

Application for Student Tutor

Concordia's Student Life & Learning's Tutor Registry is for students with or without disabilities to consult when they need to contract tutors for learning services in a particular subject area. Tutors are mostly Concordia students who have successfully completed the subject they wish to tutor and have a GPA of 2.7 or greater in their most recent semester of study.

Applicant's First and Last name:
Email:
Phone number:
Subjects or specific courses interested in tutoring:

To apply for placement in the Tutor Registry, please submit the following documents:

- 1. **An official transcript:** Complete a transcript request, indicating that the Registrar's Office should send the transcript to Student Life and Learning (below).
- 2. **Reference forms** (attached):
 - a. A minimum of two Academic Reference Forms: Ask two of your university instructors to complete and send the forms directly to Student Life & Learning. At least one faculty reference must have instructed you in the subject area you will tutor. If you wish to tutor in more than one subject area, ask an instructor in each of those subject areas to provide you with an Academic Reference Form.
 - b. **Tutor Reference Form:** If you have previous experience working as a tutor, include a **minimum of one** Tutor Reference Form.

Successful applicants will be contacted by the Student Life & Learning office to schedule an interview.

Should you have questions, please contact:

phone: (780) 491-6854

toll free: 1-866-479-5200 ext 241 **email:** sonja.schwake@concordia.ab.ca

Return applications to:

Student Life & Learning, HA 114 Concordia University of Edmonton 7128 Ada Blvd, Edmonton, AB T5B 4E4

Student Tutor Expectations

Hours of Work

Students who require the learning services will contact and contract hours with tutors on the registry. The hours will vary depending on the number of hours and the timetable agreed between both the student and the tutor.

Qualifications

- Commitment to academic honesty and to keeping privileged information confidential
- Excellent English skills for oral and written communication
- Socially mature; able to interact appropriately with students, faculty, and staff
- Reliable and responsible
- Available to work flexible hours
- Awareness of Concordia's Christian and academic environment
- If a student, currently in satisfactory academic standing.

Responsibilities

- Tutor students who experience challenges with understanding course material, preparation
 of assignments, and study preparation for exams
- Adhere to professional standards in the tutor/student relationship, to maintain student confidentiality and mutual respect
- Be on time and available during contracted hours of service
- Duties may vary according to the needs of individual students
- Complete tutor training

Recommended Tutor Compensation

Graduate or after-degree student with tutoring experience	\$25.00+	per hour
Graduate or after-degree student without tutoring experience	\$20-\$25	per hour
Baccalaureate degree with or without tutoring experience	~\$20.00	per hour
Undergraduate student with experience	\$13-\$18	per hour
Undergraduate student without experience	\$11-\$15	per hour

Disclaimer:

Concordia University of Edmonton is not responsible for any issues which may arise as a result of tutor/tutee interaction.

Academic Reference Form

Name of Ap	plicant
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Concordia ID Number

Subject Area (e.g., English, Mathematics, etc.):								
des con App	The above-named student is applying to be placed on the Tutor Registry. We appreciate your sincerity in describing the applicant's suitability to work as a tutor in this subject area; the information you provide is confidential and will not be revealed to the applicant. Please complete and return this form immediately. Applicants are not considered until their references are received and their application files are complete. Please type or print legibly in ink.							
1.	a) How long have you known the	e applicant?						
	b) In which subjects did you tead	h applicant?						
2.	How would you rate this applicant	in the attrib	utes below?					
		Outstanding	Good	Average	Substandard	Poor	Insufficient Knowledge	
	Knowledge in the subject							
	Oral Communication							
	Written Communication							
	Assignment Timeliness							
	Academic Honesty							
	Positive attitude							
	Problem Solving							
	Response to feedback							
	Attendance							
	Cooperation & Patience							
	Leadership skills							
	Overall rating							

	Your comments on the applicant in question	on are welcome.
4.	Do you consider the applicant of proven complysical disability?	apacity to work with someone who has a learning, mental, or
	Yes No	
	Please explain:	
Not	es to the Referee:	
1101	After completing the <i>Tutor Reference</i> , plea	ase place it in an envelope, and:
1101		ase place it in an envelope, and: It or designate to deliver by hand, seal the envelope and
1100	 If you are giving it to the applican sign across the sealed flap. 	
	 If you are giving it to the applican sign across the sealed flap. To ensure confidentiality, we wou 	at or designate to deliver by hand, seal the envelope and
	 If you are giving it to the applican sign across the sealed flap. To ensure confidentiality, we wou address below. se return, immediately, to:	It or designate to deliver by hand, seal the envelope and Id prefer that you return or mail the form directly to the
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	 If you are giving it to the applicant sign across the sealed flap. To ensure confidentiality, we would address below. se return, immediately, to: Student Life & Learning Concordia University of Edmonton 7128 Ada Boulevard 	It or designate to deliver by hand, seal the envelope and Id prefer that you return or mail the form directly to the Signature:
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	 If you are giving it to the applicant sign across the sealed flap. To ensure confidentiality, we would address below. se return, immediately, to: Student Life & Learning Concordia University of Edmonton 7128 Ada Boulevard Edmonton AB Canada T5B 4E4 Phone: (780) 491-6854 Toll-free: 1-866-479-5200, ext 241 	It or designate to deliver by hand, seal the envelope and Id prefer that you return or mail the form directly to the Signature: Date: Name: Title: Institution/ Company:

Academic Reference Form

Name	of	Aр	plica	ant
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Concordia ID Number

Suk	pject Area (e.g., English, Mathematic	s, etc.):		_			
des con App	above-named student is applying cribing the applicant's suitability to fidential and will not be revealed plicants are not considered until theile or print legibly in ink.	work as a to the appl	tutor in this licant. Please	s subject ar e complete	ea; the info and return	rmation yo this form	u provide is immediately.
1.	a) How long have you known the	e applicant?					
	b) In which subjects did you tead	ch applicant?	-				
2.	How would you rate this applicant	in the attrib	utes below?				
		Outstanding	Good	Average	Substandard	Poor	Insufficient Knowledge
	Knowledge in the subject						
	Oral Communication						
	Written Communication						
	Assignment Timeliness						
	Academic Honesty						
	Positive attitude						
	Problem Solving						
	Response to feedback						
	Attendance						
	Cooperation & Patience						
	Leadership skills						
	Overall rating						

3.	Your comments on the applicant in question	on are welcome.
4.	Do you consider the applicant of proven consider the applicant of	apacity to work with someone who has a learning, mental, or
Not	es to the Referee:	
	After completing the <i>Tutor Reference</i> , plea	ase place it in an envelope, and:
	 If you are giving it to the applican sign across the sealed flap. 	nt or designate to deliver by hand, seal the envelope and
	To ensure confidentiality, we wou address below.	ld prefer that you return or mail the form directly to the
Plea	se return, immediately , to:	Signature:
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		Pnone:

Tutee Reference Form

Name of Applicant

Concordia ID Number

Subject Area (e.g., English, Mathematics, etc.):							
deso con App	above-named student is applying cribing the applicant's suitability to fidential and will not be revealed blicants are not considered until theile or print legibly in ink.	work as a to the appl	tutor in this licant. Please	s subject ar e complete	ea; the info and return	rmation yo this form	u provide is immediately.
1.	a) How long have you known the	e applicant?					
	b) In which subjects did the appl	icant tutor y	ou?				
2.	How would you rate this applicant	in the attrib	utes below?				
		Outstanding	Good	Average	Substandard	Poor	Insufficient Knowledge
	Knowledge in the subject						
	Oral Communication						
	Written Communication						
	Punctuality						
	Academic Honesty						
	Positive attitude						
	Problem Solving						
	Response to feedback						
	Attendance						
	Cooperation & Patience						
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	Overall rating						

3.	Your co	mments on the applicant in quest	tion are welcome.	
4.	•	consider the applicant of proven I disability? Yes No	capacity to work wit	th someone who has a learning, mental, or
	Please 6			
Not	es to the	e Referee:		
	After co	empleting the <i>Tutor Reference</i> , ple	ease place it in an er	nvelope, and:
	1.	If you are giving it to the applica sign across the sealed flap.	int or designate to c	deliver by hand, seal the envelope and
	2.	To ensure confidentiality, we wo address below.	uld prefer that you	return or mail the form directly to the
Plea	se returr	n, immediately , to:	Signature:	
	C+udor	nt Life & Learning	Date:	
		rdia University of Edmonton	Name:	
	7128 A	Ada Boulevard nton AB Canada T5B 4E4	Title: Institution/ Company:	
	Toll-fre	: (780) 491-6854 ee: 1-866-479-5200, ext 241 sonja.schwake@concordia.ab.ca	Address:	
			Phone:	

TUTOR CODE OF ETHICS

For placement on the Concordia Tutor Registry, I agree to abide by the Tutor Code of Ethics as follows:

- o I will be patient in my role as a tutor, understanding that not all students learn at the same pace.
- o I will be flexible in my tutoring method understanding that not all students learn the same way.
- o I will endeavor to devote my complete attention to the student when tutoring.
- o I will make every effort to keep scheduled appointments and to be punctual.
- o I will strive to provide honest feedback as tutor.
- o I will provide support that encourages the student's learning independence.
- o I will respect my student as a person and tutor them without being judgmental.
- o I will not impose my personal value system or lifestyle on my student.
- o I will not use derogatory language with my student.
- o I will keep my relationship with the student professional and not personal.
- I shall maintain academic integrity and convey a mutual understanding that my role is never to complete or do portions of the student's assignments or papers.
- I will not enable the student in a negative way (i.e. rescue or prevent the student from facing consequences of their action or inaction)
- o I will not take on the student's problems or attempt to provide counseling
- o I will meet with the student in a public location, ideally, on campus.
- o I will not criticize instructors for their teaching style or for marks given on assignments.
- o I will keep information about my student confidential, both during and after tutoring.
- I will admit my own shortcomings of knowledge and will seek assistance or refer my student to the appropriate resource when necessary.
- I know and understand that Concordia University of Edmonton is neither responsible nor liable for interactions between the tutor and me.

I have read and understood this Tutor Code of Ethics and agree to abide it to the best of my ability, as indicated by my signature below:

Tutor's Name (printed)	
Tutor's Signature:	
Date:	