

HOLY FAMILY UNIVERSITY
PHILADELPHIA, PA 19114
Center for Academic Enhancement
Peer Tutor Application

We are pleased that you are interested in joining our team. Peer tutors embark on an experience that addresses not only the educational needs of the academic community, but one that enhances the tutor's personal growth as well. It is required that all tutors at the Center be exceptionally knowledgeable in their field[s] of expertise. However, what separates the great tutors from the good ones is not how much they know, but rather the way they communicate the subject matter to the students with whom they are working. Accordingly, tutoring sessions at the Center are designed to promote collaborative learning – you will give assistance and confidence to the tutee; in turn, your own skills of communication and ability to interact meaningfully will strengthen and mature. The Center provides a training program for peer tutors. The intention of the program is to offer support and instruction to the tutor. We emphasize the Center's approach of working as a team.

The **application procedure** includes the following steps:

- **submit this application to the Director** [bring to office, second floor of library next to the CAE or place in Dennis Millan's mailbox, HFH 316];
- **arrange for a minimum of two letters of recommendation** from faculty in the subject[s] you wish to tutor [see VI below];
- **print out unofficial transcript** from WebAdvisor and attach to application;
- **an interview will be scheduled** with Director and representative staff member[s], after the above requirements are met; details of the position and compensation will be discussed.

I. ID Data:

Name: _____

Student ID #: _____ GPA: _____

Academic Level [freshman, sophomore, junior, senior]: _____

Work Study Eligible: Yes_____ No_____

Subject(s) you wish to tutor:_____

Local Address: _____

Home Address [if different from above]: _____

Home Telephone: _____ Cell Phone: _____

Email: _____@holyfamily.edu

Major: _____ Minor [if applicable]:_____

Expected date of graduation: _____

II. How did you learn of the Peer Tutoring Program?

III. Subject[s] you wish to tutor, including years studied, where studied, and listing of grades in each course:

IV. Relevant experience [work or academic] - Describe, giving details:

V. Philosophy of tutoring; i.e. What do you believe is the role of the peer tutor? Why would you be a successful peer tutor?

VI. Holy Family University faculty references – list at least two. These must be from faculty in the subject(s) you tutor. Additional, optional references can be from any faculty of your choice. Note: You are responsible for giving each reference a Faculty Recommendation form, attached to this application [you may reproduce as many copies as you need]; this form is to be completed and returned to Dennis Millan, Director, CAE.

Indicate below the professors you have contacted for a reference and the subject[s] each teaches

1. _____
2. _____
3. _____
4. _____

VII. Schedule

Please write below **all** of the days and hours when you are available to tutor; typically, peer tutors begin tutoring a maximum of six hours a week. If you are hired as a peer tutor, we will make every effort possible to accommodate your preferred hours.

Write availability in half hour increments.

Example: If you are available to begin tutoring at 8:00, and you will be leaving at 9:30, write 8:00-9:30.

Name: _____

Subject(s) you will be tutoring: _____

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

**HOLY FAMILY UNIVERSITY
CENTER FOR ACADEMIC ENHANCEMENT
Faculty Recommendation**

To: _____

From: Dennis Millan

_____ has applied for a peer tutoring position in the following subject[s] _____, and has listed you as a reference. All applicants are required to have at least two faculty recommendations. Student tutors work primarily with freshmen and sophomores, individually or in study groups. The principal roles of the tutors are to review subject content and reinforce study skills.

I would be grateful for your evaluation of this student's mastery of the relevant subject material and potential for success as a peer tutor. **The completed form can be placed in my mailbox, faculty lounge, HFH 316.**

Thanks so much for your cooperation – your input is truly invaluable!

Please evaluate the above referenced student in the categories listed below, based on performance in your classroom.

Rating scale: 1 = weak; 2 = average; 3 = above average; 4 = outstanding.

Based on performance in: _____
(course name)

- comprehension of material _____
- comfort with subject area _____
- ability to communicate; ease with others _____
- predicted level of skill in presenting/reinforcing the material _____
- dependability _____

Comments [optional]:

Signature

Department

Date