

**Learning Resources Center (LRC)
Student Support Services (SSS)
Application Instruction Sheet**

Tutor Applicant:

This sheet explains the LRC/SSS application process. Remember that when you apply to be a tutor, you must have a 3.0 grade point average overall and in the specific course area. If you have any additional questions, please contact LRC at 410-455-2444, SSS at 410-455-3250 or in Academic IV, B-Wing, Room 345.

1. Complete the tutor application/schedule form in its entirety. There is a course menu included for you to identify which course(s) and course number(s) you would like to tutor.
2. Return the application/schedule and an unofficial copy of your transcript to Samantha Riley, Coordinator, Program Operations (AC IV, B-Wing, Room 349) or LRC/SSS Main Office (AC IV, B-Wing, Room 345). If you do not have a successful transcript review, you will be notified by email or by letter with the reason you were not called for an interview.
3. After a successful transcript review, Ms. Riley will distribute your application to the appropriate LRC Academic Coordinator(s) who will schedule an interview. The Coordinators are

Marie Gore, Academic Skills Coordinator

(Africana Studies, Economics, Geography, History, Information Systems, Philosophy, Political Science, Psychology, Social Work, Sociology)

Mary Hickernell, Writing Coordinator

(English and Writing Courses)

Andrea Spratt, Assistant Director

(Biology, Chemistry, Computer Science, Engineering, Mathematics, Physics, Statistics)

Dominic Wang, Language Coordinator

(Chinese, ESL, French, German, Greek, Hebrew, Japanese, Latin, Russian, Spanish)

4. In the interview, the Coordinator for your subject area will discuss your expertise in the assigned area and question your interaction with other students.
5. The Coordinator will make the hiring decision. If you are hired, you will meet with the Coordinator who will discuss the Tutor Handbook, required and optional tutor training, assign the number of hours you will work, and give some basic procedures for conducting a tutoring session. Included in this session is the discussion of the tutor contract that both of you are required to sign and date. Your signature indicates your commitment to this position and to the department.