

**New York State School of Industrial and Labor Relations
Office of Student Services, 101 Ives Hall**

Tutor Application

Name: _____

College: _____

Major: _____ *Graduation Date:* _____

Campus Address: _____

Phone & E-mail: _____

1. Please list courses and grades you feel most comfortable providing tutorial support for and the semester and year you had the class.

2. Please list your major extracurricular activities this term:

3. Have you ever tutored before? _____ If yes, list course(s): _____

5. What qualities make you appropriate for this position?

6. Are you in good academic standing? _____

7. Are you available to tutor for 5 to 10 hours per week? _____

The attached recommendation form must be returned with this application.

ILR TUTORING PROGRAM

Faculty Recommendation Form

It is preferable that this form be completed by the faculty member who taught you the course that you would like to tutor.

_____ is applying for a tutoring position in the
(name)
School of Industrial and Labor Relations. Please provide your evaluation of the student
and his/her ability to tutor _____.
(course)

Please Circle one:

	<u>Poorly qualified</u>		<u>Average</u>		<u>Highly qualified</u>
Knowledge of Material	1	2	3	4	5
Ability to Convey Concepts	1	2	3	4	5
Ability to Solve Problems	1	2	3	4	5
Interpersonal Skills	1	2	3	4	5
Reliability & Responsibility	1	2	3	4	5
Overall Evaluation of Student	1	2	3	4	5

Faculty Name(PRINT)

Department

Faculty Signature

This form along with the application is to be returned to :

Kevin Harris
Office of Student Services
101 Ives Hall
255-2223

TUTOR RESPONSIBILITIES AND DUTIES

1. Become familiar with course materials, lectures and other teaching aids.
2. Maintain close contacts with the teaching staff and attend lectures when possible.
3. Schedule meetings with students and monitor student progress.
4. Submit bi-weekly reports/log sheets.
5. Report to Kevin Harris any changes in meeting time, place or participation.
6. Assist in evaluation procedures of the program.