



LITTLE RIVER INSTITUTE

A U.S. Department of Education funded project of Montana State University-Northern



Name: _____
Last First Middle

Home Phone: _____ Cell Phone: _____ Email: _____

Student ID# _____ Major/Minor: _____

A minimum of 15 university credits? Yes No

Courses you are qualified to tutor:

Instructors who will vouch for your skills (you are required to get at least two written recommendations from instructors):

Please indicate the times you are available and want to tutor.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am-9am					
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					
Evenings					

Please return completed application to Little River Institute (SUB 308) OR Student Support Services (Cowan 211)

Tutor Employment Contract

Should I be selected for and accept employment as a tutor at Montana State University-Northern,
I, the undersigned, agree to the following terms of employment:

1. The minimum requirements for a tutoring position are a cumulative GPA of 2.8 and a minimum grade of B in the subjects I will be tutoring.
2. I give the professional tutoring supervisors permission to communicate with faculty and appropriate staff either verbally or in writing regarding my academic performance, interpersonal skills, employment status, employment performance, evaluations, and any other relevant aspect of my employment.
3. I give the professional tutoring supervisors permission to release my name and phone number to students for the purpose of tutor referral.
4. I will tutor students referred to me by the professional tutoring supervisors. If for any reason I am unable or unwilling to work with a particular student, I will discuss the situation with the tutor coordinator or professional tutoring supervisors before dismissing the student.
5. I agree to observe the confidentiality rights of the students whom I tutor.
6. I agree to report my work hours honestly and accurately. I understand that if I arrive or leave 10 minutes after or before the hour, I will account for that in my reporting of hours for the whole week. I understand that falsely claiming hours is grounds for dismissal.
7. I understand that I am considered a temporary employee, hired to work for one semester at a time. This employment can extend semester to semester as needed and if I maintain the required GPA and have no incompletes. I further understand that employment in one semester does not guarantee continued employment in any other semester.
8. I agree to adhere to the Tutoring Code of Ethics.
9. I agree to meet with the professional tutoring supervisors for regular discussions and training.

Signature

Date

Tutoring: Code of Ethics

MSU Northern provides higher education to students for professional and technical careers through an institution dedicated to teaching and the pursuit of knowledge.

I. Professionalism

As a tutor at MSUN:

- I will strive for excellence in customer service and content expertise.
- I will pursue opportunities in professional development.
- I will be punctual.
- I will inform my students and my supervisors, if I have a conflict in my schedule.
- I will manage time efficiently.
- I will give students my full attention; I will limit my use of technology during my sessions.
- I understand that – if I have a conflict with a client – I have the right to walk away and consult with a supervisor.

II. Integrity

As a tutor at MSUN:

- I will be honest about my abilities.
- I will respect the guidelines and instructions of the professors for whom I tutor.
- I will ask the professor for clarification or guidance if I have questions about a course.
- I will not do my own homework when I should be helping someone else.
- I will teach; I will not do my students' homework for them.
- I will not use my influence as a tutor to manipulate a student's ideas.
- If I can't help a student, I will make a referral to an appropriate person/organization.

III. Fairness

As a tutor at MSUN:

- I will respect and welcome students regardless of race, gender, cultural background.
- I will not show favoritism.
- I will be sensitive to the cultural and individual differences of my students.
- I will adapt to different learning styles, preferences, circumstances, and needs.

IV. Confidentiality

As a tutor at MSUN:

- I will not discuss a student's grades or personal information without permission.
- I will protect my students' privacy; I will not leave sensitive information in the open.

X

Student Name (Signature)

X

Student Name (Printed)

TUTOR RECOMMENDATION FORM

I, _____ want to recommend _____ as a tutor
(Please Print Name) (Please Print Name)

for the Fall / Spring / Summer semester of _____.
(Circle one) (Year)

Candidates are only allowed to tutor classes based upon professor recommendations. Therefore, please list all of your specific courses that the candidate is qualified to tutor, by prefix and number (i.e. COMX 412):

If you have any questions or comments, please e-mail tutoring@msun.edu

Signature: _____ Date: _____

TUTOR RECOMMENDATION FORM

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