

TUTOR APPLICATION

**Davis Learning Center Tutoring &  
Academic Support at the WSU West Center  
395-3524**

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

Name: \_\_\_\_\_ SID#: \_\_\_\_\_

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_ City State Zip

Phone(s) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Home Work Other

E-mail : \_\_\_\_\_

Circle One: Freshman Sophomore Junior Senior Graduate

List all courses you wish to tutor (i.e., **Math 0950, 960, 1010, 1050, History 1700, English 1010, 2010, etc.**) You must have passed these courses with a grade of either "A" or "A-." Your GPA must be 3.0 or higher.


Have you tutored in these subjects before? Yes \_\_\_ No \_\_\_

Which subjects? \_\_\_\_\_

Do you speak any languages other than English? Yes \_\_\_ No \_\_\_

If yes, which ones? \_\_\_\_\_

How many credit hours are you taking this semester? \_\_\_\_\_

Are you currently in the work-study program? Yes \_\_\_ No \_\_\_

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**FOR OFFICE USE ONLY:**

Career Services Referral \_\_\_\_\_ Felony Form \_\_\_\_\_ Transcripts \_\_\_\_\_ Job # \_\_\_\_\_

Hired: \_\_\_\_\_ Date: \_\_\_\_\_ Wage: \_\_\_\_\_

Grades Verified: \_\_\_\_\_ Date Course Completed: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

# Tutor Schedule

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

Courses: \_\_\_\_\_

Tutor Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Semester: \_\_\_\_\_

Training Day/Time: \_\_\_\_\_

Number of hours you wish to work per week: \_\_\_\_\_

Please use an "X" to indicate the hours you are NOT AVAILABLE. Use a "T" to indicate the hour you will be in Tutor Training.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 a.m.						
8:00 a.m.						
8:30 a.m.						
9:00 a.m.						
9:30 a.m.						
10:00 a.m.						
10:30 a.m.						
11:00 a.m.						
11:30 a.m.						
12:00 p.m.						
12:30 p.m.						
1:00 p.m.						
1:30 p.m.						
2:00 p.m.						
2:30 p.m.						
3:00 p.m.						
3:30 p.m.						
4:00 p.m.						
4:30 p.m.						
5:00 p.m.						
5:30 p.m.						
6:00 p.m.						
6:30 p.m.						
7:00 p.m.						
7:30 p.m.						
8:00 p.m.						
8:30 p.m.						

## Tutor's Contract with Davis Learning Center

I, \_\_\_\_\_, do agree to the following conditions in accepting employment with the Davis Learning Center, Weber State University:

1. I realize that I am accepting a paraprofessional position where I may be providing critical educational services, which have long lasting and significant effects upon enrolled students. I agree to respect my students' and co-workers' abilities and disabilities and conduct myself accordingly.
2. I realize that any confidential information about students I tutor should be discussed only in staff meetings in a confidential setting (i.e., not in public areas). Furthermore, such information should be discussed only for professional reasons directly tied to the welfare of the students. Confidential information includes items such as (a) case history, (b) current problems, (c) names and grades. Breach of confidence is a serious professional error with ethical and legal implications.
3. I understand that it is against department policy to provide information about tutored students without their permission (e.g., names, phone numbers, addresses, etc.).
4. I realize that falsifying any document is grounds for dismissal. This includes time sheets, tutoring records and employee applications.
5. I understand that failure to turn in tutoring reports, student evaluations and other documents is grounds for dismissal.
6. If I need to miss an appointment because of an emergency (e.g., illness), I will call the office at the earliest possible opportunity at 395-3524 and try to contact the student immediately. If I need to miss a tutoring session because of a non-emergency reason (e.g., a doctor or dentist appointment), it is my responsibility to contact the student ahead of time and reschedule the session and notify my supervisor immediately of the schedule change.
7. Treating the students I encounter with dignity and respect is foremost in my position as a tutor. I will not allow religion, race, gender, sexual orientation or creed to affect my judgment or ability to work with other students. I understand that it is illegal to engage in sexually harassing behavior. I realize that I am accountable for assisting the students I tutor in a timely, thorough and respectful manner.
8. I understand that I am responsible for performing all duties that are assigned to me. I will do everything possible to see that the mission and goals of the Davis Learning Center are met in a timely and cost-effective manner.

I agree to abide by all the policies and conditions listed above.

Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_