



**Peer Tutor Application Form**

**Academic Enrichment Center**

PERSONAL INFORMATION							
Last Name		First		M.I.		Date	
Local Mailing Address				Apartment/ Unit #			
City		State		ZIP			
Phone			E-mail Address				
Permanent Mailing Address if different from above (St/PO Box, City, State, Zip, Country)							
M#		Major		Degree (circle or highlight one)	Associate	Bachelor	Certificate
College Year Classification (circle or highlight one)	FR	SO	JR	SR	Expected Graduation Date (semester or month and year)		
Cumulative College GPA			How many credits are you taking in the current or upcoming semester?				
Have you previously worked on campus? Circle or highlight your choice.				Yes	No		
If yes, under which entity or entities were you employed? Circle or highlight all that apply.				College	MAC	Research Foundation	Work-Study
Do you currently have any jobs on campus? If so, please list your position(s) and your work hours if you know them.							
Do you have any jobs off campus? If so, please list your position(s) and your work hours if you know them.							
In which extracurricular activities are you involved (e.g., athletics, clubs/organizations, honor societies, etc.)?							

COURSES THAT YOU WOULD LIKE TO TUTOR			
In the following chart, please list any courses you would like to tutor, the semester you took the course, the name of your professor, and the grade that you earned in the course. These professors will be contacted to provide recommendations in support of your becoming a peer tutor. <b>NOTE:</b> Even if you would like to tutor only one course, please provide the name of a second professor to contact for a recommendation because <b>at least two faculty recommendations are required</b> to be considered for a position.			
Course Name & # (e.g., ACCT 100)*	Semester Taken	Professor's Names*	Grade Earned

\*If you took these courses/professors at a college other than Morrisville, please provide their emails & phone numbers.



<b>Last Name</b>		<b>First</b>		<b>M.I.</b>		<b>Date</b>	
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<b>Your Schedule for the Semester</b>								
<b>Circle or highlight one of the following:</b>		Fall	Spring	<b>Year:</b>				
<b>Instructions:</b> Fill out the following schedule chart to indicate your availability for the current or upcoming semester as follows:								
1. Write or type an "X" in any block of time when you are NOT available due to prior FIXED commitments. Fixed commitments are things such as classes, club/organization meetings, athletic practices, other work hours, etc. that MUST be done at that exact time.								
2. Draw a star or type an asterisk (*) in the blocks when you prefer to tutor. Please be aware that you are not guaranteed these preferred times. Work hours are assigned when tutors are needed as well as when you are available.								
Time/Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
9-10 am						X	X	
10-11am						X	X	
11 am-12 pm						X	X	
12-1 pm						X	X	
1-2 pm		XXXXXXX		XXXXXXX		X		
2-3 pm						X		
3-4 pm						X		
4-5 pm						X		
5-6 pm						X		
6-7 pm						X		
7-8 pm						X		
8-9 pm					X	X		
9-10 pm					X	X		
<b>Ten hours per week is usually the maximum that peer tutors work per week. How many hours are you interested in working per week?</b>								
<b>Are you interested in tutoring by appointment only rather than having a set schedule that you always work (meaning that you only work if someone has made an appointment to meet with you)? Circle or highlight your choice.</b>							Yes	No
<b>Are you interested in tutoring as a volunteer rather than as a paid employee? Some applicants prefer this option in order to earn community service hours. Circle or highlight your choice.</b>							Yes	No

**Attach your resume and cover letter** discussing your reasons for wanting to become a peer tutor and your qualifications for the position. **Then submit** this form and those two documents electronically as attachments to an email, in person, or by mail to:

Stephanie Lawhorne, Director of Academic Support  
 Academic Enrichment Center, 1<sup>st</sup> Floor Butcher Library  
 School of General Studies  
 80 Eaton St., PO Box 901  
 Morrisville, NY 13408

[LawhorSL@morrisville.edu](mailto:LawhorSL@morrisville.edu); 315.684.6360