



BRIDGEWATER STATE UNIVERSITY
TUTORING CENTRAL
ACADEMIC ACHIEVEMENT CENTER

NEW TUTOR APPLICATION

(S'12)

To the Tutor

Thank you for considering becoming a Peer Tutor in the Academic Achievement Center (AAC). For most tutors at Bridgewater State University, being a tutor is a rewarding experience that provides additional income as well as an opportunity for you to remain current in your chosen field of study or within an area you simply enjoy. It also provides a close working relationship with professionals within the AAC and with faculty which can result in stronger recommendations for campus based involvements, scholarships and/or graduate school applications. The benefits are many, and the rewards are more than monetary.

To help you with the task of becoming fully employed as a new tutor in the AAC, please follow the check list below. Once you have completed these steps you will be ready to begin your duties as a new tutor !

AAC Peer Tutor Employment Checklist:

- _____ Fill in Tutor Application fully with a detailed schedule of available working hours.
- _____ Secure a faculty recommendation to become a tutor from the subject area(s) of your choice (use enclosed recommendation form or direct e-mail to daucoin@bridgew.edu).
- _____ Fill in “Standard Contract” form where indicated with an “X” (you are the contractor”).
- _____ Go to the Student Employment Office in Boyden Hall and complete the required employment paperwork packet. Bring your ***Original Social Security Card, Photo ID (driver’s license, Mass. Id., Passport)*** with you to Student Employment to complete paperwork.

All students MUST bring back a signed, dated *STUDENT WORK AUTHORIZATION* form to be able to work in the AAC.

(attach Student Work Authorization form here)

FINAL STEPS

- _____ Return completed Tutor Application to AAC and schedule a “new hire” appointment with Dorie AuCoin, the Assistant Director of the AAC.
- _____ Attend Tutor Training Workshop I :New Tutor Orientation at earliest scheduled session. (tutors may attend Workshop I while completing employment paperwork)
- _____ Check your e-mail ***daily*** to check for tutoring assignments and tutor announcements.

TUTORING OPPORTUNITIES IN THE ACADEMIC ACHIEVEMENT CENTER

There are several tutoring positions from which to choose to work in the AAC. Below are brief descriptions of each area and the supervisor with whom you will meet to become hired.

ACCOUNTING & FINANCE LAB:

Accounting tutors focus on helping students learn *how to study* accounting. Upper-level Accounting and finance majors work with small groups and individual students developing analytical skills and effective strategies for studying in selected entry and upper-level accounting and finance courses. The emphasis is on developing the analytical skills necessary to tackle any specific topic rather than rote memorization of material for a specific quiz or exam. Review sessions are held for midterm and final examinations.

Faculty Director: Prof. Kathy Sevigny

COMMUNICATION LAB – Tutors in the “Comm Lab” help students become more skilled and confident speakers through assisting them in the preparation, practice, taping and reviewing of oral presentations. Tutors focus on the nature of the assignment, the concerns of the student, and the focus of the speech as well as topic choice, research, outlining and rehearsal of the presentation. Tutors must have successfully completed COMM 250: Public Speaking, have a 3.0 GPA or higher and are required to have an interview with the Director of the Communication Lab. **Faculty Director: Professor Susan Miskelly**
www.bridgew.edu/Comm/commlab.cfm

MATH SERVICES - Math tutors are students who have been successful in their University level math courses; Topics in Math, Principles of Math I & II, Statistics, Pre-Calculus, Elements of Calculus I & II and Calculus I & II. Math tutors are enthusiastic, friendly students who can encourage struggling math learners to collaborate and discover the answers to their questions while working in small groups or one-on-one. Math tutors create a comfortable, supportive and low stress environment for students studying math. A math professor’s recommendation is required as well as an in-person interview with the Director of Math Services. **Faculty Director: Dr. Matt Salomone** www.bridgew.edu/MathServices

SECOND LANGUAGE SERVICES – *ESL tutors* provide language support to students for whom English is a second language. Tutors help in the development of fluency, accuracy, and clarity of students’ academic spoken and written skills in English, facilitate cross-cultural exchange, and support the development of the conversation skills. Interested applicants must have a commitment to working with ESL students, excellent communication skills in English, respect for diversity, and familiarity with American academic culture. GPA of 2.70 is required, 3.00 is preferred. Applicants are also required to go through the Peer Tutoring Training Workshops and enroll in ENGL 205 Supporting Second Language Students during their first semester of employment. **Director: Dr. Julia Stakhnevich** <http://www.bridgew.edu/sls/>

TUTORING CENTRAL – One-on-one and small group, content tutoring for courses in the CORE Curriculum or that are beginning level courses within a major. Tutors must have previously taken the course(s) they tutor, have received a grade of B or higher and be able to receive a professor’s recommendation prior to being hired. A GPA of 3.0 is expected and an interview with the supervisor is required. www.bridgew.edu/AAC/tutcent

Participation in the Peer Tutor Training Program is a required part of employment.

Supervisor: Dorie AuCoin

WRITING STUDIO – Writing Consultants (tutors) are recruited every spring to begin work the following fall. The Writing Studio is interested in hiring applicants who write well, have excellent interpersonal skills, and are able to provide students with supportive feedback on their writing. Applicants need to provide two writing samples as well as the names and phone numbers of two references (not actual letters of recommendation, just contact information). If hired, applicants are required to enroll in a one-credit course (ENGL 204: Responding to Writing) in the fall. Consultants who continue working in the Writing Studio beyond the fall semester are expected to repeat the course for credit; they will ultimately receive three units of credit for taking the course three times. Applications are available at the Writing Studio desk or online at <http://www.bridgew.edu/WritingStudio/consultapp.cfm> For more information, call 531-2053, email writingstudio@bridgew.edu **Faculty Director: Dr. Kathy Evans**

**ACADEMIC ACHIEVEMENT CENTER
NEW TUTOR APPLICATION**

Hired _____

Copied _____

PLEASE PRINT

(S'12)

Name _____ Date _____
(Last) (First)

Banner ID# _____ Semester _____

E-mail _____ Phone: _____

Class Year: 1Y _____ So _____ Jr _____ Sr _____ GPA _____
<24 >24 >54 >84 (will be verified by Asst. Director)

Major _____

I believe the following personal qualities would make me an effective peer tutor:

I have skills/interests in the following academic areas:

What kind of difficulties do you think students typically have in the subject(s) you want to tutor?

What study strategies do you feel would help a student with such difficulties?

Some of the experiences I have had that will contribute to my effectiveness as a peer tutor are: (ie., previous tutor experiences, RA, CPD Clinic, OL, Student Teaching, working at the Writing Studio, etc.)

How would working as a peer tutor support your career goals? Academic goals? (grad school, etc)

Is there anything else you would like us to know about you?

Will you be using **Work-Study** funding for **THIS** job? Yes _____ No _____

Do you speak any foreign languages? Yes _____ which? _____ No _____

**REMEMBER TO CHECK THE SCHEDULE FOR THE NEXT
TUTOR TRAINING WORKSHOP**

NAME: _____ Semester: _____

Email: _____ Phone: _____

List the Course(s) you wish to tutor this semester:

Title: _____ Course #: _____ Professor: _____

Title: _____ Course #: _____ Professor: _____

Title: _____ Course #: _____ Professor: _____

Title: _____ Course #: _____ Professor: _____

Title: _____ Course #: _____ Professor: _____

Please fill in your class and work schedule in INK only, indicate with an (O) all the times that you are available to tutor:

	MON.		TUES.		WED.		THURS.		Fri.		
	8:00		8:00		8:00		8:00		8:00		
	8:50				8:50				8:50		
	9:05				9:05				9:05		
			9:15				9:15				
	9:55		9:30		9:55		9:30		9:55		
	10:10				10:10				10:10		
	11:00		10:45		11:00		10:45		10:45		
	11:15		11:00		11:15		11:00		11:00		
	12:05		12:15		12:05		12:15		12:15		
	12:20	12:20	12:30		12:20	12:20	12:30		12:20		
	1:10	1:35	1:45		1:10	1:35	1:45		1:10		
	1:50	1:50	1:50	2:00	2:00	1:50	1:50	1:50	2:00	2:00	1:50
	2:40	3:05		3:15		2:40	3:05		3:15		2:40
	3:15	3:20		3:25		3:15	3:20		3:25		3:25
		4:35	4:30	4:40	4:40		4:35	4:30	4:40	4:40	4:40
	5:50					5:50					

STUDENT ASSIGNMENTS

1st Meeting:
