School of Arts & Sciences Honors Program
TUTORING PROJECT APPLICATION
Deadline for Submission: 12 noon, Friday, February 6, 2009

Name: ________________________________________ RUID Number ________________________________
Email Address: __________________________________ Alternating Email Address: ______________________
Cell & Campus Phone Number: ___________________________ Class Year & Major: ______________________

An Honors Program tutor must have received a B+ or A for any course s/he wishes to tutor. Each applicant’s academic transcript will be reviewed to verify completion of the course with the necessary grade. Tutors are needed for all courses, with the exception of courses administered through the Department of English Writing Program [Expository Writing, Research in Disciplines].

Course# & Subject# i.e. Pre-calc 640:115  Semester & Year  Grade
________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Each tutor is asked to allocate a minimum of two hours of availability each week for tutoring. Tutoring appointments will take place at one of the Learning Resource Centers: College Avenue Campus, Kreeger Learning Center; Douglass Campus, Loree Building -Room 124; Livingston Campus, Tillett Hall -Room 111; and on Busch Campus, Allison Road Classroom – on the 3rd floor. Each tutoring appointment is scheduled for one hour, beginning on the hour. Tutoring takes place during the following hours, times listed indicate first appointment and last appointment times. Make sure the times you select conform to the schedule below.

College Avenue

Monday – Thursday: 9:00 a.m. – 8:00 p.m.
Friday: 9:00 a.m. – 3:00 p.m.
Sunday: 5:00 p.m. – 8:00 p.m.

Cook/Douglass

Monday – Thursday: 9:00 a.m. – 8:00 p.m.
Friday: 9:00 a.m. – 12:00 noon
Sunday 4:00 p.m. – 8:00 p.m.

Livingston

Monday – Thursday: 9:00 a.m. – 7:00 p.m.
Friday: 9:00 a.m. – 2:00 p.m.
Sunday: 6:00 p.m. – 9:00 p.m.

Busch Campus

Monday – Thursday 9:00 a.m. – 7:00 p.m.
Friday: 9:00 a.m. – 3:00 p.m.

Please list hours of availability based upon the Centers’ hours. Specify a maximum number of tutoring hours each week and rank order your campus preference.

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<th>Days</th>
<th>Hours of Availability</th>
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Maximum number of tutoring hours each week: ________________________________

Each tutor is required to attend a Tutor Training Session. The session will take place on Friday, February 13, 2009, from 3:30 p.m. – 5:30 p.m. at the Kreeger Learning Center on the College Avenue Campus.

Will you be able to attend this session?  Yes ☐   No ☐  
You will receive an email by Monday, February 9, 2009 notifying you whether you are accepted for the program and, if accepted, for which courses you have been approved to tutor, along with information about the training session. If you have any questions, please email the HP Tutoring Project coordinators: Jason Corbiere jcorb@eden.rutgers.edu, Amanda Hanas, (ahanas@eden.rutgers.edu), Anokhi Mehta (anmehta@eden.rutgers.edu and Mi Hyun Yoon (myoon805@eden.rutgers.edu).
School of Arts & Sciences Honors Program
TUTORING PROJECT
POLICIES AND PROCEDURES

Please retain for your information …..

Training:

Before being assigned a tutoring session, each tutor must attend a training session.

Tutoring:

Each tutor must meet all tutoring obligations.

Responsibility to Inform: It is the expectation of the HP Tutoring Project that:

If a tutor is unable to meet a scheduled tutoring appointment, s/he will appropriately inform via email the HP Tutoring Project coordinators and call the LRC coordinator. If a tutor fails to meet these responsibilities, her/his record will be reviewed.

If a tutor knows in advance that s/he will be unable to meet a scheduled tutoring commitment, it is her/his responsibility to let the coordinators know IMMEDIATELY. This notice prevents appointments from being scheduled when a tutor is unavailable.

Tutoring Assignment:

Each tutor will be provided with instructions on how to use the LRC website in order to check your tutoring appointments for the following week.

Staff Tutor Meetings: There will be at least two tutor staff meetings each semester.

Please Note: If you have met all of your tutoring obligations and have attended at least one of the staff tutor meetings, you will be rewarded at the end of the semester.

If you have any questions, please email one of the HP Tutoring Project coordinators:

Jason Corbiere – jcorb@eden.rutgers.edu
Amanda Hanas – ahanas@eden.rutgers.edu
Anokhi Mehta – anmehta@eden.rutgers.edu
Mi Hyun Yoon – myoon805@eden.rutgers.edu