



# NOVA

## Northern Virginia Community College

Alexandria Campus

### Student Tutor Application

Please attach a copy of your **resume** and **unofficial transcripts** and submit this completed application to ACE located in AA-229.

Name: \_\_\_\_\_ Emplid: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

NOVA Email: \_\_\_\_\_

Please list the courses that you are able to tutor:

(You must have passed the course with a grade of A or B in each course listed)

Course	Grade	Course	Grade	Course	Grade	Course	Grade

Please list available times:

Monday	Tuesday	Wednesday	Thursday	Friday

Please provide two faculty recommendations:

Dear Faculty – by signing the form below you recommend the applicant without reservation to become a peer tutor.

1. Teacher/Subject: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Teacher/Subject: \_\_\_\_\_ Signature: \_\_\_\_\_

I, the undersigned, certify to the best of my knowledge that the above information is correct and that I will be enrolled in at least **6 credit hours** of courses during my employment.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## PEER TUTOR AGREEMENT

This agreement between \_\_\_\_\_ and Northern Virginia Community College - Alexandria Campus is to participate in the peer tutoring services during the \_\_\_\_\_ semester of 201\_\_.

### Responsibilities:

1. I agree to provide tutorial assistance to students scheduled for tutoring, through the Alexandria Campus Academic Center for Excellence (ACE).
2. I agree to arrive on time to ALL scheduled tutorial appointments.
3. I agree to notify the coordinator of ACE if I cannot keep a scheduled appointment or if I am going to be late. I understand that two (2) missed appointments (not calling the Academic Center for Excellence) or two (2) tardy appointments within one semester may disqualify me from serving as a tutor for that semester. If an appointment must be cancelled or changed, I will contact the coordinator of ACE within 24 hours of my scheduled appointment.
4. I agree to notify the coordinator of ACE immediately of any changes in my hours of tutoring availability.
5. I agree to submit my time sheet no later than 6:00 PM on the final day of each pay period. Time sheets may not be held for more than two (2) pay periods.
6. I agree to assist tutees to the best of my ability. I will not complete or provide answers for any tests (when reading or scribing), homework or projects for the tutee.
7. I can commit to work an entire semester. Peer tutoring is open while classes run: we are not open during finals week.

I have read all of the aforementioned responsibilities. I understand and accept the conditions for serving as a tutor at the Alexandria Campus.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date