

## TUTOR ELIGIBILITY - SUMMARY

**Satisfactorily passing a criminal background check will be required for candidates receiving a job offer.**

- **Employment Eligibility:** Tutors must have a U.S. social security card issued by the Social Security Administration. Documents to establish identity are also required.
- **Basic Requirements:** Students are eligible to apply to be a tutor after earning a GPA of 3.0 at Grayson College (GC) and earning a GPA of 4.0 in any course to be tutored.
- **Texas Success Initiative:** Tutors should have demonstrated mastery of reading, writing, and mathematics knowledge and skills with passing scores on assessment tests, such as the TSI Assessment.
- **Faculty Recommendation:** GC faculty recommendations are required for courses to be tutored. List a faculty member for the Tutoring Coordinator to contact.
- **Excellent Communication Skills:** Tutors should have good interpersonal skills and should be able to communicate effectively in English.
- **Training:** Tutors are required to participate in tutor training sessions, which are an integral part of GC's tutor certification program. GC's tutoring program is certified by the College Reading and Learning Association (CRLA), a nationally recognized organization. Level 1 should be completed within the first 2 regular semesters of tutoring. Level 1 includes 10 hours of training and 40 hours of tutoring. Level 2 can be completed in the following semester. Level 2 includes an additional 10 hours of training and an additional 40 hours of tutoring. Pay increases are earned as tutors achieve each level of certification. Training sessions are held in the Tutoring Center on the Main Campus during the Fall and Spring semesters.



I understand that tutors are required to complete certification requirements, which include 10 hours of Level 1 training. If I cannot attend on the scheduled dates, I will attend workshop instruction during the following semester. Upon satisfactorily passing a criminal background check and receiving a job offer, training hours will be paid at the current hourly rate of pay. Please initial below.

\_\_\_CRLA Level 1: New tutors attend all 9 hours of workshop instruction on Fridays during the Fall or Spring semesters. Dates/times to be determined. Additional 1 hour class audit is required.

\_\_\_CRLA Level 2: Level 1 completers attend all 6 hours of workshop instruction on Fridays during the following long semester. Dates/times to be determined. An additional 4 hours of individual training is required.

- **Hours of Work:** Based on available times of tutors and tutees, sessions are scheduled during hours when the Testing/Tutoring Center is open. Hours of work cannot exceed 17 hours/week. Tutors should be available for appointments a minimum of 3 hours/week.
- **Contact:** Contact the Tutoring Coordinator in the Testing/Tutoring Center (SC115) to verify eligibility and openings for tutoring positions.

# TUTOR APPLICATION

NAME _____	ID # _____	DATE _____
STREET ADDRESS _____		CITY _____ STATE ____ ZIP _____
AT WHICH CAMPUS DO YOU PREFER TO WORK? MAIN _____ SOUTH _____		
CELL PHONE: TEXT MESSAGES? YES / NO _____	OTHER PHONE _____	CURRENT EMAIL ADDRESS _____
GPA _____ FACULTY REFERENCE _____		

**TUTOR TRAINING is to be completed within two regular semesters. Please read and initial training requirements in the shaded box on the previous page.**

**Courses you are qualified to tutor (GPA 4.0):** \_\_\_\_\_

**Previous tutoring experience:** \_\_\_\_\_

**Maximum number of hours/week you want to tutor:** \_\_\_\_ **Requests for hours are not guaranteed.**

**Fall/Spring hours:** Main Campus: Mon–Thurs 8:00A–8:00P, Fri 8:00A–4:00P  
 South Campus: Mon–Thurs 8:00A–4:00P, Mon and Thurs 5:00–8:00P, Fri 8:00A–2:00P

**Summer hours:** To be determined

**Write "F" (free) in all time slots when you are available for tutoring. Note: The more available time slots, the easier it will be to match your available time with a tutee's available time.**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00-9:00</b>					
<b>9:00-10:00</b>					
<b>10:00-11:00</b>					
<b>11:00-12:00</b>					
<b>12:00-1:00</b>					
<b>1:00-2:00</b>					
<b>2:00-3:00</b>					
<b>3:00-4:00</b>					
<b>4:00-5:00</b>					
<b>5:00-6:00</b>					
<b>6:00-7:00</b>					
<b>7:00-8:00</b>					