

CENTER FOR ACADEMIC ENRICHMENT AND EXCELLENCE TUTORING PROGRAM

OVERVIEW AND APPLICATION PACKET

Program Overview

The Center for Academic Enrichment and Excellence (CAEE) Tutoring Program provides free peer tutoring for an extensive selection of 1000 and 2000 level courses and a limited number of upper level courses. Both individual and small group tutoring is available and open to all undergraduate students currently enrolled at Virginia Tech.

Tutor Qualifications

Students interested in becoming a CAEE tutor must meet the following minimum qualifications:

1. Have an overall GPA of 3.20 or higher,
2. Have a minimum grade of a B in the course you wish to tutor, and
3. Have taken the course(s) you wish to tutor at Virginia Tech or provide official documentation that you obtained credit for the course that you intend to tutor.

In addition, students selected to the program must complete 10 hours of CAEE tutor training, six hours of which must be completed before you begin tutoring.

Application Process

Students interested in becoming a tutor should complete and submit all parts of the CAEE tutor application packet by the application deadline indicated below. A complete application packet includes:

- Tutor application form,
- Unofficial copy of your academic transcript (can be obtained from Hokie Spa),
- Current resume, and
- Faculty Endorsement Form (faculty member will send directly to CAEE).

Application materials may be submitted in person or mailed to the Center for Academic Enrichment and Excellence located in 110 Femoyer Hall (0276), Blacksburg, VA 24061. Application materials may also be faxed to 540-231-2618. Upon receipt of the student's application packet, qualified applicants will be scheduled for an in-person interview with a member of the CAEE Tutoring Program staff.

The deadline to submit applications for a fall 2009 tutoring position is **Friday, April 24, 2009 for the student application materials and Monday, April 27 for Faculty Endorsement Forms**

If you have questions regarding the program or application process, please contact Barb Weimerskirch, CAEE Tutoring Program Coordinator, at bmweimer@vt.edu or call 231-5499. Additional information about CAEE programs can also be found by visiting our website at www.caee.vt.edu.

**CENTER ACADEMIC ENRICHMENT AND EXCELLENCE
TUTORING PROGRAM
TUTOR APPLICATION 2009 - 2010**

PART I: GENERAL INFORMATION – Please type or neatly print the information below.

Name _____ Student ID# _____

VT Email _____

Classification as of fall 08: Soph _____ Jr _____ Sr _____ Anticipated Graduation _____

Major(s) _____ Minor _____

Local Address _____

Local Phone _____ Cell Phone _____

Home/Permanent: Address _____ Phone: _____

Do you have work-study funds? _____ Yes _____ No

Have you previously been employed at Virginia Tech? _____ If yes, please provide the department, supervisor, and employment dates.

PART II: TUTORING HOURS & SCHEDULE

CAEE tutoring hours are Monday through Thursday from 12 p.m. – 8 p.m. Tutors have a set weekly schedule and work 2 – 8 hours a week based on their class schedule, course specialties, and personal preference. Appointments are one hour and start on the hour.

Please indicate the number of hours you would like to tutor per week _____

Please list the hours that you are available and would be willing to tutor each day. If you have a preference for specific days and/or hours please indicate your preference on the form along with your available hours (e.g. Available hours: Monday, 2-6 pm; preferred hours: 2-4 pm). I will try to accommodate your requests when developing the schedule however I cannot guarantee you will be assigned your preferred hours.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY

PART III: SHORT ESSAY – Please respond to the following questions, either below or on a separate sheet of paper. Limit your responses to approximately 50 words.

1. Why do you wish to be CAEE tutor?

2. Describe any previous tutoring, mentoring, or teaching experiences that you have (prior tutoring or teaching experience is not required.)

PART IV: COURSES – Please **indicate the grade earned** for courses that you have completed at VT and feel competent to tutor. If you earned transfer credit for a course that you are interested in tutoring, please indicate this by marking “TC” after the appropriate course number.

ACIS 1504____ 2115____ 2116____ Other _____	ENGE 1024 ____ 1104 ____ 1114 ____ Other _____
BIOL 1005____ 1006____ 1015____ 1016 ____ 1105____ 1106____ 2104____ 2406____ 2704____ Other _____	ESM 2104____ 2204 ____ 2304 ____ Other _____
BIT 2405____ 2406____ Other _____	FIN 3104____ 3114____ Other _____

CHEM 1035____ 1036____ 1045____ 1046____ 1074____ 1084____ 2535____ 2536____ 2545____ 2546____ Other _____	GEOS 1004____ 1104____ 1014____ Other _____
CS 1004____ 1704____ Other _____	ISE 2014____ 2404____ Other _____
ECON 2005____ 2006____ Other _____	MATH 1015____ 1016____ 1114____ 1205____ 1206____ 1224____ 1525____ 1526____ 1535____ 1536____ 2015____ 2214____ 2224____ Other _____
PHYS 2205____ 2206____ 2305____ 2306____ Other _____	STAT 3604____ 3615____ Other _____
SPAN 3105____ Other _____	Please list additional courses you would be interested in tutoring: _____ _____ _____

PART V: EMPLOYEE CONFIDENTIALITY STATEMENT

I understand that as an employee of the CAEE Tutoring Program, I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I understand that all verbal or written communication with my supervisor and instructors should be kept confidential. If I am offered employment with the Program I agree to abide by all employment guidelines and I will preserve the confidentiality of private information. I understand that failure to adhere to these guidelines may result in termination of employment.

I have read and understand the employee confidentiality statement.

Signature _____ Date _____

PART VI: FACULTY ENDORSEMENT:

Please provide the name, department, and email of the faculty member who agreed to provide an endorsement for you.

Faculty Name _____ VT Email _____

Department _____

Please arrange for the form to be sent to CAEE through campus mail (0276) or faxed to 231-2618.

APPLICATION CHECKLIST

Please be sure to include all items below in your application packet. Applicants will not be considered for final selection until all materials have been received by the tutoring program.

- _____ 1. Complete parts I–VI and sign CAEE tutor application form
- _____ 2. Unofficial copy of academic transcript (obtain from Hokie SPA)
- _____ 3. Resume
- _____ 4. Requested Faculty Endorsement; Please arrange for the form to be sent through campus mail (0276) or faxed to CAEE at 231-2618

**CENTER ACADEMIC ENRICHMENT AND EXCELLENCE
TUTORING PROGRAM
FACULTY ENDORSEMENT FORM**

Please ask a faculty member, who is familiar with your knowledge and skills in one or more of the course(s) you wish to tutor, to complete this form and return it to The Center for Academic Enrichment and Excellence. If you have any questions please contact Barb Weimerskirch, CAEE Tutoring Program Coordinator, at bmweimer@vt.edu or call 231-5499.

Student's Name _____

1. How long have you known this student? _____

2. In what capacity have you observed this student? _____

3. Please check the appropriate rating for each attribute listed below:

Attribute	Below Average	Average	Above Average	Exceptional	Unable to Judge
Academic Performance					
Character					
Communication Skills – Oral/Written					

4. Would you endorse this student as a tutor? Yes No Yes, with reservations (Please explain below)

5. Additional comments (use the back for additional space, if needed).

Endorser's Signature _____ Date _____

Endorser's Name (print) _____ VT E-mail _____

VT Department _____ Position/Title _____

Please Note: You will be notified via e-mail if this student is selected to be a tutor. We hope that you will encourage your students to utilize the CAEE Tutoring Program if they are in need of additional academic assistance with your course.

Please return this application via campus mail to: Barb Weimerskirch, Assistant Director
Center for Academic Enrichment and Excellence
110 Femoyer Hall (0276)
or fax form to 231-2618