**PROGRAM OVERVIEW**

The Student Success Center (SSC) Tutoring Program provides free peer tutoring for an extensive selection of 1000 and 2000 level courses and a limited number of upper level courses. Both individual and small group tutoring is provided and open to all undergraduate students currently enrolled at Virginia Tech.

The demand for tutoring is highest for introductory and intermediate courses in the following areas: biology, business (accounting, BIT), chemistry, ESM, math, and physics. Students wishing to tutor in other program areas are welcome to apply however they must also be able to tutor at least one high-demand subject.

**TUTOR QUALIFICATIONS**

Students interested in becoming a SSC tutor must meet the following minimum qualifications:

1. have an overall GPA of 3.20 or higher,
2. have a minimum grade of a B in the course they wish to tutor, and
3. have taken the course(s) s/he wishes to tutor at Virginia Tech. In limited cases, tutors may tutor courses for which they earned transfer credit at another institution.

The SSC Tutoring Program is certified by the College Reading and Learning Association. According to our certification requirements, students selected to the program must complete 6 hours of SSC approved tutor training before they can begin to tutor.

**APPLICATION PROCESS**

Students interested in applying for a tutoring position should complete the attached application materials and return to the Student Success Center by 5:00 pm, Friday, April 18, 2014 to be included in the Spring 2014 tutor recruitment process. A complete application packet includes the following:

- Tutor application form
- Unofficial copy of your academic transcript from Hokie Spa. Final grades for any courses you are currently taking and wish to tutor should be emailed to tutoring@vt.edu by Wednesday, May 21, 2014
- Current resume
- The name and contact information for a faculty member who has agreed to provide a recommendation on your behalf. The applicant should provide the faculty member with the attached recommendation form to complete and return directly to SSC.

Applications may be submitted in person or mailed to the Student Success Center located in 110 Femoyer Hall (0276), Blacksburg, VA 24061. You may also fax your application materials to 540-231-2618. When a student’s application packet is complete, qualified applicants will be contacted to schedule an in-person interview with a SSC tutor or member of the Tutoring Program staff. Applications received after April 18 will be held for future consideration as needed.

If you have questions regarding the SSC Tutoring program or application process, please contact Dana McGuire, Tutoring Program Coordinator, at dana.mcguire@gmail.com or call 231-5499. Additional information about all SSC programs can be found by visiting our website at [www.studentsuccess.vt.edu](http://www.studentsuccess.vt.edu).

Please retain this cover sheet for your information.
PART I: GENERAL INFORMATION – Please type or neatly print the information below.

Name ____________________________ Student ID# ________________________________

VT Email __________________________

Classification as of fall 2014: Sophomore _____ Junior_____ Senior _____

Anticipated Graduation ______________

Major(s) ____________________________ Minor_____________________________________

Local Address_______________________________________________________________

Preferred Phone Contact ____________________________ Other Phone: __________________

Home/Permanent: Address _______________________________________________________

Do you have work-study funds? ______ Yes ______ No

Have you previously applied for a SSC tutoring position? ______ Yes ______ No

If yes, when did you apply? _______________________________________________________________________

Are you currently, or have you previously been employed at Virginia Tech? ______Yes _____No

If yes, please provide the name of the department, your supervisor’s name, and your dates of employment.

________________________________________________________________________________________

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PART II: TUTORING HOURS & SCHEDULE

SSC tutoring hours are Monday through Thursday from 11 a.m. – 8 p.m. Tutors are required to work a minimum of 3 hours a week; most tutors work 5-6 hours a week, with a few working up to 8 hours a week. Tutors have a set weekly work schedule based on their class schedule and when possible, individual preference. Tutoring appointments are one hour in length, starting on the hour or half hour.

Please indicate the number of hours per week you would like to tutor fall semester ____________.

Please note: Students selected for tutoring positions for fall 2014 submit their schedule requests after their summer training has been completed in early August 2014.
PART III: SHORT ESSAY – Please respond to the following questions, either below or on a separate sheet of paper. Limit your responses to approximately 50 words.

1. Why do you wish to be SSC tutor?

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2. Describe any previous tutoring, mentoring, or teaching experiences that you have (prior tutoring or teaching experience is not required, but preferred)

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PART IV: COURSES – Please read the following instructions carefully before completing this section:

Indicate below the courses that you completed at Virginia Tech, for which you earned at least a B, and that you would feel comfortable and wish to tutor. (Include the grade you earned) for each course that you mark. If you are currently taking a class that you wish to tutor, please mark "IP" (in progress) and then indicated the grade you anticipate earning in the course. If you have taken a course designated for "majors only" please indicate if you can tutor the equivalent course but for non-majors. E.g. If you took BIOL 1105/1106 would you feel comfortable tutoring BIOL 1005/1006? Applicants must submit their final grades by for any in progress (“IP”) courses they wish to tutor must submit their final grades for these courses before a are currently taking.

In some cases students may tutor courses for which they earned transfer credit at another institution. If you earned transfer credit for a course that you are interested in tutoring, please indicate this by marking “TC” after the appropriate course number and indicating the grade you earned in the course.

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*You must have taken SPAN 3105 to tutor any Spanish courses.

Please list additional courses you are interested in tutoring:

_________________________________________

_________________________________________
PART V: EMPLOYEE CONFIDENTIALITY STATEMENT

I understand that as an employee of the SSC Tutoring Program, I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I understand that all verbal or written communication with my supervisor and instructors should be kept confidential. If I am offered employment with the Program I agree to abide by all employment guidelines and I will preserve the confidentiality of private information. I understand that failure to adhere to these guidelines may result in termination of employment.

I have read and understand the employee confidentiality statement.

Signature __________________________________ Date ________________

PART VI: FACULTY RECOMMENDATION: Please ask a professor, who knows you and can attest to your knowledge and skills, to complete the attached Faculty Recommendation Form. In the space below, please provide the name, department, and email of the faculty member who agreed to provide the endorsement for you. Teaching Assistants and Academic Advisors are acceptable, but a faculty member who is/was the instructor for one of the courses you wish to tutor is preferred.

Faculty Name________________________________ VT Email________________________________

Department ______________________________________

Please advise the faculty member to return the completed form to Dana McGuire via email at dana.mcguire@vt.edu, through campus mail to the SSC, 110 Femoyer Hall (0276) or by fax to 540-231-2618.

APPLICATION CHECKLIST

Please be sure to include all items below in your application packet. Applicants will not be considered for final selection until all materials have been received by the tutoring program.

_____ Complete parts I–VI and sign SSC tutor application form by Friday, April 18, 2014.

_____ Unofficial copy of academic transcript from Hokie SPA. Final grades for any courses you are currently taking and wish to tutor should be emailed to tutoring@vt.edu by Friday, May 24, 2014.

_____ Resume

_____ Requested Faculty Endorsement; Please arrange for the form to be sent to Dana McGuire via email at dana.mcguire@vt.edu, through campus mail to 110 Femoyer Hall (0276) or via fax to SSC at 540-231-2618 by Friday, April 25, 2014.
THE STUDENT SUCCESS CENTER
TUTORING PROGRAM
FACULTY RECOMMENDATION FORM

Student’s Name ______________________________ Date _______________________________

The above named student is applying to be a peer tutor in the Student Success Center. In order for us to accurately access the applicant’s potential for helping other students learn and develop effective study skills, please answer the following questions to the best of your ability. Please attach a separate sheet if needed. If you have any questions about this form or the SSC Tutoring Program please contact Dana McGuire, Assistant Director and Tutoring Program Coordinator, at dana.mcguire@vt.edu or call 231-5499. To ensure the student’s application is given full consideration, I ask that you please return this form to me by Friday, April 25, 2014.

1. How long have you known this student and in what capacity?

________________________________________________________________________________________________________________________

2. Please evaluate the student in the following categories:

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<th>Average</th>
<th>Good</th>
<th>Very Good</th>
<th>Exceptional</th>
<th>Unable to Judge</th>
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3. Would you recommend this student for a tutoring position?

○ Highly recommend ○ Recommend ○ Recommend with reservations ○ Do not recommend

The selection committee would greatly appreciate any comments you have regarding the applicant’s experience and potential as a tutor.

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Endorser’s Signature________________________ Date________________

Endorser’s Name (print) _____________________ VT E-mail____________________

VT Department______________________________ Position/Title____________________

Please return this endorsement form via email to Dana McGuire (dana.mcguire@vt.edu) or via campus mail to:

Dana McGuire, Assistant Director
Student Success Center
110 Femoyer Hall (0276)

You may also fax this form to 540-231-2618, Attn: Dana McGuire

Thank you very much for your help!