Tutor Application Form

TUTORING SERVICES
Academic Support and Access Center
202-885-3365 * tutoring@american.edu * MGC 243

Name: _____ AU ID# _____ Date: _____

Local Address: _____

E-mail Address: _____ Daytime/Cell Phone #: _____

Major/School: _____ Year: _____ GPA: _____

Are you an international student? ☐ Yes ☐ No If yes, are you currently working or have you worked previously **here on campus**? ☐ Yes ☐ No

Have you had previous teaching or tutoring experience? ☐ Yes ☐ No

Briefly describe what you hope to accomplish as a tutor:

Briefly describe what qualities, skills, and experiences you will bring to your tutoring:

List **all** courses you would like to tutor. If you took a course at another college, write in the equivalent AU course number.

SUBJECT	COURSE NAME & NUMBER	WHERE TAKEN	PROFESSOR	GRADE

ACADEMIC TRANSCRIPT
Attach or e-mail an unofficial copy of your college academic transcript(s).

LETTER of RECOMMENDATION
Provide a letter of recommendation by a faculty member or previous tutor supervisor who can discuss your course mastery and interpersonal skills needed for the position. (If you are applying to tutor more than one subject, you still need only one letter of recommendation.) Ask your faculty member or other referee to e-mail the recommendation to tutoring@american.edu. Name/Title of Reference: _____

Once Tutoring Services has received all three application components, you will be contacted for an interview.

Rev. 8/2013

POLICIES:
Please read the following and sign the form indicating that you understand and agree to abide by Tutoring Services policies.

- **I agree to familiarize myself with Tutoring Services' written guidelines and abide by them.** If I have any questions, I will consult Tutoring Services.

- **I agree to abide by the policies of Tutoring Services and American University regarding academic integrity.** I will work within the appropriate scope of tutoring and avoid assisting students on graded assignments unless the course syllabus or written instruction from the professor specifically allows tutoring assistance. I will consult Tutoring Services if I have questions or concerns about tutoring and working within the academic integrity code.

- **I will maintain professionalism regarding my tutees and our tutoring sessions**. In addition to conducting effectively one's tutoring sessions, professionalism also includes being prompt in responding to tutee communications and in attending sessions, as well as encouraging a supportive yet appropriate rapport with students and referring students to other campus resources for services and needs that are best addressed outside tutoring.

- **I will respect my tutees' confidentiality.** I understand that the exceptions are when: (1) I need to consult confidentially with Tutoring Services about a tutoring problem or about how best to work with my student; or (2) I have a concern about my tutee's well-being which I will disclose to Tutoring Services or to the Academic Support and Access Center, so that confidential appropriate help may be given, if needed.

- **I will abide by the university's equal opportunity policy.** I will adhere to the university's non-discrimination policy for differences of race, creed, color, national origin, age, disability, or gender/sexual orientation.

- **I agree to abide by the payment structures set by Tutoring Services.** I will charge my students the hourly rate established by the Academic Support and Access Center. If I am tutoring students whose university program pays their tutoring fees, I agree to complete all hiring procedures and paperwork in a timely fashion. If I have a concern or question regarding payment procedures, I will contact Tutoring Services.

Date _____ Signature _____

Submit this application to:

Tutoring Services, Academic Support and Access Center
Mary Graydon Center 243
Phone: 202-885-3365 Fax: 202-885-1042
tutoring@american.edu