



ACADEMIC CENTER FOR EXCELLENCE
ACE Tutoring Service

Tutor Application (Paid Positions)

About the ACE Program:

The Academic Center for Excellence is an academic support unit for all Chipola students. ACE offers many services in addition to tutoring. Test Review Sessions are scheduled throughout the semester for many courses such as Elementary or Intermediate Algebra, Calculus, Physics, Humanities, Chemistry and Accounting. Study groups can also meet at the ACE to prepare for exams or work on class projects. ACE provides access to computers for class and lab assignments. Instructional software for many courses is also available on ACE computers. The ACE is located in Building L, directly behind the Student Services Building and beside the Business Building.

About ACE Tutorial Services:

ACE provides free peer tutoring to students in the many areas, including Accounting, Economics, Statistics, Chemistry, Biology, Physics, English Composition, Astronomy, Humanities and most mathematics courses. ACE also provides tutorial assistance during final exam week. ACE averages a tutorial staff of 10 - 15 per semester with tutors offering assistance between 6-15 hours per week.

Tutor Credentials:

- ☑ Chipola student with GPA of 3.00 or better.
- ☑ Received (or currently holding) a B or an A in the course(s) one wishes to tutor or a more advanced course in the same area.
- ☑ Received a very good to excellent recommendation completed by a member faculty, staff, or administrator from Chipola College or from a person who is familiar with them as a student.
- ☑ Must have no campus disciplinary record.
- ☑ Completed a successful interview with the ACE Coordinator.

Compensation:

Tutors are paid for their tutorial time scheduled, attending ACE tutor training sessions, attending tutorial staff meetings, and for participation in other various ACE activities. Pay rate will be discussed during the interview process. If you are **work-study eligible**, please check yes on the application. Please complete FAFSA at www.fafsa.ed.gov if you have not already done so.

Duties & Tasks:

- ☒ Tutor students in specific subject areas to meet the individual needs of those students in a particular academic area, but **do not complete class assignments** or **provide assistance with any work being completed for a grade**.
- ☒ **Be on time** for all tutoring and training sessions.
- ☒ Prepare for tutoring sessions by planning questions, developing practice quizzes and tests, etc.
- ☒ Participate in an **evaluation** process to gauge performance and plan to work on areas that need attention.
- ☒ **Inform students of ACE services** such as academic skills workshops and review sessions.
- ☒ Keep **tutorial documentation up-to-date**, including time sheets and tutor training requirements.

Tutor Skills & Attributes:

- ☒ A tutor needs to be able to demonstrate excellent **time management** skills. A tutor must be able to balance one's academic, extra-curricular, and tutorial responsibilities.
- ☒ A tutor needs to be able to demonstrate excellent **organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.
- ☒ A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students., hold them accountable for being prepared for tutorial sessions and motivate them to be both verbally and physically active during tutorial sessions.
- ☒ A tutor needs to be **encouraging and forceful**. A tutor must give praise when success on any level should occur. A tutor must be forceful in providing a "reality check" regarding their tutee's lack of progress or lack of focus on academic responsibilities.
- ☒ A tutor needs to be able to **communicate** well to a diverse student population. A tutor must be able to be **creative** in order to explain content material through a variety of methods.

Tutor Schedules:

During the fall and spring semesters, the ACE lab is opened Monday – Thursday 8:00 am – 5:00 pm, Friday 8:00 am – 12:00 pm. The hours may vary during exam week. Tutors are able to create their own schedule within the time frame of ACE lab hours. Tutors are under the direct supervision of the ACE Coordinator.

Bonnie Smith
Phone 850-526-2761 ext 3247/3400
smithb@chipola.edu

Complete all of the sections of the following application and return all materials to:

Bonnie Smith
Academic Center for Excellence
Chipola College
3094 Indian Circle
Marianna, Florida 32446

Once all applications materials are received, you will be contacted for an interview.

Chipola College
Academic Center for Excellence
Tutor Application

1. Name _____ SSN _____
2. Address _____
3. High School Attended _____
4. Phone Number- Home: _____ Cell: _____
5. E-Mail Address _____
6. Classification () Sophomore () Freshman () Junior () Senior
7. Anticipated Date of Graduation From Chipola(semester/year) _____
8. Major _____ Cum. GPA _____
9. Are you currently working on campus? ____ yes ____ no
If yes, which department and for how many hours per week? _____
10. Are you eligible to receive financial aid assistance through work-study?
____ yes ____ I am not sure if I am eligible (Please Complete a FAFSA) ____ no
11. Are you interested in **volunteering** your time as a tutor? ____ yes ____ no
12. Course(s) you are interested in tutoring – check all that apply:

() Accounting ACG	() Biology BSC
() Elementary/Intermediate Algebra	() Liberal Arts Mathematics
() Trigonometry	() General Chemistry CHM 103o
() Economics ECO	() Calculus I/Calc for non Science
() Calculus II	() Calculus III
() Differential Equations	() Chemistry I CHM 1045
() Chemistry II CHM 1046	() Statistics STA
() Astronomy	() Organic Chemistry
() Anatomy and Physiology	() Music Appreciation
() Computer CGS 1060	() Computer CGS 1100
() Humanities 2216/2233	() Literature
() Enc 1101/1102	() CLAST (Math or English)
() Physics/Calc requirement	() Physics/Trig requirement
() Earth Science	() Physical Science

List any additional course (s) _____

13. **On a separate sheet of paper, please provide a biographical sketch, which includes the following:** (please type)

- A. A description of you as a student- include your preferred learning style & how you apply it to your studies
- B. Examples of 3 different areas of information regarding study skills that you might provide to a student who is struggling in the subject area you are considering to tutor
- C. A list strengths you feel you will bring to the ACE tutorial staff
- D. A list of the campus activities you are involved in

14. Please **list one academic reference** (ACE faculty preferred)

A recommendation form for your reference to complete is provided below.

Name _____

Dept. _____

15. **Applying for:**

____ Summer I 20 ____

____ Summer II 20 ____

____ Fall 20 ____

____ Spring 20 ____

OFFICIAL USE ONLY

____ FERPA

____ TUTOR ORIENTATION

____ HUMAN RESOURCES

____ LEARNING STYLES TRAINING

____ CONFIDENTIALITY FORM

____ RECOMMENDATION

Chipola College
Academic Center for Excellence
Letter of Recommendation

Dear _____,
 (recommender's name)

On behalf of the Academic Center for Excellence (ACE), _____
 (applicant's name)
 has applied to tutor in _____. To the best of your knowledge evaluate the competency
 (subject area)
 of this prospective tutor's ability in the aforementioned course(s).

	Excellent	Very Good	Good	Fair	Poor	Unable to Evaluate
1. Mastery of subject						
2. Ability to communicate ideas						
3. Ability to apply subject knowledge						
4. Level of responsibility						
5. Integrity						
6. Interaction with other students						

- _____ I highly recommend this student for the position of tutor with ACE.
 _____ I recommend this student for the position of tutor with ACE with reservation.
 _____ I do not recommend this student for the position of tutor with ACE.

Additional Comments:

Signature _____ Date _____

Department _____

You may allow the student to return the recommendation to me or you may mail the recommendation to:

Bonnie Smith
 Academic Center for Excellence Coordinator
 Chipola College
 3094 Indian Circle
 Marianna, Florida 32446