



MSU Billings Academic Support Center Tutor Application

Date: _____ Major: _____ Yr. in College: _____ GPA: _____

Name: _____ GID# _____
Last First MI (Student ID Number)

Current Mailing Address: _____
Street Address City State Zip

Telephone: _____ Email Address: _____
Home Cell (The one you check most often)

Qualifications:

- A cumulative GPA of 2.5 or higher, with a grade of A or B in any class tutored, or in an equivalent or more advanced course
- A letter of interest and transcripts to be kept on file at the Academic Support Center
- A signed Recommendation Form (see attached) from a supporting faculty member for each subject you wish to tutor
- A commitment to attend scheduled tutor training and/or meetings
- A personal and professional commitment to academic honesty
- A current email account, used on a daily basis to check for messages from the ASC Director and/or Assistant Director

Final hiring of all tutors is at the discretion of the ASC Director and/or Assistant Director.

List the course(s) you are able to tutor. A signed Recommendation Form (see attached) from a supporting faculty member is required for any course you wish to tutor.				
Course:	Grade Received:	Semester Taken:	School:	Supporting Faculty:*
Course:	Grade Received:	Semester Taken:	School:	Supporting Faculty: *
Course:	Grade Received:	Semester Taken:	School:	Supporting Faculty: *
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*Supporting Faculty must complete, sign and return a Recommendation Form.

Applicant's Signature _____ Date _____



MSU Billings Academic Support Center Preferred Tutoring Schedule

Hours Available to Students:

- o University Campus – 8 am to 7 pm Monday-Thursday; 8 am to 5 pm Friday; 9 am to noon Saturday
- O College of Technology – 8 am to 6 pm Monday-Thursday; 8 am to 5 pm Friday; closed Saturday

Please fill in the schedule with your preferred tutoring times.

Day & Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0800-0830						
0830-0900						
0900-0930						
0930-1000						
1000-1030						
1030-1100						
1100-1130						
1130-1200						
1200-1230						
1230-1300						
1300-1330						
1330-1400						
1400-1430						
1430-1500						
1500-1530						
1530-1600						
1600-1630						
1630-1700						
1700-1730						
1730-1800						
1800-1830						
1830-1900						
1900-1930						
1930-2000						

Hours after 6 pm are available only at the University campus, not at the College of Technology.



MSU Billings Academic Support Center Tutor Contract

MISSION

The Academic Support Center Learning Lab's mission is to empower students to become confident, capable, independent learners. The Lab will provide qualified tutors and resources that support students in their quests to reach their goals, in a safe and encouraging learning environment.

OBJECTIVES

1. Provide tutoring for all Academic Foundations level math and/or English courses, and for other courses, as needed.
2. Coordinate with faculty members to provide supplemental learning experiences to support classroom instruction in other selected areas.
3. Organize study groups to enable students to work together to achieve academic goals.
4. Identify potential student peer tutors who may provide tutorial support for courses not currently being served.
5. Identify and implement additional services that may support students' academic success, based on both expressed and demonstrated needs.
6. Increase tutors' development by certifying all student tutors at Level 1 of the College Reading and Learning Association (CRLA) certified tutor training program and offer Level 2 training.

Essential Responsibilities

- Be nice.
- Honor confidentiality.
- Learn your students' names and pronounce them correctly.
- Focus on students' academic success.
- Tutor in your approved subjects.
- Don't do the students' assignments.
- Be respectful of instructors, other tutors, and students.
- Ensure students have signed in to the tracking system.

As a tutor, I understand and agree to the following:

1. I will arrive punctually for my shift, for tutor meetings, and for all appointments. On the rare occasions when I cannot keep a commitment, I will call the Academic Support Center to let my supervisor know well in advance. (University campus tutors call 657-1641; COT tutors call 247-3022.)
2. I will help and encourage the student to improve classroom performance, but I will not do any work that could be interpreted as the student's own, because I am committed to maintaining academic honesty. I have read and understood and will honor the MSU Billings Code of Conduct.
3. I will maintain confidentiality at all times, except that with the permission of the student, I may discuss the student's performance with my supervisor at the Academic Support Center. If I want to have a discussion with the student's instructor, I will check with my supervisor first.
4. I will dress appropriately as a professional in the workplace, making a point to avoid offensive and provocative clothing.
5. I will complete CRLA Level 1 certification.
6. I understand that failure to meet these expectations will result in probation or dismissal from this position.
7. I understand that tutor staffing will be reviewed at the end of each semester and assignments for the following semester will be based on my performance as a tutor and on the needs of the program.

Signed _____ Date _____

