

UNIVERSITY TUTORIAL SERVICES – REGIONAL CAMPUS

Learning Assistance Programs

INFORMATION FOR LEARNING ASSISTANTS:

1. **All tutors must be undergraduate students and have earned an “A” or “B” in all classes they wish to tutor. Tutors must also maintain a minimum cumulative GPA of 3.0.** Grades will be verified. Appropriate departmental approval may also be required.
2. **Complete and read each section of this application in its entirety, with the exception of the Tutor Reference Check Form, and return to your regional campus.**
3. **Retrieve and read the Southeast MO State University Student Code of Conduct from www6.semo.edu/judaffairs/code.html**
4. **Submit the Tutor Reference Check Form to an appropriate party.** University Tutorial Services prefers that you, the applicant, choose a former instructor in the academic area for which you are applying to be your academic reference. Your chosen reference may fill out the Check Form and, return the completed form to the Regional Campus.
5. **Along with the completed Tutor Application, please provide a complete Student Degree Audit, which is updated through your most recently completed semester.** This can be found either on the Southeast Portal under your student tab, labeled DegreeWorks Student, or from your academic advisor.
6. **Applications will not be reviewed until all required information has been provided.** Once the application process is complete, your application will be reviewed by the Regional Campus Staff. After review of said application, you will be contacted regarding your application status.

Please keep this page for your records.

University Tutorial Services – Regional Campus

Learning Assistance Programs

Employment Application

Personal Data: (Please Print Legibly)

Name: _____
(Last) (First) (MI)

Local Address: _____
(#/Apt/Street) (City) (State) (Zip)

Local Phone Number: (_____) _____ Voicemail? _____

Best Time To Call: _____

SE E-Mail: _____

Birth Date: _____ Student ID#: _____

Subject(s) Applied For: _____

Academic Data: (Please Print Legibly)

Classification: Freshman () Sophomore () Junior () Senior ()

College credits as of last term: _____

Major: _____

Cumulative GPA: _____ GPA (Major): _____

EDUCATIONAL BACKGROUND:

High School: _____
(Name) (Location)

Other Colleges Attended:

(Name) (Location)

I AM INTERESTED IN TUTORING STUDENTS IN THE FOLLOWING COURSES:

Class (course number and name)	Grade	Department Approval (office only)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY:

Presently working in another department on campus? Yes_____ No_____

If Yes, list the Department(s):

1. _____

2. _____

If Yes, how many hours weekly? _____

Previous Tutoring Experiences: (list subject matter, dates, department/employer)

1. _____

2. _____

3. _____

Anticipated involvement in campus/work activities next term: (includes hobbies, clubs, organizations, part-time employment, etc.)

1. _____
2. _____
3. _____

Honor Societies, professional memberships, honors/awards: (list membership & offices held)

1. _____
2. _____
3. _____

Academic References:

(Name)	(Address)
(Phone)	(Relationship)
(Name)	(Address)
(Phone)	(Relationship)

I hereby attest that all the information stated in this application to be truthful and accurate.

Signature: _____

Date: _____

(For Office Use Only)

Application Status: Reference Check Form Received Degree Audit Received

Contact Date:

Initials:

University Tutorial Services - Regional Campus

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APPLICATION QUESTIONS

Please answer the following questions:

1. What would you contribute to University Tutorial Services?
2. How does a tutor position contribute to your personal/career goals?
3. Please share an experience in which you assisted another student with an academic problem.
4. How do you view your educational experience at Southeast Missouri State University?

