

# ACADEMIC SKILLS CENTER

## Peer Tutor / Supplemental Instruction Leader

### Application Packet

**Please read this document carefully.**

Working as a Peer Tutor or Supplemental Instruction Leader is an excellent job experience. The skills you will learn and practice are applicable to any future profession you choose to pursue. In addition, you will be working with a great group of people!

**This packet includes both the application and two (2) faculty recommendation forms (including a cover letter to faculty member).** Please print out all six pages and distribute the recommendation forms per the instructions below. The recommendation forms should be returned directly from the faculty member to the ASC. In order to complete the application process for either or both positions, the following documentation is required.

- 1. Completed application page**
- 2. Two (2) completed recommendation forms**
- 3. Unofficial transcripts from any other university or college attended besides Oakland University**

Please note that your application form **must include a personal statement.** You will find the directions outlined in the section labeled “paragraph” on the bottom of the actual application page. The statement can be written on the reverse side of the actual application page or attached separately if you prefer. This statement should describe the academic and personality traits that you think would make you a strong Peer Tutor or SI Leader.

**Recommendation forms** should be completed by faculty members at Oakland University in the discipline(s) in which you wish to tutor or SI. Two forms are required. If you are only asking to work in one subject area, then your second recommendation form can be completed by any faculty member you have taken a class from. The reverse side of the recommendation form explains to the faculty member the qualities that we seek in our Peer Tutors and SI Leaders. (You should be sure to complete the top portion of each form and indicate whether or not you wish to have access to the recommendation after it has been completed.)

A complete application file is necessary in order to be considered for a position in the ASC. If you do not receive a phone call or e-mail to set up an interview it is very likely due to a missing form in your file. Please call the Academic Skills Center at (248) 370-4215 if you have not heard from us and it has been **more than** two weeks since turning in your application.

# TUTOR / SI LEADER APPLICATION

DATE: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

GRIZZLY ID NO.: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CAMPUS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CAMPUS PHONE: \_\_\_\_\_ CAMPUS E-MAIL: \_\_\_\_\_

INTERNATIONAL STUDENTS: PLEASE IDENTIFY VISA TYPE: \_\_\_\_\_

CLASS STANDING: FR  SP  JR  SR  GRAD (currently enrolled)

GRAD ASST  2<sup>nd</sup> DEGREE  POST BAC  GRAD (not enrolled currently)

MAJOR: \_\_\_\_\_ CURRENT SEMESTER CREDIT HOURS: \_\_\_\_\_

COURSES YOU ARE INTERESTED IN AND QUALIFIED TO TUTOR: \_\_\_\_\_  
\_\_\_\_\_

HOW MANY HOURS A WEEK WILL YOU BE ABLE TO TUTOR? \_\_\_\_\_

WHAT TIME OF DAY WILL YOU BE AVAILABLE TO TUTOR? \_\_\_\_\_

**REFERENCES:** The names of two (2) references are necessary to complete your application. One of these people must be an Oakland University professor in the department whose classes you will tutor. The other may be a professional staff or faculty person in any area of the university.

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

**PARAGRAPH:** Write a paragraph in which you describe your job history, explain why you want this job, and define the personal and academic qualities you have that will enable you to carry out your tutoring responsibilities productively.

**Applicant: Please fill out the top portion before giving to faculty member.**

## **TUTOR RECOMMENDATION**

**Dear Professor** \_\_\_\_\_

\_\_\_\_\_ has applied for a tutoring position in the Academic Skills Center and has given your name as a reference. I would greatly appreciate your completing the attached recommendation form for this student and returning it to me in the Academic Skills Center, 103 North Foundation Hall.

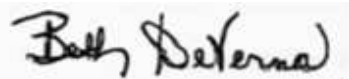
The academic requirement for this position is a 3.0 average in the subject(s) the student wishes to tutor and a cumulative grade point average that is above average. While these academic qualifications are absolutely essential to becoming a tutor, there are also personal qualifications to consider. Since these traits are harder to recognize in a short interview, we would appreciate your focusing on them in writing the recommendation.

The student should be a patient person who is sensitive to other people's feelings. In addition, the tutor should be a model student who is confident of his/her skills and yet not egotistical or judgmental. Finally, the tutor must be a person who genuinely likes other people and can inspire their confidence.

The Academic Skills Center's main purpose is to provide tutoring and self-help programs to enrolled students. The center needs outstanding tutors who are committed to our programs and to the academic success of the students. The current tutors are doing a superb job of providing academic help to students across the campus. Faculty, staff, and administrators at the university recommended all of these tutors to us. We thank you for taking the time to help us select qualified tutors for this semester and for assisting us in continuing to hire tutors who understand the center's mission and are committed to its goals.

If you have any questions about this recommendation form or the Academic Skills Center, please call me at 370-4460. Thank you for this recommendation.

Sincerely,



Beth DeVerna  
Assistant Director – Academic Support Programs

**Applicant: Please fill out the top portion before giving to faculty member.**

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## TUTOR RECOMMENDATION

Name of Student: \_\_\_\_\_

Subject(s) I would like to tutor: \_\_\_\_\_

I wish to have access to this letter of recommendation; it will not be confidential and will be incorporated into my tutor information file in the Academic Skills Center.

OR

I waive my right to have access to this letter of recommendation and request that it be kept as confidential material in my tutor information file in the Academic Skills Center.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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Faculty Member's Name: \_\_\_\_\_

Faculty Member's Title: \_\_\_\_\_

Oakland University Address and Phone: \_\_\_\_\_

How do you know this student? \_\_\_\_\_  
\_\_\_\_\_

How long have you known this student? \_\_\_\_\_  
\_\_\_\_\_

What academic abilities does the student have that particularly qualify him/her to be a tutor in this subject?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What personal traits does the student have that particularly qualify him/her to be a tutor in this subject?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Faculty Member's Signature)

\_\_\_\_\_  
(Date)

**PLEASE RETURN THIS PAGE TO:** Beth DeVerna, Academic Skills Center, 103 NFH or fax # (248) 370-4327

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\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

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Faculty Member's Name: \_\_\_\_\_

Faculty Member's Title: \_\_\_\_\_

Oakland University Address and Phone: \_\_\_\_\_

How do you know this student? \_\_\_\_\_  
\_\_\_\_\_

How long have you known this student? \_\_\_\_\_  
\_\_\_\_\_

What academic abilities does the student have that particularly qualify him/her to be a tutor in this subject?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What personal traits does the student have that particularly qualify him/her to be a tutor in this subject?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Faculty Member's Signature)

\_\_\_\_\_  
(Date)

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