PEER EDUCATOR PROGRAM
Tutor /Supplemental Instructor Leader Application

DESCRIPTION:

The Peer Educator Program provides free tutorial services for most of the lower level general education course requirements. We employ Content Tutors, Tutor Generalist and Supplemental Instruction in most subjects. Content Tutors are subject specific and Tutor Generalist and Peer Educators tutors assist students in a broad range of areas to help them achieve academic success. Supplemental Instructors plan and facilitate collaborative learning study sessions for undergraduate students enrolled in targeted courses.

OUR GOAL:

Our goal is to build on students’ strengths to help them achieve their full academic potential.

OUR SERVICES:

The Peer Educator Program provides the following services:

- Content Tutors-Tutors who specialize in a specific subject area
- Tutor Generalist – Assist students with maximizing their academic performance
- Supplemental Instruction- Additional study sessions and instruction facilitated by Peer Educator
- Mentoring
- One-on-one tutorial services
- Small group tutoring
- Webinars on student success
- Study skills and learning strategies
- Tutorial services for Distance Learning (On-line)
- Smart Thinking- On-line tutorials available 24 hours through Black Board (Self-directed)

QUALIFICATIONS:

- Candidate must be proficient in the area in which she/she desires to tutor.
- Must be able to convey that knowledge clearly via the spoken and written word.
- A minimum grade point average (GPA) of 3.0 required in the course(s) in which the candidate is applying to tutor.
- A minimum 3.0 cumulative GPA and tutorial experience preferred.
- Must be an ODU undergraduate or graduate student.
- Have a desire to participate in the success of fellow students.

RESPONSIBILITIES:

- Successful completion of Academic Enhancement Peer Educator Training Program.
- Complete ten hours of training. Two hours of the ten hours of training will be on-line.
- Provide peer-to-peer tutoring.
• Maintain frequent communication with full-time staff and responding to requests.
• Be punctual and professional. Submit session logs within one week of each tutorial session.
• Provide follow-up with tutees that miss consecutive appointments.
• Other general tasks may be assigned pertaining to student success.

COMPENSATION:

Undergraduate tutors are paid $10.00 an hour and graduate student tutors are paid $12.50 an hour.

HOW TO APPLY:

Candidates may apply for the tutoring position by completing the following.

• A completed application
• Resume
• Completed faculty/staff reference forms (2)
• Current class schedule (if completed)
• unofficial ODU college transcript

SUBMIT APPLICATION TO:

• Address: Old Dominion University
  Peer Educator Program
  1104 Student Success Center
  1262 W. 43rd Street
  Norfolk, VA 23529

• Phone contact: Assistant Director, John Lee or Educational Support Specialist,
  Wallace Turner® (757) 683-3294
• Email: peereducator@odu.edu
**PLEASE ATTACH YOUR RESUME** PRINT CLEARLY

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<th>Local Telephone #</th>
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<table>
<thead>
<tr>
<th>Major</th>
<th>Cumulative GPA</th>
<th>Total Credits Earned</th>
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**Classification:**
- □ Freshman
- □ Sophomore
- □ Junior
- □ Senior
- □ Graduate Student

I am Applying for:
- □ Peer Educator
- □ Tutor
- □ Both

Do you have prior experience in tutoring, teaching, or mentoring? If yes, explain.

Briefly state why you want to be a tutor/Peer Educator.

Times Available to Work. Please include available times from 8 am – midnight and if you would be able to work on Saturday and Sunday.

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<th>Sunday (appt. only)</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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Are you currently on work study? Maximum hours you can work each week.

Please check the discipline you would like to tutor:
- □ Business Course
- □ Humanities
- □ Foreign Languages
- □ Sciences
- □ Social Science

Please list the number of credit hours in which you will be enrolled during the next semester __________________

Please select your tutoring preference:
- □ On- Campus
- □ On-line
- □ Va Beach Higher Ed. Center

Please Select The Peer Educator track that you prefer:
- □ Out Reach
- □ Academic Planning
- □ Generalist

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<tr>
<th>Course(s) You Have Taken In Which You Would Like To Tutor</th>
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<tr>
<td>Course Title</td>
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<tr>
<td>When Taken</td>
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<td>Where Taken</td>
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<td>Grade Received</td>
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</table>

Course Title
When Taken
Where Taken
Grade Received

The information I have given on this application is true and correct to the best of my knowledge. I hereby give permission for the Peer Educator Programs staff to verify my academic record and contact my references.

___________________________________________________
Signature

___________________________________________________
Date
PEER EDUCATOR-TUTOR REFERENCE
(Please have an instructor or advisor complete this referral form)

Applicant’s Name: ____________________________________________

Evaluator: Please check the appropriate space & complete this section
(If applying for tutor position, please have a faculty member of the subject you wish to tutor complete this form)

________ Faculty ________ Advisor ________ Other (Please specify)

How well do you know the applicant?

Please rate the applicant in these areas. (Circle your responses)

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<tr>
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<th>Excellent</th>
<th>Very Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Unable to Judge</th>
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<tbody>
<tr>
<td>Academic Ability</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<tr>
<td>Maturity</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<tr>
<td>Social Skills</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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<tr>
<td>Integrity</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Communication Skills</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>Leadership Skills</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>X</td>
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3. Please describe the applicant’s strengths.

4. Please describe the applicant’s weaknesses.

5. Overall, would you recommend this student as a peer professional working with students in a tutoring or mentoring capacity?

Signature__________________________ Printed Name________________________

Position____________________________ Phone #:___________ Date:_________
PEER EDUCATOR – TUTOR REFERENCE
(Please have an instructor or advisor complete this referral form)

Applicant’s Name: __________________________________________

Please rate the applicant in the following areas:

<table>
<thead>
<tr>
<th>1 = Strongly Agree</th>
<th>2 = Agree</th>
<th>3 = Not Sure</th>
<th>4 = Disagree</th>
<th>5 = Strongly Disagree</th>
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Would be able to relate to students
Is a positive role model
Is knowledgeable about campus resources
Could influence students in a positive way
Suspends judgment and thinks before acting
Has excellent communication skills
Would be able to facilitate a classroom discussion
Demonstrates an ability to work in a team setting
Understands how one’s own actions and decisions can influence how they are perceived by others
Takes initiative and is resourceful
Shows interest and concern for the welfare of others
Would be available to students outside of the classroom

Remarks: Please include any additional information that you think would be important in assessing this candidate’s appropriateness for the position.

Overall Recommendation:
☐ Excellent Candidate  ☐ Good Candidate  ☐ Some Reservations  ☐ Do Not Recommend

Interviewer: __________________________________________