# Tutor Application

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

Name: _____ AU ID# _____ Date: _____

Local Address: _____

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

Major/School or College: _____ Year: _____ GPA: _____

Are you an international student? ☐ Yes ☐ No Previous teaching/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:**

Please list all courses for which you would like to tutor, starting with your highest priority. If you took a course at another school, please write in the equivalent AU course number.

| SUBJECT AREA | COURSE NAME & NO. | WHERE TAKEN | AU PROF'S NAME | GRADE |
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**ACADEMIC TRANSCRIPT**
Please attach an unofficial copy of your academic transcript to the application form.

**LETTER of REFERENCE**
Applicants must submit a letter of reference, preferably by a faculty member or previous tutor supervisor, explaining your qualifications for the position. Letters of reference can be attached to the application, faxed to 202-885-1042, or e-mailed to tutoring@american.edu.

Name/Title of Reference: _____

**Upon receipt of a complete application (application form, transcript, and letter of reference), the applicant will be contacted to schedule an interview.**

## POLICIES:

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

- **I agree to participate in any tutor orientation offered by Tutoring Services, and to familiarize myself with Tutoring Services' written guidelines.**

- **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 researching or writing a tutee's paper for him/her, helping with graded homework, or assisting with a take-home exam, etc. I will contact Tutoring Services if I have questions or concerns about tutoring and the academic integrity code.

- **I will maintain a professional attitude and demeanor towards my tutees and their tutorial needs.** Professionalism includes being prompt in attending sessions and in communicating with tutees, maintaining a supportive yet appropriate rapport, and referring students to other campus resources for services and needs that are best addressed outside tutoring.

- **I will at all times protect and respect my tutees' confidentiality by refraining from discussing their personal and academic information.** I understand that the exceptions are when (1) I need to consult confidentially with Tutoring Services about a problem or about how best to work with my student, or (2) I have a concern about my tutee's well-being which I feel is serious enough to warrant disclosing to Tutoring Services or to the Academic Support & Access Center.

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

- **I agree to abide by the referral procedures and payment structure set by Tutoring Services.** That is, I will not charge students any rate that is different than the established hourly rates of the Academic Support Center. If I have a concern or question regarding payment for tutoring services, I will contact the Academic Support & Access Center.

Date _____ Signature _____

Submit this application to:

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

11/2014