



TUTOR APPLICATION  
CENTER FOR STUDENT SUCCESS

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

e-mail \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

City, Zip: \_\_\_\_\_ Birth Date: \_\_\_\_\_

WHAT IS YOUR PROGRAM OF STUDY? \_\_\_\_\_

WHERE WOULD YOU LIKE TO TUTOR?   \_\_ Main Campus   \_\_ Hillsdale   \_\_ Lenawee

WHAT SUBJECTS COULD YOU TUTOR?

\_\_\_\_\_

\_\_\_\_\_

WHAT KIND OF TUTORING WOULD YOU LIKE TO DO? (CHECK ALL YOU ARE INTERESTED IN)

- Drop-in** (set times each week in a learning lab setting or in CSS, Walker 125)
- Study Groups** (includes preparation time, work with the instructor, and set meeting times with groups of students)
- Peer** (by appointment, one person at a time)

HOW MANY HOURS DO YOU HAVE AVAILABLE TO TUTOR? \_\_\_\_\_

HOW MANY CREDITS ARE YOU CURRENTLY ENROLLED IN? \_\_\_\_\_

HOW MANY CREDITS HAVE YOU COMPLETED? \_\_\_\_\_ **OVERALL GPA:** \_\_\_\_\_

WHY WOULD YOU LIKE TO BE A TUTOR?

I understand that Jackson Community College provides tutoring service at College facilities only and during specified hours only. Jackson Community College does not provide tutoring services off-campus, nor after hours.

09/08



## TUTORING SERVICES ELIGIBILITY REQUIREMENTS

CENTER FOR STUDENT SUCCESS  
Bert Walker Hall Room 125  
(517) 796-8415

**ELIGIBILITY:** Tutors must be currently enrolled at JCC and have earned a 3.5 or better in the course you wish to tutor. Some courses required instructor recommendation. If you are *currently* enrolled in a course you would like to tutor, your instructor must recommend you by contacting the Center. Tutors must have a minimum cumulative GPA of 2.5.

Students who are high school dual enrolled require high school, parent and JCC approval.

**APPLICATION:** Approved tutors must complete: Tutor Application; JCC Online Student Employment Application; federal, state and local tax forms; Federal I-9 form and present drivers license and social security card; sign a drug free campus policy and view the “Right to Know” online slideshow. It is required that you watch the “Right to Know” online presentation at <http://www.gcntraining.com> use “jackson” as the user name and create a new account with your own user id. Select both “Hazard Communication MI” and “Sexual Harassment” from the menu. This is required by law.

Applications are processed and approved through the Human Resources office. **When you have received the Student Employee Payroll Authorization form, you may begin work.** By-appointment tutors’ phone number and e-mail addresses will be given to students as they request tutors or the Coordinator will set up your drop-in schedule. Timesheets can be picked up in CSS, Walker Hall Room 125, at the Hillsdale Center or Lenawee Center.

**PAY RATE:** Tutors earn \$8.00 per hour. Hours vary based on need and do not exceed a maximum of 20-hours per week. Tutors who have completed the 10-hour CRLA tutor training will receive \$8.50 per hour; ask for the current training schedule.

**TIMESHEETS AND WEB-TIME ENTRY:** Before you begin tutoring, pick up your time sheet(s) from the CSS office. Each time you tutor, have the student fill in ALL information requested on the timesheet. **You MUST have the student sign the timesheet at each session.** Your timesheets are due every two weeks at NOON on FRIDAY. You are also required to complete a “web-time entry” on the JCC website <http://www.jccmi.edu/>, click on ‘e-services’. Falsification of time sheets will result in immediate dismissal.

**TUTOR REQUESTS:** Students complete a “Request for Tutor Assistance Form”. This form must be on file in the CSS office. No pay will be given for tutoring individuals who do not have a request on file.

## **POLICIES:**

1. SCHEDULE ONE (1) HOUR SESSIONS-- **NO SINGLE TUTORIAL SESSION MAY LAST MORE THAN TWO (2) HOURS.** You will not be paid for more than two (2) hours in any one-to-one tutoring session without prior authorization. Students benefit more by meeting with you for an hour, several times per week than meeting with you three hours in one session.
2. **A STUDENT MAY BE TUTORED A MAXIMUM OF FOUR (4) HOURS PER WEEK FOR ANY ONE CLASS.** If the student needs additional help in the course, please contact CSS.
3. **TUTORS ARE PAID BY THE HOUR, NOT BY THE NUMBER OF STUDENTS TUTORED IN A SESSION.**
4. **By Appointment: IF A STUDENT IS LATE** or doesn't show up AND did not inform you 24 hours in advance of the absence, note the absence on your time sheet. Write "NO SHOW" where their signature goes, and record on your timesheet ½ (one-half) hour. If this happens twice, please inform CSS. The student will be contacted to determine if tutoring services will continue.
5. If you have to cancel appointments with your students, it is required that you notify them 24 hours in advance. It is essential to extend the same courtesies to the students that we expect from them.
6. At the end of the semester, your tutees will receive a 'Tutor Evaluation' form to complete.

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