# James Sprunt Community College
## TRiO Student Support Services Program
# TUTOR PACKET

**STEP 1:** Have you already completed a JSCC employment application on file? If yes, go to Step 2.

If you are interested in becoming a tutor, download the part-time employment application from the JSCC web site. You can download the **Tutor Application** at the following web site under "Interested in Becoming a Tutor": http://www.jamessprunt.edu/tutoring

**STEP 2:** Complete the entire **SSS Tutor Packet** (Tutor Schedule & Times Available, Tutor Agreement Form, Tutor Information Sheet, Tutor Referral Form, and Release for Official Transcript) and return all forms to the Tutor Coordinator's office in the Strickland Building, Room 131 or mail to the address listed below.

If you attended another college or university, you do not have to complete the Release for Official Transcript. In addition, if you are not a JSCC student, you do not have to complete the class schedule on the Tutor Schedule & Times Available form.

**STEP 3:** A tutor referral from the JSCC instructor is needed for **each class** you are interested in tutoring (only one referral is attached). If you have already turned in a tutor referral for a particular class, you do not have to turn in another one for that same class. If you did not take the course at JSCC, then you do not need a signed tutor referral form.

**STEP 4: UPDATED COLLEGE TRANSCRIPTS ARE NEEDED EACH SEMESTER**. If a transcript is needed from James Sprunt Community College, then the attached **Release for Official Transcript** form must be completed and submitted to the Tutor Coordinator. The Tutor Coordinator will request the JSCC transcript for you. If you attended another college or university, please request official college transcripts to be sent to the following address:

Pamela R. Morgan, Tutor Coordinator
TRiO Student Support Services
James Sprunt Community College
P. O. Box 398
Kenansville, NC  28349

(910) 275-6391
pmorgan@jamessprunt.edu

James Sprunt Community College
**TRiO Student Support Services**

# JOB DESCRIPTION

**Tutor Responsibilities:**
1.      Assist students in developing competency in course work.
2.      Provide one-to-one support and encouragement to help the student.
3.      Encourage the student to become an independent learner by suggesting more adequate tools of study.
4.      Complete required record keeping forms on a regular basis.
5.      Participate in tutor training sessions.
6.      Attend scheduled meetings with supervisor and other peer/professional tutors.
7.      Participate in periodic evaluations of the program.
8.      Ensure that tutors (and tutees) sign in and out of each tutoring session.

**Record Keeping:**
1.      Tutor contact logs must be completed by the tutor (and tutee) during each tutoring session.
2.      Time sheets and tutor contact logs are submitted to the Tutor Coordinator monthly.

**How to Apply:**  Prospective tutors will:
1.      Obtain an application form from the Tutor Coordinator or from the JSCC web site: http://www.jamessprunt.edu/tutoring.  The completed application must include a copy of the class schedule and/or times available to tutor.
2.      Attend an interview with the Tutor Coordinator and/or Project Director to discuss the functions and responsibilities of tutoring.
3.      Submit tutoring recommendation forms to instructors whom the prospective tutor has had in the course he or she wishes to tutor.

**Qualifications:**
Peer Tutors will be JSCC students who scored an A or B in the class they will tutor and have a minimum 2.5 overall GPA, with preferred 3.0.  Professional tutors will be required to have a degree of higher education in the academic area they will be tutoring or scored an A or B in the related course they will be tutoring.  Demonstrated competency in communicating with others.  Evidence of responsibility, a desire to help others, and a willingness to be flexible in scheduling.  Sensitivity to the needs of a diverse student population.  When possible, experience as a former Student Support Services participant.

**Salary:**  $9.00 - $25.00 per hour

James Sprunt Community College
**TRiO Student Support Services**

# TUTOR SCHEDULE & TIMES AVAILABLE

**ID # (Employee/Student):** _____

**NAME:** _____

**ADDRESS:** _____

_____

**HOME PHONE #:** _____  **CELL PHONE #:** _____

**E-MAIL ADDRESS:** _____@mail.jamessprunt.edu
**PERSONAL E-MAIL:** _____@_____

## LIST YOUR **COMPLETE** CLASS SCHEDULE FOR THIS SEMESTER.

| COURSE # | SECTION # | DAY(S) OF CLASS | TIME(S) OF CLASS |
|----------|-----------|-----------------|------------------|
|          |           |                 |                  |
|          |           |                 |                  |
|          |           |                 |                  |
|          |           |                 |                  |
|          |           |                 |                  |
|          |           |                 |                  |
|          |           |                 |                  |

**List all the days and times that you are available for tutoring.**

_____

_____

# TUTOR AGREEMENT FORM

## Obligations of Tutor:

1. You will attend sessions and will be prepared to keep the tutee informed and up to date on all class assignments and responsibilities as much as possible.

2. You will, at all tutoring sessions, be prepared to demonstrate to the tutee proficiency in the course that you are tutoring to the best of your abilities.

3. If you are unable to attend a tutoring session, you will notify the Tutor Coordinator **at least 2 hours in advance** prior to the tutoring time.  Call the Tutor Coordinator at (910) 296-2427.  If you are unable to reach anyone, leave a message and also call the SSS/UB Program Assistant at (910) 296-2446.

4. You must complete all forms and provide all required information needed before you are assigned a tutee.

5. The tutor and tutee must sign the SSS Tutor Contact Log before each tutoring session begins.  (Please round off the time to every five (5) minutes.)  Also, provide a session summary for each tutoring session on a daily basis.

6. **If you miss a tutoring session without contacting the Tutor Coordinator in advance, you stand the risk of your tutoring position being terminated**. Emergencies will considered in a case-by-case basis.  If a tutor still expresses an interest in tutoring, they must reapply.

I have read the above statements and agree to TRiO Student Support Services' terms.

_____          _____
            Signature                                       Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Date(s) Missed:

_____

_____

# TUTOR INFORMATION SHEET

1. **ITEMS NEEDED/GPA QUALIFICATION:** SSS Tutor Application, class schedule, tutor agreement form and college transcripts are needed in order for an individual to be considered to be a tutor. If the tutor has had the course at JSCC, a referral form is also needed from the instructor. In order to be considered to be a tutor, a Grade Point Average (GPA) of 2.50 is required, 3.00 preferred, and a grade of an "A" or "B" in the course the applicant is seeking to tutor.

2. **TIME SHEETS & PAY DAY:** Time Sheets and Tutor Contact Logs are to be turned in by the last working day of each month by 5:00 p.m., unless otherwise posted. Time Sheets not submitted by the due date will be paid the following month. Payday is usually the last workday of the month for JSCC.
   *Note: If a student missed a session, a Missed Tutoring Session sheet must be turned in after the third miss along with the time sheet and contact log each month.*

3. Tutors are responsible for signing **contracts** for employment on a semester basis.

4. **Pay Day** will be the last working day of each month, unless otherwise posted. You may pick up your check in the JSCC Business Office located in the McGowen Building.

5. **MISSED SESSIONS:** Tutors are paid for the full hour (or time allotted if less than 1 hour) for each time that student (tutee) does not show up/call-in for tutoring for up to three (3) missed tutoring sessions per semester. After the third missed session, the scheduled tutoring session will be canceled. At this point the tutor will notify the Tutor Coordinator and the tutor will no longer come for these scheduled missed sessions. Other students may be assigned this time, if sessions are available.

6. **Designated areas for tutoring:** SSS Tutoring Rooms, SSS Study Skills Lab, SSS Computer Lab, other rooms as designated, and agreed upon by the Tutor Coordinator and/or SSS Staff.

I have read the above statements and agree to Student Support Services' terms.

_____          _____
               Tutor's Signature                                                   Date

**James Sprunt Community College**
**TRIO Student Support Services**

# TUTOR REFERRAL FORM

**In order to refer someone to be a possible tutor for JSCC, please complete this reference request and return it to:**

## Pamela R. Morgan, Tutor Coordinator

**I recommend _____ to be a tutor for the TRIO SSS Program for the following course(s):_____.**

1.  Is this student qualified to be a tutor?  \_\_\_ Yes   \_\_\_ No

2.  Is this student dependable?  \_\_\_ Yes   \_\_\_ No

3.  Is this student capable of communicating acquired knowledge sufficiently to other students?  \_\_\_ Yes   \_\_\_ No

4.  Other comments: _____
    _____

_____         _____
           Signature of Instructor                                    Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*If this referral is for a Duplin Early College High School student, a signature of either the Principal, Counselor or Early College Liaison is required.

Comments: _____

_____         _____
           Signature of DECHS staff                                   Date

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The TRIO Student Support Services Program is a federally funded program designed to provide helpful services, such as counseling and tutoring, to college students. Individuals approved to become a tutor will be responsible for maintaining communication with instructors for the subject to be tutored. Also, the applicant must meet the following qualifications:

- At least an A or B in the course to be tutored;
- A minimum 2.50 overall Grade Point Average, preferred 3.00;
- Professional tutors are required to have degree of higher education in academic area to be tutored or scored an A or B in a related course to be tutored.
- Demonstrated competency in communicating with others;
- Evidence of responsibility, a desire to help others and willingness to be flexible in scheduling;

# Release for Official Transcript

I, _____, give TRiO Student

Support Services staff permission to request my official James Sprunt

Community College transcript. This is to be used for employment purposes.

_____

Student Signature                                      JSCC ID Number

_____

Date