





## DECLARATION & STATEMENT of CONFIDENTIALITY

Statement of **Declaration** to be signed by the applicant

I understand and agree that any false statements by me on this application will be sufficient cause for withdrawal of this application and/or separation from the Peer Tutoring Program if I have been employed.

Please complete the following declaration and sign below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

- All of the information given by me on this form is correct to the best of my knowledge.
- All questions relating to me have been accurately and fully answered.
- I possess all the qualifications which I claim to hold.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Statement of Confidentiality**

Phillips Community College of the University of Arkansas student employees support a variety of PCCUA functions. Student employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). With respect to these records and information, and all other confidential property, all PCCUA student employees are required to read and agree to the following:

The student employee acknowledges the confidentiality of all student, alumni, donor and employee information of PCCUA and understands this information will not be revealed to, distributed to or discussed with anyone other than the appropriate supervisor. The student employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents.

The student employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other PCCUA information. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor. PCCUA policies and materials are considered property of PCCUA and not for public disclosure or use. The student employee understands failure to abide fully by the above agreement is grounds for immediate discipline, up to and including dismissal from the work position with Student Support Services, and may further subject the employee to other disciplinary actions.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**PEER TUTOR – PROFESSOR RECOMMENDATION FORM**

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

Professor Name: \_\_\_\_\_

	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Cannot Comment</b>
<i>Academic Achievement</i>				
<i>Maturity</i>				
<i>Motivation</i>				
<i>Integrity</i>				
<i>Ability to work with others</i>				
<i>Problem-solving</i>				
<i>Attendance</i>				
<i>Behavior</i>				
<i>Current/potential teaching skills</i>				

Other Relevant Comments: \_\_\_\_\_

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Other Relevant Comments: \_\_\_\_\_

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## STUDENT SUPPORT SERVICES PEER TUTOR JOB DESCRIPTION

### **PURPOSE:**

Peer Tutors are to work with students in their content areas of expertise. Peer Tutors are hired through Student Support Services. Peer Tutors will help to clarify subject concepts for students, in the hopes of helping that student succeed in the course and ultimately their college career. Tutoring is a supplement to teaching.

### **QUALIFICATIONS:**

- Peer Tutor applicants should have a cumulative GPA of 2.9 or above and have earned a grade of “B” or higher in each course you are applying to tutor.
- Peer Tutors must obtain faculty approval signature from the professor you took the course with or the department chair and Tutor must have the approval of the Tutor Coordinator
- Peer Tutors must be able to commit to tutoring for the entire semester.
- Peer Tutors must have good verbal and interpersonal communication skills, and the ability to work with students from varied backgrounds and with varieties of skill levels.
- Must have an excellent level of responsibility, reliability, and punctuality.
- Must have appropriate and professional behavior at all times.

### **DUTIES:**

- Peer Tutors work with students on a one-on-one basis or in small group sessions to answer questions on course content, to aid in comprehension of course material, and to help with studying for the course.
- Log tutoring hours on SSS time sheet.
- Inform Tutor Coordinator of tutoring hours.
- Notify your students with 24 hours advanced notice if unable to keep your scheduled session.
- Notify the Tutoring Coordinator with any changes to your tutoring situation (i.e. no longer able to tutor, changes to courses you tutor, and etc.) Notify Tutor Coordinator before you begin group tutoring.
- Report to the Tutoring Coordinator if Tutee(s) misses two appointments in a row or routinely arrive to their session late.
- Wait 15 minutes for a student to appear for their appointment. If student does not appear for their appointment alert the Tutor Coordinator.
- Tutors can contact professors if necessary, to obtain course syllabi and materials or to discuss the course content.
- Attend mandatory tutor information sessions as required by the Tutor Coordinator.

### **TUTORING REWARDS:**

- Paid position
- Opportunity to gain leadership experience and course confidence.
- Help fellow PCCUA students succeed.
- Get to know faculty members.
- Able to set your own work hours.
- Resume booster.



## Peer tutors are needed in the following areas:

- College Algebra
- Calculus
- Trigonometry
- Nursing Math
- Dosage Calculation
- Nutrition
- Anatomy & Physiology
- Biology
- Chemistry
- Physical Science
- Geography
- United States History
- Western Civilization
- Psychology
- Sociology
- Freshman English
- World Literature
- Accounting

STUDENT SUPPORT SERVICES