

## PEER TUTOR APPLICATION (ASC)

### **READ THE INFORMATION BELOW BEFORE COMPLETING A TUTOR APPLICATION.**

On the application, please indicate the courses you are interested in tutoring by writing **the grade you received for a course in the space to the left of each course code**. If course(s) completed at another university, you must also:

1. Submit a copy of the transcript from that institution.
2. On the transcript, highlight & write Stevens course code next to the course that corresponds to it.
3. Write the grade you received in the course. If the grades are not the same as Stevens, then please convert them using the chart on the Registrar's web site by clicking on the "grading system" link on the left side menu.

Completed applications are to be submitted to the Academic Support Center, (located on the 5<sup>th</sup> floor of the Howe Center,) in the drop-off box. If you meet the requirements, you will then be contacted to attend a "Tutor Training Session" at which the approaches, policies, and procedures for being an ASC tutor will be thoroughly reviewed.

### **Role of a Tutor:**

The role of the tutor is to supplement the tutees' classroom experience by helping them understand subject matter that is unclear. Tutors do not give answers, but rather help the tutees find the answers for themselves. It is the tutor's responsibility to help tutees to learn on their own while providing an open exchange during which learning can take place.

### **Expectations for Being a Tutor:**

1. Applicants must be in very good academic standing, possessing an overall cumulative GPA of 3.25 or better. To be eligible to tutor a given course at Stevens, you must have completed the course at Stevens, earning a grade of A- or better.
2. If the course you want to tutor was completed at another institution, (either in the United States or abroad), you will need to discuss with your tutee the scope and nature of the Stevens course to make sure you can adequately assist the student. Should you or the tutee then determine you are unable to do so, another tutor will be assigned.
3. Tutor applicants must also have good communication skills and a sincere commitment to the educational process in helping others achieve success with their own studies. You are expected to share your time management skills, study skills, problem solving skills, test preparation skills, etc. with your tutees. (Specific strategies for meeting this expectation are detailed later on in this manual.)
4. Both Work-Study and non-Work-Study students are eligible to tutor. If you are Federal Work-Study eligible, please notify the ASC accordingly.

**Tutoring Pay Rates:** Individual tutoring pays \$12.00 per hour, and group tutoring (more than one tutee at a time) pays \$14 per hour.

***The maximum limits for tutoring are as follows:***

2 hours per day per subject per tutee  
4 hours per week per subject per tutee  
20 hours per semester per subject per tutee

Also: *Tutors may not tutor for more than a combined total of 15 hours each week.* It is therefore your responsibility to keep track of the combined total number of hours you tutor various tutees. You will not receive compensation for any tutoring you provide past this limit.

### **Employment Paperwork**

If you are offered a tutor position, you will need to complete an I-9 form (only if you have **not** been previously employed by the ASC or another department on campus). In order to do so, you must present your driver's license AND social security card; OR your US Passport; OR your Green Card. International Students must present their foreign passport with attached US Visa, Employment Authorization (*if applicable*), document ID number & expiration date, and a copy of their Stevens I-20 form.

### **Tutoring Assignments**

Students must request a tutor by completing a "Tutor Request" online at: [http://stevens.edu/asc/tutor\\_request.html](http://stevens.edu/asc/tutor_request.html). Once the tutee is provided with the assigned tutor's contact information via e-mail by the ASC, it is then the tutee's responsibility to contact the tutor within 24 hours. Tutors are responsible for checking email regularly and replying to the tutee promptly. The tutor and tutee then determine the times and days to meet at the Samuel C. Williams Library. ***All tutoring is required to take place at the Samuel C. Williams Library during its normal hours of operation: Both the tutor and the tutee(s) must have their Stevens Student ID Card "swiped" upon entering the library before starting the tutoring session.*** <http://www.lib.stevens.edu/general/hours.html>.

KEEP THIS PAGE FOR YOUR RECORDS

**ACADEMIC SUPPORT CENTER  
FALL 2009 PEER TUTOR APPLICATION**

NAME: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

PREFEERED PHONE # \_\_\_\_\_ STEVENS E-MAIL: \_\_\_\_\_

PERMENENT ADDRESS: \_\_\_\_\_  
(STREET) (APT. #) (CITY) (STATE) (ZIP)

MAJOR: \_\_\_\_\_ AOL IM(*Optional*) \_\_\_\_\_ BOX #: S- \_\_\_\_\_

CLASS LEVEL: \_\_SR \_\_JR \_\_SO \_\_GRAD\* Hold a Bachelors Degree In: \_\_\_\_\_

ARE YOU FEDERAL WORK STUDY ELIGIBLE? \_\_NO \_\_YES

DO YOU CURRENTLY HOLD ANOTHER JOB ON CAMPUS: \_\_NO \_\_YES WHERE: \_\_\_\_\_

NUMBER OF HOURS YOU ARE AVAILABLE TO TUTOR EACH WEEK: \_\_\_\_\_ (MAX: 15 HRS = UG; 20 HRS = G)

By signing below, you agree that you have read the "Procedures of Being a Tutor" attached to this application and to uphold the policies and procedures for appropriate tutoring as communicated in the "Tutor Training Session" and the related "Tutor Manual."

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Indicate the course(s) you are interested in tutoring by writing the grade you received in the empty space to the left of each course code.*

	BME 306	Bio-Engineering
	BME 342	Transport in Biological Systems
	BME 445	Biosystems Simulation & Control
	BME 453	Bioethics
	BME 482	Engineering Physiology
	BT 101	Intro to Busi Plan & Field Study
	BT 131	Intro to Innovation & Creativ
	BT 201	Diagn & Measuring Customer Satis
	BT 215	Cost Accounting
	BT 221	Statistics
	BT 223	Applied Models & Simulation
	BT 301	Goal Setting & Sales/Revenue Pln
	BT 321	Corporate Finance
	BT 325	Financial Reporting & Analysis
	BT 334	Sci. & Tech. II: Energy
	BT 353	Project Management
	BT 401	Implem, Control & Cap. Acq. Plan
	BT 402	Plan Perfection & Presentation
	BT 403	Marketing Strategy & Decision
	BT 413	Business Law, Ethics & Negotiate
	BT 421	Systems Analysis and Design
	BT 425	Investment Management
	BT 426	Securities Valuation
	CE 342	Fluid Mechanics
	CE 486	Structural Steel Design
	CH 115	General Chemistry I
	CH 243	Organic Chemistry I
	CH 341	Biological Chemistry

	CH 360	Spectra & Structure
	CH 362	Instr. Anal-Spect/Chrom.
	CH 381	Cell Biology
	CH 421	Chemical Dynamics
	CH 484	Molecular Genetics
	CHE 210	Process Analysis
	CHE 234	Chemical Eng. Thermodynamics
	CHE 332	Separation Operations
	CHE 336	Fluid Mechanics
	CHE 342	Heat and Mass Transfer
	CHE 432	Chemical Engr'g Systems
	CPE 345	Modeling and Simulation
	CPE 360	Comp Algorithms & Data Structure
	CPE 390	Microprocessor Systems
	CPE 440	Intro. to Power Engineering
	CPE 442	Database Management Systems
	CPE 462	Intro to Image. Proc. & Coding
	CPE 487	Digital System Design
	CPE 490	Information Sys. Engineering I
	CS 105	Intro to Scientific Computing
	CS 115	Intro to Computer Science
	CS 135	Discrete Mathematics
	CS 146	Web Fundamentals
	CS 284	Data Structures & Algorithms I
	CS 334	Automata and Computation
	CS 381	Switch Thry & Logical Ds
	CS 383	Comp. Org. & Programming
	CS 385	Data Struct. & Algor. II

	CS 390	Microprocessor Systems
	CS 392	Systems Programming
	CS 442	Database Management Sys.
	CS 487	Digital System Design
	E 115	Introduction to Programming
	E 120	Engineering Graphics
	E 126	Mechanics of Solids
	E 234	Thermodynamics
	E 243	Probability & Statis. for Engr.
	E 245	Circuits and Systems
	E 344	Materials Processing
	E 355	Engineering Economics
	E 356	Engineering Economy
	EE 250	Math for Electrical Engineers
	EE 345	Modeling and Simulation
	EE 348	Systems Theory
	EE 359	Electronic Circuits
	EE 440	Intro. to Power Engineering
	EE 465	Intro Communication Sys.
	EE 471	Trnsprt Pheno/Sld Device
	EE 478	Control Systems
	EM 301	Accounting & Business Analysis
	EM 351	Mgmt. of Information Networks
	EM 435	Business Process Reengineering
	EM 450	Logistics & Supply Chain Mgmt
	EM 457	Elements Of Operations Research
	EN 301	Sustainable Engineering
	MA 115	Calculus I
	MA 116	Calculus II
	MA 117	Calculus Business & Liberal Arts
	MA 134	Discrete Mathematics
	MA 221	Differential Equations
	MA 227	Multivariate Calculus
	MA 232	Linear Algebra
	MA 234	Complex Variables w/Applications
	MA 331	Intermediate Statistics
	MA 360	Intermediate Differential Eqns.
	MA 441	Intro to Mathematical Analysis
	ME 225	Dynamics
	ME 234	Mech. Eng Thermodynamics
	ME 335	Thermal Engineering
	ME 342	Fluid Mechanics
	ME 345	Modeling and Simulation
	ME 354	Heat Transfer
	ME 358	Machine Dynamics & Mechanisms
	ME 361	Design of Machine Components
	ME 483	Control Systems

	MGT 111	Social Psychology & Org Behavior
	MGT 243	Macroeconomics
	MGT 244	Microeconomics
	MGT 372	Disc & Comm Tech Business Ops
	MGT 401	MIS/DBMS/Networks
	MGT 472	Assess/Finance of Tech Busin Ops
	MIS 201	Fundamentals of Info Systems
	PEP 111	Mechanics
	PEP 112	Electricity & Magnetism
	PEP 123	Physics for B&T I
	PEP 201	Physics III for Engineers
	PEP 209	Modern Optics
	PEP 332	Math Techniq. Eng'g Phys
	QF 101	Quantitative Finance