

Thank you for your interest in becoming a Peer-Tutor for Student Success and Advising!

Please read thoroughly, follow the checklist, and keep this page for your reference.

- Action Item 1:** Fully complete the Peer-Tutor Application attached in this packet.
 - ***IF YOU ARE A NEW TRANSFER STUDENT: Department Head or Division Chair approval is required to tutor in the specified course subjects.* See page 6 of the application**

- Action Item 2:** Submit your completed Peer-Tutor Application to the Student Success and Advising office in The Advising Center or via email to the Tutoring Coordinator at tutoring@wou.edu.
 - Please make sure to check your WOU email. If chosen for an interview, an email will be sent to that account with further information. All other information will be relayed via WOU email as well, and you will be notified once your application has been reviewed.
 - Please note that the Tutoring Coordinator will review your transcripts to determine eligibility for the position of Peer-Tutor. Please see academic requirements for hire.

IF CHOSEN TO MOVE FORWARD:

- Action Item 3:** You will be emailed and asked to schedule an interview with the Tutoring Coordinator.

- Action Item 4:** Attend interview at scheduled date and time. If hired, please look over the New Student Employee Packet at <http://www.wou.edu/hr/resources/forms/>. This packet includes instructions and authorization documents you will need to complete and return to the Human Resources Office. See the packet for full details.

You will be allowed to begin tutoring once Payroll has confirmed employment and the Moodle Peer-Tutor Training Modules have been completed.

My appointment with the Tutoring Coordinator is scheduled for:

Date: _____

Time: _____

For more information, please direct emails to tutoring@wou.edu or phone calls to 503.838.8083.

Student Success and Advising Peer-Tutor Application

Qualification Areas (Please verify and check each section):

In order to tutor, you must have the following:

- Peer-tutors must have an overall 3.0 GPA with A's and B's (no lower than a 3.30) in the courses they wish to tutor.
- Peer-tutors need to be in Good Academic Standing and Good Judicial Standing.
- Peer-tutors need to have good communication skills, as well as be sensitive and flexible to work with a diverse student population.
- Peer-tutors need to have completed at least 36 or more college-level credits (24 semester hours).
- Peer-tutors must be dependable and on time.
- Peer-tutors are required to tutor in at least two subject areas in order to be considered for hire (EXAMPLE: Individual can tutor in American Sign Language and also 100-level Communication courses.)

Applicant Contact Information:

Name: _____ Date: _____
(First) (Last)

WOU Email Address: _____@wou.edu

Primary Phone #: (____) _____ Secondary Phone #: (____) _____

Student ID #: V00 _____ Cumulative GPA: _____

Major: _____ Minor: _____

Class Standing (Please Check One): Freshman (with 36+ credits) Sophomore Junior Senior

Tutoring Course Selection:

NOTE: Student Success and Advising does not provide tutoring services for Science, Math, Computer Science, or Writing courses. Student Success and Advising peer-tutors aim to offer tutoring for introductory General Education/LACC courses, majors that fall under the areas outlined below, and language courses.

Mark below the subject area(s) you would like to tutor in. In the space, please specify level or courses title.

<i>Example:</i>	MODERN LANGUAGE <input checked="" type="checkbox"/> Spanish <u>span 101, 102, 103</u>		<input checked="" type="checkbox"/> Business <u>BA 211, and 213</u>
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BEHAVIORAL/SOCIAL SCIENCES

- Anthropology _____
- Sociology _____
- Political Science _____
- History _____
- Criminal Justice _____
- Psychology _____
- Gerontology _____
- Economics _____
- Business _____

MODERN LANGUAGE:

- Spanish _____
- German _____
- French _____
- ASL _____

HUMANITIES

- Philosophy _____
- Religious Studies _____
- Communication Studies _____
- Linguistics _____
- English _____
- Literature _____

CREATIVE ARTS

- Music _____
- Dance _____
- Art/Art History _____
- Theater _____

- STUDY SKILLS _____

OTHER SUBJECT(s):

(Subject)	(Course/Level)	(Subject)	(Course/Level)
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If needed, use the space below to provide further information or to explain more on course(s) you are wanting to tutor in:
