

PEER TUTOR FACULTY RECOMMENDATION (1)

TO BE COMPLETED BY STUDENT



**UNIVERSITY
of ARKANSAS
AT PINE BLUFF**
1871

Student Name: _____

ID# _____

Courses in which you intend to tutor (use specific course names):

TO BE COMPLETED BY FACULTY

The above student has applied to the Student Success Center Tutorial Program for a position as a **student/peer tutor**. Because tutoring services are university-wide, we must rely heavily on our colleagues for advice in hiring tutors in the content areas. Please consider carefully and respond to the following questions, then return this form to our office at your earliest convenience. We thank you for your evaluation, which will be a major criterion for the selection of tutors.

1. Has this student taken courses with you? Yes _____ No _____

2. If yes, what grade(s) did the student receive? _____

3. Have you had interaction with or observed this student outside of the classroom setting? Yes _____ No _____

4. If yes, please describe interactions which reflect any qualities you feel are desirable in a tutor.

5. Will you recommend this student to be a tutor? Yes _____ No _____

Additional Comments:

Faculty Name: _____

Print

Signature

Department: _____ Date: _____

Faculty: Please return recommendation in a sealed envelope to Tanya Walker @ Caldwell Hall Room 208 or Mail Slot 4915.

PEER TUTOR FACULTY RECOMMENDATION (2)

TO BE COMPLETED BY STUDENT



**UNIVERSITY
of ARKANSAS
AT PINE BLUFF**

Student Name: _____

ID# _____

Courses in which you intend to tutor (use specific course names):

TO BE COMPLETED BY FACULTY

The above student has applied to the Student Success Center Tutorial Program for a position as a student/peer tutor. Because tutoring services are university-wide, we must rely heavily on our colleagues for advice in hiring tutors in the content areas. Please consider carefully and respond to the following questions, then return this form to our office at your earliest convenience. We thank you for your evaluation, which will be a major criterion for the selection of tutors.

1. Has this student taken courses with you? Yes _____ No _____

2. If yes, what grade(s) did the student receive? _____

3. Have you had interaction with or observed this student outside of the classroom setting? Yes _____ No _____

4. If yes, please describe interactions which reflect any qualities you feel are desirable in a tutor.

5. Will you recommend this student to be a tutor? Yes _____ No _____

Additional Comments:

Faculty Name: _____

Print

Signature

Department: _____

Date: _____

Faculty: Please return recommendation in a sealed envelope to Tanya Walker @ Caldwell Hall Room 208 or Mail Slot 4915.



Student Success Center

1200 North University Drive • Mail Slot 4915 • Pine Bluff, Arkansas 71601

Office: (870) 575-8366/68 • Fax: 870-575-4620

CONFIDENTIALITY AGREEMENT

I understand that all information relating to the Student Success Center programs and its participants is confidential. It is against University policy to release or discuss any personal or private information regarding students or staff without prior written consent.

Please be advised that any violation of this agreement will be cause for immediate suspension and/or termination.

Name (please print) _____

Signature _____

Position _____

ID # _____

Cell Phone Number _____

Date _____

cc: Employee File



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SOCIAL MEDIA AGREEMENT

I, the undersigned student employee of the University of Arkansas at Pine Bluff, agree not to post any derogatory, profane, disparaging or otherwise unflattering statements about any UAPB student, staff member, individual or organization on **FACEBOOK, TWITTER, INSTAGRAM, GROUP ME, SNAP CHAT, VINE, YOUTUBE, TUMBLR, FOUR SQUARE, GOOGLE, LINKEDIN**, or any other social media site.

I understand that failure to comply with this agreement may result in unpaid suspension and/or termination.

Name (please print) _____

ID # _____

Cell Number _____

UAPB Email Address _____

Personal Email Address _____

Signature _____ Date _____

Code of Conduct

As tutors, we understand that we hold a position of responsibility as representatives of the University of Arkansas at Pine Bluff, Student Success Center. In order to fulfill our roles and obligations in this position, we pledge to uphold the following standards for academic integrity and ethical behavior including, but not limited to professionalism, honesty and mutual respect.

Professionalism

- I will do my best to understand and uphold the Program mission statement.
- I will strive to maintain excellence by continuing to improve my tutoring skills by engaging in ongoing training and professional development activities.
- I will maintain appropriate boundaries and will not engage in inappropriate behavior with tutees or others with whom I have professional relationships.
- I will be on time, keep appointments and be a good example for my tutees.
- I will follow program rules and refrain from using cell phones, eating food, and socializing in tutoring areas.

Honesty

- I will uphold the UAPB's policy on academic integrity as described in the ROAR.
- I will maintain accurate and honest records of my tutoring hours and activities.
- I will do my best to promote independence to ensure that my tutees' work is their own.
- I will respect program property and resources, and do my best to use them wisely and only for purposes directly related to tutoring.

Respect

- I will respect cultural, individual, and role differences, including those based on age, sex, gender identity, sexual orientation, race, ethnicity, culture, national origin, religion, disability of any kind, language and socioeconomic status.
- I will do my best to listen carefully and resolve problems respectfully.

Protocol

- I will report/discuss any issues or problems that I have related to the tutorial program and/or my employment with the faculty coordinator or living learning center director to seek resolution.

Tutor Name: _____

Tutor Signature: _____

Date: _____



Peer Tutor Job Description

Requirements:

Must have a high level of patience and a sincere desire to share your academic successes and abilities with peers

Must reveal a professional attitude and an ongoing sense of responsibility, pride, and enthusiasm for the overall tutorial program

Must be willing to keep accurate, honest, and detailed time records

Responsibilities:

To adhere to tutoring schedule that you provide

To communicate effectively with the tutees about their academic needs

To confer with and/or refer to the tutor coordinators regarding tutee needs outside the content area

To attend tutor training sessions and meetings

To maintain accurate time records such as hours worked, students tutored as provided on sign-in sheets and adhere to the maximum number of hours that tutors can work

To respect confidentiality in all appropriate aspects of tutoring

To communicate effectively with other tutors and tutor coordinators and the Student Success center about tutoring experiences, concerns, strategies, etc.

Termination:

Failure to maintain a 3.00 overall GPA

Lateness, excessive cancellations or absences

Any breach of confidentiality

Tutor Name: _____ **Date:** _____

Tutor Signature: _____

PEER TUTOR APPLICATION

Student Success Center
2nd Floor, Caldwell Hall Suite 208
870-575-8366/8368



UNIVERSITY
of ARKANSAS
AT PINE BLUFF

Contact Information:

Today's Date: ___ / ___ / 20___ Student ID: _____

Name: _____

Date of Birth: _____

SSN: _____

Permanent Address: _____

Local Address: _____

Cell Phone: _____

E-Mail Address (college) _____

E-Mail Address (personal) _____

Academic Information:

Year of Expected Graduation: _____ School: _____

Major: _____ Minor: _____

How did you find out about his position? _____

Academic Advisor Professor Other Please Specify Below

Campus Bulletin Residence Life Staff _____

UAPB Email Other Students

Please list the top four courses you are qualified for and have a desire to tutor in, in order of preference.

	Courses # (e.g. MATH 1330)	Grade Earned	Instructor
1.			
2.			
3.			
4.			

Briefly describe your present involvement with other campus activities. . . include campus employment, sports, fraternities/sororities, clubs, etc.

List two instructors to whom you plan to give recommendation forms:

Average hours you will be able to tutor per week: _____

NOTE: Your continued participation in the tutoring program is dependent upon maintaining a 3.00 overall GPA. Failure to maintain a 3.00 overall GPA will be cause for terminating your position as a tutor in this program.