James Sprunt Community College  
TRiO Student Support Services Program  

TUTOR PACKET

STEP 1:  
*If you already have a JSCC employment application on file, go to Step 2.

If you are interested in becoming a tutor, download the part-time employment application from the JSCC web site. The Tutor Application can be downloaded at the following web site:  
http://www.jamessprunt.edu/tutoring_services

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 Academic Skills Advisor’s office in the Strickland Building (Room 131) or mail to the address listed below.

STEP 3: A tutor referral 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 Academic Skills Advisor. The Academic Skills Advisor 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  
Academic Skills Advisor  
James Sprunt Community College  
TRiO Student Support Services  
P. O. Box 398  
Kenansville, NC  28349

Revised August 2013
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. A Tutor Contact Form must be completed by the tutor (and tutee) during each tutoring session.
2. Time sheets are printed from the JSCC web site: http://www.jamessprunt.edu/Forms.html, then submitted to the Academic Skills Advisor monthly.

How to Apply: Prospective tutors will:
1. Obtain an application form from the Academic Skills Advisor or from the JSCC web site: http://www.jamessprunt.edu/tutoring_services. The completed application must include a copy of the class schedule and/or times available to tutor.
2. Attend an interview with the Academic Skills Advisor 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:
Achievement of an "A" or "B" in the course to be tutored and have completed at least 30 semester hours. Minimum grade point average of 2.5 (excluding developmental courses), 3.0 preferred. Professional Tutor – Bachelor degree in teaching education, math, science, English or related field. 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 - $15.00 per hour

Revised August 2013
### TUTOR SCHEDULE & TIMES AVAILABLE

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<th>ID # (Employee/Student):</th>
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<td>PERSONAL E-MAIL:</td>
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### LIST YOUR COMPLETE CLASS SCHEDULE FOR THIS SEMESTER.

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<th>COURSE #</th>
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<th>DAY(S) OF CLASS</th>
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List all the days and times that you are available for tutoring.

_______________________________________________________

_______________________________________________________

_______________________________________________________

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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 Academic Skills Advisor at least 2 hours in advance prior to the tutoring time. Call the Academic Skills Advisor 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 Academic Skills Advisor in advance, you stand the risk of your tutoring position being terminated. Emergencies will be dealt with 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:

____________________________________________________________________

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Revised August 2013
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 excluding developmental courses; 3.00 GPA is preferred for tutors and a grade of an “A” or “B” in the course the applicant is seeking to tutor. Tutors should have completed 30 semester hours.

2. **TIME SHEETS & PAY DAY:** It is the responsibility of the tutor to upload a time sheet each month from the JSCC web site: [http://www.jamessprunt.edu/](http://www.jamessprunt.edu/) (Go to Quick Links, Forms and Part-Time Employee Time Sheet). 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. Pay Day is usually the last work day of the month for JSCC.

   *Note:* If a student missed a session, a Missed Tutoring Session sheet must be turned in 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. Tutors are required to check the **bulletin board** (located on the main hall in the Student Support Services office) on a daily basis to check for notes/messages.

6. **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 Academic Skills Advisor and the tutor will no longer come for these scheduled missed sessions. Other students may be assigned this time, if sessions are available.

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

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

_________________________________  __________________________
Tutor’s Signature                      Date

*Revised August 2013*
TUTOR REFERRAL FORM

Please complete this reference request and return it to:
Pamela R. Morgan, Academic Skills Advisor, Student Support Services.

I recommend ________________________________ to be a tutor for the 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

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FOR YOUR INFORMATION:
The TRiO Student Support Services Program is a federally funded program designed to provide helpful services, such as counseling and tutoring, to college students.

For the tutoring component of the TRiO SSS Program, if a person is approved to become a tutor, the student will be responsible for maintaining communication with instructors of the subject tutored.

In order for a person to become a tutor for the SSS Program, one must meet the following qualifications:

- At least an A or B in the course to be tutored;
- At least a 2.50 Cumulative Grade Point Average (excluding developmental courses); 3.00 Cumulative Grade Point Average preferred;
- Completed 30 semester hours;
- Demonstrated competency in communicating with others;
- Evidence of responsibility, a desire to help others and willingness to be flexible in scheduling.

Revised August 2013
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

Revised August 2013