



PEER TUTOR APPLICATION

Success/Tutorial Center

Dear Peer Tutor Applicant:

Thank you for your interest in working with the Success/Tutorial Center at West Valley College (WVC). The college invests in Peer Tutors as valued members of the department(s) they serve, for many go on to become credentialed teachers at all levels of education. Additionally, we aim to “support students along their pathways to reach [...] career goals,” and we believe strongly that tutoring skills are relevant to a variety of careers, not just teaching—by becoming a tutor, students strengthen on-the-job skills, build a resume, and gain early entry into a potential career path.

To become a Peer Tutor, you must submit this application (including the indicated attachments) and arrange for a WVC instructor to complete your Faculty Recommendation Form; if you wish to tutor in a variety of subjects, a separate referral will be needed from an instructor in each discipline.

Applicants must also have passed or be enrolled in IS40: Tutor Training at the time of interview. Peer Tutors earn \$10.75/hr in their first semester and up to \$13.75 in subsequent semesters. However, there is no guarantee that you will be hired to tutor after completing IS40.

In order to apply to become a WC Peer Tutor, you must:

1. Have earned a “B” or better in all subjects you wish to tutor
2. Have a cumulative GPA of 3.0 or better
3. Submit a Faculty Recommendation Form from a WVC instructor for every subject covered
4. Pass IS40: Tutor Training (0.5 unit)
5. Speak, write, and understand English fluently and clearly
6. Limit WVC work hours to 18 hours/week or less, no matter the number of positions/departments
7. Be eligible to work on campus
8. Register for a minimum of 6 units at WVC in any semester that you are employed as a Peer Tutor

If you meet all the requirements above and are passionate about helping others, please complete an application form, including attachments, and submit it in person to the Success/Tutorial Center or via email. If you have any questions, feel free to consult Jen Wagner at jennifer.wagner@westvalley.edu or (408) 741-2615. After submitting your application, you are welcome to inquire about your status, including why you weren’t asked to interview and/or offered a job as a peer tutor; I’ll happily meet with you to help strategize better application and/or interview techniques for future jobs!

Thank you for your interest in becoming a Peer Tutor at West Valley College.

Sincerely,
Jen Wagner
Success/Tutorial Center Coordinator

Peer Tutor Application

Success/Tutorial Center

West Valley College

Student: _____ WVC I.D. # _____

Cell Phone: _____ Email: _____

If you passed IS40: Tutor Training—Writing, in what semester did you complete it? _____

If you have not taken IS40, are you currently enrolled in the course? _____

Attachments: The following items **must** be attached at the time of submission. Missing items will disqualify an application.

- Your complete unofficial WVC transcript with your full name preprinted on it.
- Your printed, typed, double-spaced resume or list of current and prior employers, addresses (city and state), dates of employment, and duties.
- Your printed, typed, double-spaced responses to the short answer questions below.

Short Answer Questions: please type, double-space, and print your answers to the following questions on separate paper. Your responses will be rated on content and style. Maximum per response: 200 words.

1. What interests you most about the Peer Tutor position? Why?
2. What do you believe the challenges of a Peer Tutor include? Why?
3. Describe previous experiences, including relevant classroom work or other work/extracurricular activities, that relate to your ability to tutor.
4. What do you expect students to gain from a tutoring experience with a Peer Tutor? Why?
5. Describe your basic educational plan, including your major or primary area of interest, your timeline, the career in which you hope to participate, and how you plan to reach these goals. (It is ok to be a bit uncertain, but please be as clear as possible with where you are now, and what your plans are for the future.)
6. List all of the courses for which you feel qualified to tutor and, if it's the full range, state "All {History, Biology, ...} Classes." Next to each, briefly explain (in 1-2 sentences) why you feel qualified to tutor this subject, *moving beyond your final course grade* as an explanation.

Thank you for applying!

(Please see the next page for the Faculty Recommendation Form)

Success/Tutorial Center

Faculty Recommendation

Dear Faculty Member: All prospective tutors for the Success/Tutorial Center at West Valley College must have a *Faculty Recommendation* form on file before they can serve as a tutor. Please complete this form and return via campus mail to Tutorial Services – Library. Questions? Call 408-741-2038. Thank you!

I, _____,

recommend _____,

to tutor the following courses:

I have spoken with this student and, in my opinion, s/he is qualified to tutor these courses through Tutorial Services. I understand that, to serve as a tutor, s/he must have a grade of “B” or higher in the above mentioned courses. I also believe that the student has the communication skills necessary to explain the information clearly to others.

Instructor’s signature:

Date:

Department:

Comments (please include any of the student’s strengths, areas needing improvement, and/or other relevant information below, on the back of this page, and/or in a private email to jennifer.wagner@westvalley.edu):