

Southeast Online Tutoring Services

Information for Peer Tutors

1. All Tutors must be undergraduate students and have earned an “A” in all classes they wish to tutor. Tutors must also maintain a minimum cumulative GPA of 3.0 and a major GPA of 3.0. Grades will be verified. Appropriate departmental approval may also be required.
2. Tutors must have uninterrupted internet service (dial-up internet service will not be adequate for online tutoring sessions), a web cam, and microphone for their computer or tablet. Tutors must also be familiar with Moodle and utilizing web-based teaching tools.
3. You may fill out the application on-line or download the application and return to Southeast Online.
4. Complete and read each section of this application, with the exception of the Reference Check Form, and submit online or return to Southeast Online, located in Kent Library.
5. Retrieve and read the Southeast MO State University Student Code of Conduct from www6.semo.edu/judaffairs/code.html
6. Give a Reference Check Form to each academic reference. Southeast Online prefers that you choose a former instructor in the academic area for which you are applying. E.g., if you are applying to tutor MA134, please choose a former instructor from the Math Department. Your chosen reference may fill out the Check Form and return the completed form to Southeast Online through campus mail or by e-mailing the form to Southeast Online.
7. You must also 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.
8. Applications will not be reviewed until all required information has been provided to Southeast Online. Once the application process is complete, your application will be reviewed by the Southeast Online staff. After review of said application a Southeast Online staff member will contact you via e-mail or phone to let you know of your application status.
9. Any questions or concerns should be directed to Leah Michel. Offices are in Kent Library 434: (573) 651-2766, lmichel@semo.edu

Keep this page for your records.

Online Peer Tutoring Services

Southeast Online
Employment Application

Personal Data: (Please Print)

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

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

Phone Number: (_____) _____

Best Time to Call: _____

SE E-Mail: _____

Birth Date: _____

Student ID#: _____

Academic Data: (Please Print)

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

College credits as of last semester: _____

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:

Please note, at this time we are only accepting tutors for the following courses:

MA106, MA123, MA134, MA155

Course	Grade	Course	Grade
MA106	_____	MA134	_____
MA123	_____	MA155	_____

EMPLOYMENT HISTORY: (Please Print)

Presently working in another department on campus? Yes_____ No_____

If yes, list the Department(s):

- 1. _____
- 2. _____

If employed in another department, how are you paid?

Monthly () Bi-Monthly () Graduate Assistant ()

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: (Please Print)

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

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

If selected for this position, I will be able to attend the Tutor Trainings. Yes ___ No ___

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

Signature: _____ Date: _____

(For Office Use Only)

Date Received: _____ Initials: _____

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APPLICATION QUESTIONS

Please answer the following questions: (Please Print)

1. What do you think you would contribute to the tutoring program?
2. How do you see the tutor position relating to your personal and/or 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?
5. How will you create a sense of trust with your tutee?

Two Reference Check Forms must be submitted to Southeast Online before your application will receive full consideration.

By submitting this application, I am attesting that all information provided is accurate.

If you have any additional questions, please list them below:

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Application Checklist

Make certain you are including all necessary items for consideration:

- Employment Application (3 pages)
- Application Questions
- Reference Check Forms (to be completed and mailed by each of your references)
- Complete Student Degree Audit