary's Learning Services! Below is an explanation of the requirements for the peer tutoring position and the process required for consideration as a peer tutor.

Please return the completed application to Kristin M. Sites, Associate Director of Learning & Success, whose office is located in the Phillips Library.

After you have completed the Peer Tutor Application and Interview Process, you will be informed by Mrs. Sites as to whether or not you have been selected as a peer tutor and for which courses. Please contact Mrs. Sites with any questions at tutors@msmary.edu or 301-447-5133.

In order to complete the Peer Tutor Application Process, please do all of the following:

1. **ALL** tutor applicants must schedule an interview with Kristin Sites, the Assistant Director of Learning Services. This interview must occur and approval from Mrs. Sites must be gained **before** a tutor may begin seeing tutees for this academic year.
2. Complete the following application, including an up-to-date list of courses you wish to tutor.
3. Obtain a signature (where noted on the form) from the faculty member who was your instructor for **each of the courses** you would like to tutor. If your original instructor is unavailable (i.e. no longer works at Mount St. Mary's or is on sabbatical or other leave), you must obtain a signature from another appropriate faculty member in that department who can speak to your knowledge of the material.
4. Familiarize yourself with the following job expectations for peer tutors.

Peer Tutor Job Expectations and Requirements:

1. Tutors will have **received a grade of B+ or higher** in any courses they wish to tutor or must have placed beyond the level of a particular course or courses through a University placement process or the Advanced Placement exam given by the College Board.
2. Tutors must also receive the endorsement of a faculty member for each course (this should be the instructor who taught the potential tutor if possible – see note above).
3. Tutors should be prepared to set up regular tutoring sessions with assigned tutees and to maintain tutoring relationships with those students throughout the semester.
4. Tutors are expected to attend an initial six hours of training and any other training sessions or meetings throughout the year as required.
5. Tutors should maintain regular contact with Mrs. Sites to discuss the progress of individual tutees and to report any difficulties that arise during the tutoring process.
6. Tutors must complete all required Human Resources and Learning Services paperwork as needed, including time tracking and tutoring logs (completed every other week).



Peer Tutor Application (Please type or print clearly):

Date of Application: _____

Name: _____ Graduation Year: _____

Phone Number(s): _____ Texting? Yes No

Email (msmary account): _____

Mailing Address: _____

Intended Major(s): _____

Intended Minor (if any): _____ Cumulative GPA: _____

Do you have any other campus jobs? Yes No

If yes, please list where and how many hours you work: _____

Have you tutored before? Yes No

If yes, please indicate when and where?

List courses you are interested in tutoring (**the instructor's signature below indicates this student's ability to tutor course material**):

Course Title/Number:

Grade Received:

Instructor's Name and Signature:

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

(Add additional course information on another sheet if necessary)

Would you be interested in conducting small group tutoring? Yes No

Please briefly answer the following questions (attach additional sheets if necessary):

1. Why would you like to be a Peer Tutor at Mount St. Mary's Learning Services?

2. What qualities do you possess that you believe will make you a good Peer Tutor?

3. What experience do you have in leading/working with other students?

Your signature below indicates that you have read and agree to the Tutoring Services Contract and that you will fulfill the Peer Tutor responsibilities to the best of your ability:

Sign: _____ **Date:** _____

Learning Services Use Only:

Learning Services Staff Member Receiving: _____

Date of Scheduled Interview with Peer Tutor Coordinator: _____

Date Application is Received: _____ Tutor Approved: ____ Yes ____ No

If hired, new hire paperwork completed: ____ Yes ____ No Date of Hire: _____