



Tutor Application Information

Eastern Oregon University's tutoring programs are designed to assist students develop self-confidence and independence as learners. In order to meet these goals, EOU is committed to providing quality training for the peer tutors whose competence and effectiveness have a direct impact on the quality of tutoring students receive. Tutors work with Learning Center staff members in a partnership based upon ongoing communication and reflection on tutoring practice.

TUTOR QUALIFICATIONS

1. Currently enrolled at **EOU**.
2. Work-study or student-wage eligible.
3. Be in good academic standing and **maintain a 3.0 GPA or better in courses which you will tutor.**
4. Willing to be flexible about schedule.
5. Submit all required application information. (See attached application form.)
6. **Demonstrate appropriate study habits and communication skills.**
7. **Demonstrate sensitivity and empathy toward student concerns.**
8. **Willingness to complete required training.**
9. Sophomore/Junior standing preferred.

TUTOR TRAITS

1. Positive attitude & willingness to participate in training.
2. Acceptance of evaluation by students and supervisors.
3. Commitment to making the learning success of your students the central concern of your relationships with them.
4. Interest in understanding student concerns.
5. Ability to establish a supportive, not dependent, relationship.

TUTOR RESPONSIBILITIES

1. Be qualified to tutor in stated area(s).
2. Demonstrate reliability and acceptance of responsibilities.
3. Assist full-time staff in program related projects and assignments.
4. Submit written notes about tutoring sessions for some tutees.
5. Attend information/training meetings as scheduled and/or required.
7. Maintain accurate records and turn all records (rosters & timesheets) into appropriate staff on weekly basis.
8. Refuse to do homework or write papers for students.
9. Adhere to all policies governing student conduct and tutoring protocol.

REQUIRED TUTOR TRAINING

Training is **REQUIRED** for all new tutors and must be **COMPLETED** during the first two quarters hired. Learning materials and texts will be provided.



Learning Center
Eastern Oregon University
Loso Hall 234
One University Blvd.
La Grande, OR 97850

Director: (541) 962-3774

Tutor Application

Date: _____

Name: _____ Student ID # _____

Local Address: _____ Phone: _____

_____ EOU E-Mail: _____

Permanent Address: _____

Your status next term: Fr. Soph. Jr. Sr. Other

Anticipated graduation date:

Academic major: _____ Cumulative GPA: _____ Most Recent Term GPA: _____

Please identify the tutoring position(s) you are interested in:

Group Study Session Leader _____

Disability Services Tutor _____

Math Lab Tutor _____

One on One Tutor _____

For which class are you considering working as a tutor or study session leader?

Course Name & Number _____ Professor _____

Do we have your permission to view your EOU transcript? Yes No

***NOTE: If you are a transfer student, a student copy of transfer transcripts must be submitted to review with application.**

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Please answer the following questions on a separate page: Application will not be reviewed without submitting answers to following:

1. Why do you want to be a tutor or study session leader?
2. Do you have previous tutoring experience? Related experience?
3. What skills qualify you to be a tutor or study session leader?
4. Describe any work experiences you have had on campus.
5. List the name of an Eastern professor whom we may contact as a reference.
6. Complete a schedule of the hours you are able to work (see attached blank schedule). Please indicate times you are NOT available (i.e. class times, other obligations) as well as times you ARE available.

Eligible for Federal Work Study? Yes No

Approximate number of hours you would like to work weekly: _____

Term Applying For: Fall Winter Spring Summer Year _____

Previous Employment Experience:

Employer		Supervisor	
Job Title		Start/End Dates	
Responsibilities			
Employer		Supervisor	
Job Title		Start/End Dates	
Responsibilities			

Signature: _____ **Date:** _____

(If you are submitting the application electronically, simply type your name on the signature line.)

Return completed form to the Learning Center, or submit electronically to lcenter@eou.edu

FOR STAFF USE ONLY

Responses to Questions <input type="checkbox"/>	Recommendation <input type="checkbox"/>	Schedule <input type="checkbox"/>	Transcript <input type="checkbox"/>	RECEIVED:
Interview (date/time):				
Hire? YES NO	Notified (date/by)	Process completed _____		

Daily Class Schedule For _____

E-Mail Address _____ **Phone #** _____

Date _____ **Term** _____

HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7:00 am-8:00 am							
8:00 am-9:00 am							
9:00 am-10:00 am							
10:00 am-11:00 am							
11:00 am-12:00 pm							
12:00 pm-1:00 pm							
1:00 pm-2:00 pm							
2:00 pm-3:00 pm							
3:00 pm-4:00 pm							
4:00 pm-5:00 pm							
5:00 pm-6:00 pm							
6:00 pm-7:00 pm							
7:00 pm-8:00 pm							
8:00 pm-9:00 pm							
9:00pm-10:00pm							

