

Thank you for your interest in becoming a tutor at Boise State University. Please carefully read the qualifications, time commitment, and application process outlined below. **Incomplete applications will not be accepted.** After reviewing your application the Assistant Director will contact you via email or phone. Should a position be available that you qualify for; the Assistant Director will schedule an appointment for a final interview.

Tutor Qualifications:

- Sophomore status or higher.
- Have a cumulative GPA of at least a 3.0.
- Have achieved an “A” or “B” in the course(s) wanting to tutor.
- Taken the courses you wish to tutor at Boise State University.
- Be enrolled in at least 6 credits at Boise State University.
- Be able to communicate clearly and compassionately to the tutees.
- Perfect command of written and spoken English.
- Choose a faculty member of your choice in the subject matter for which you are applying and give them the attached recommendation form. You are responsible for following up with your faculty member and returning the recommendation form in a sealed envelope along with your completed application.

Tutor Time Commitment:

- Some Supplemental Instruction Tutors usually spend about 10 hours per week working on their subject for which they tutor. This would include attending the class they tutor for, holding one or two in-person study sessions per week, possibly maintaining an on-line tutorial blackboard site, preparing practice quizzes, tests, outlines, reviews, etc.
- Drop-In tutoring does not normally require attending a class or doing preparation work. Tutor agrees to certain hours per week depending on the subject and is available during the designated time for students to access. There is a minimum of eight hours with a maximum of 20 hours.
- Attend any tutor training and or meetings set up by the Assistant Director.
- Maintain attendance statistics pertaining to study sessions or have students log-in.

Wage:

- \$9.00 per hour

The Application Process:

- Fill out the attached application completely.
- Attach a copy of your unofficial college transcripts.
- Request either the Department Chair or a qualified faculty member to complete the recommendation form for you.
- Return your completed application and recommendation form to the front desk of the Gateway Center.

Personal Information - please print clearly

Student ID # _____ Social Security # _____

Name: _____
Last First Middle Initial

Address: _____
(Number & Street) (City) (Zip Code)

E-mail Address: _____ Phone # _____

Do you have work-study available? Yes _____ No _____ If yes, how much? _____

Emphasis

What subject(s) do you want to tutor? Please check **all** that apply.

- | | | |
|--|--|---|
| <input type="checkbox"/> Biology 100 | <input type="checkbox"/> Biology 227/228 | <input type="checkbox"/> Math core drop-in |
| <input type="checkbox"/> Biology 107 | <input type="checkbox"/> Chemistry drop-in | <input type="checkbox"/> Physics core drop-in |
| <input type="checkbox"/> Biology 109 | <input type="checkbox"/> Chemistry 100 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Biology 191/192 | <input type="checkbox"/> Chemistry 101/102 | |
| <input type="checkbox"/> Biology 205 | <input type="checkbox"/> Chemistry 111/112 | |

Educational Information

Class (circle one): FR SO JR SR GR Major _____ Cum. GPA _____

Including the courses you selected above, please list all relevant coursework.

Class	Professor	Grade Received	Where Taken	When Taken

Schedule

Write down when you're available to work. Semester: _____ Year: _____

Monday	Tuesday	Wednesday	Thursday	Friday

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature

Date

**** Attach an unofficial copy of your transcript to this application ****

Short Answer

Please respond to the following questions:

1. What is your definition of academic success?
2. What advice would you give to another student on how they can be more successful in college?
3. How would you describe the role of a tutor?
4. Have you attended SI or tutoring before? If so, please tell us about your experience.
5. Tutorial Services' primary goal is to "foster independent learning." What do you think this means? How would you foster the independence of your students?

Note to Faculty: Please return to the applicant in a sealed envelope with your signature across the seal. The applicant will turn in this recommendation form along with their application.

Name of Student Applicant _____

Name of Recommender _____ Position _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

Please rate the applicant in the following areas. Base your ranking in comparison to other students.

	Unknown	Below Average	Average	Above Average	Superior
Subject Knowledge- Grasps subject matter					
Communication- Articulates the concepts necessary to explain the subject and effectively express his/her ideas					
Professionalism- Demonstrates responsibility and dependability. Is conscientious and self-motivated.					
Interpersonal skills- Displays ability to relate to other students, build rapport, and express cultural sensitivity					

Please elaborate on the applicant's strengths or potential weaknesses as they relate to tutoring.

Additional Comments:

Do you recommend this student to be a tutor? Circle one please: YES NO

Signature

Date

If you have any questions or comments please call Mary Wills at 208-426-5436 or email marywills@boisestate.edu