

# Paid Peer Tutor Application



Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

S# \_\_\_\_\_  
 Weed Campus  
 Yreka Campus

Courses You Can Tutor (Course Title & Number)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Endorsement (Signature)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Place a "✓" in each block of time you are available to work

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					
4 pm					
5 pm					
6 pm					

Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Date Approved for Work: \_\_\_\_\_

\_\_\_\_\_

# Peer Tutor Contract

As part of your application, please read the following expectations and sign below.

1. I will prioritize my schoolwork and maintain passing grades in all my classes. If work interferes with my studies, I will notify the Tutoring Coordinator immediately, so we can discuss options for managing my responsibilities.
2. Once hired, I will check my preferred email daily for messages from my supervisor.
3. If my schedule or availability changes, I will notify the Tutoring Coordinator right away.
4. I will not work during any of my scheduled classes.
5. I will keep all tutoring appointments, arrive on time, and stay for my entire shift. If I am unable to work for any reason, I will contact my supervisor (if I am able) and the ASC Coordinator right away, so they can find a substitute or notify the tutee.
6. I will never discuss any of my tutees' performance with others on campus. I agree to respect the privacy of students I tutor and keep all personal information about their schoolwork confidential.
7. All tutoring will take place in the Weed ASC or Yreka ASC and be approved by the Tutoring Coordinator in advance. I will not be paid for tutoring that takes place outside the Weed or Yreka ASCs unless I receive prior permission from the Tutoring Coordinator.
8. As a general precaution, I will not give my phone number or email to students I am tutoring. The Tutoring Coordinator or ASC Coordinator will handle communicating with tutees and scheduling appointments.
9. If problems arise during a session, I will let the Tutoring Coordinator know as soon as possible so any issues can be addressed.
10. I will complete the online Tutor Training Course (1-credit) and follow all guidelines & policies.

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Student Signature

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Date

**ATTACH YOUR CURRENT SCHEDULE**