CSTEP Tutoring Services

Tutoring Mission:
CSTEP tutoring services is committed in helping our students develop and enhance fundamental skills necessary to succeed academically.
We accomplish this by:

- Working with students to identify academic concerns and apply successful strategies for note-taking, time-management, study skills, test-taking skills.
- To proactively incite students’ development of critical thinking, problem solving, and study skills about course content and assess understanding through dialogue and guided practice and apply them independently.

Job Description

- CSTEP tutors are leaders and role models. Tutors are not experts and do not replace time in the classroom or faculty office hours. They are, however, expected to help provide the students with a better understanding of the subject and to help discover and remedy the cause of the difficulty. Tutors consistently engage students in discussions that help students clarify problems, help with test-prep, study skills, and time-management, and offer a variety of strategies to maintain academic success; it is not intended to serve as crisis management. The Tutor’s role is to continually work to reinforce knowledge of content, attend training sessions, and actively utilize successful tutoring strategies to help students succeed. This position is based on student demand, therefore is no guarantee of consistent hours. However, tutors must not exceed 5 hours a week of tutoring work for the semester and all tutoring must take place on campus.

Key Responsibilities - Academic

1. Uphold our mission and maintain a professional and patient demeanor
2. Create a positive learning environment and encourage independent learning by helping students identify problem areas and giving them opportunities to practice and build knowledge
3. Maintain knowledge of subjects by reviewing content periodically
4. Attend in-person training sessions to master tutoring techniques -- each semester we provide training for new and returning tutors. Training is a great way for us to share our experience, offer best practices, reflect and prepare for the upcoming semester, and get to know each other.
5. Maintain confidentiality
Key Responsibilities - Administrative

1. Scheduling is dependent on the tutor and tutee
2. Communicate schedule changes, absences, lateness, concerns, and issues
3. Uphold and communicate policies of the department
4. Submit accurate “Tutor Report Form” and enter hours and requested information in a timely manner

Minimum Requirements

• A minimum cumulative GPA of 3.0
• A "B" or higher in the course(s) you wish to tutor
• Currently enrolled at Rochester Institute of Technology
• A willingness to help others and strong work ethic
• Providing the conditions in which someone can learn is our primary goal and it takes skill and dedication
Instructions: All fields are required

Part I: Submitter Information

Date: _______________  Name: _____________________  Student ID#: _______________

Gender: _______________  Phone: _______________  Email: _____________________

Best method of contact (Phone /email): _______________

Do you have an I-9 on file at the Student Employment Center (yes/no)? __________

Part II: Academic Information

Student Status: _______________  Student Level: _______________  Class Year: _______________
(Full time/part time)  (Undergraduate/graduate)

Major Department: _______________  Intended Career: _______________

Why do you wish to tutor?: _____________________

Hours Available: _____________________

Subjects and specific courses you are qualified and interested in tutoring for the current academic year (Consult the current course bulletin for the appropriate course numbers, e.g., BIOL-121, CHEM-130, MATH-161)

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