

## Student Tutor Program Description

### What is the Student Tutoring Program?

Student Tutors assist other students in their Program Studies at AiCA-SF. Student Tutors are able to provide peer level instruction and learning assistance in three or more areas of the AiCA-SF curriculum through the delivery of activities such as one-on-one tutoring, small group instruction, and (in limited cases) one-on-one peer tutoring within a class session.<sup>1</sup> Student Tutors also help set up and deliver such services as the daily 12-1 Tutoring Hour in the Learning Support Center, and the twice-a-week Life Drawing Workshops. Student Tutors report to, and are managed by, the Academic Achievement Coordinator, and are assigned to tutor related activities as based on the recruitment and application process described below.

### What are the benefits of being a student tutor? \*\*

- Encourages higher levels of thinking.
- Increases ability to manage your own learning and study strategies.
- Increases your subject knowledge in the areas in which you are providing support.
- Provides more comprehensive understanding of overall subject areas.
- Promotes leadership and communication skills.
- Deepens students' connection to campus and campus life.

### What are the benefits of receiving student tutoring support? \*\*

- Improves academic performance and personal growth.
- Improves attitude toward subject area(s).
- Motivates self-paced and self-directed learning.
- Provides additional points of contact outside of weekly course meetings.
- Individualized learning styles can be addressed one-on-one.

**What are the qualifications in order to be eligible?** *If you answer YES to all the questions below, you are eligible to be a student tutor!*

1. Have you been a student at AiCA-SF for at least four quarters?
2. Are you at least three quarters away from graduation?
3. Do you have a cumulative GPA of 3.0 or higher? Are you currently carrying a full load (at least 4 classes/15 credits hours) each quarter? (Carrying to the maximum of your financial aid plan is also acceptable.)
4. Can you provide content knowledge in multiple (3 or more) areas of study? Are you known for being responsible, responsive, and reliable?
5. Are you in good academic, financial, disciplinary standing with the school?

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<sup>1</sup> Please note that In-Class Tutors are a resource for students and provide for the individual tutoring needs of a student, and do not assist instructors in any way administratively (i.e., student tutors do NOT assist with classroom lecturing, photo copying, proctoring tests, or acting in any way as an assistant to an instructor in the classroom).

\*\* Subject content in these two sections was developed, in part, from the following resource:  
<http://www.ccsf.edu/~lernasst/learn10/introtutor.html>, as accessed 18 March 2010.

**What are the current opportunities available to be a Student Tutor?** We are looking for tutors who are students in most of the programs the school offers. This is especially true for the following programs: Advertising, Audio Production, Culinary Management, Digital Film & Video Production, Fashion Design, Fashion Marketing, Visual & Game Programming, and Web Design & Interactive Media. Preference will be given to students with a documented strong background in English and/or Math and interest in tutoring in these subjects.

**What are my obligations as a Student Tutor?**

- Commitment to the Student Tutoring Program for a minimum of 3 quarters.
- Mandatory participation in Student Tutoring Orientation on Saturday, October 15, 2011 from 10:00 a.m. to 2:00 p.m. <Note well: **You must complete this training BEFORE you provide tutoring services – students who do not will NOT be allowed to tutor**>.
- Provide learning support services as assigned by Academic Achievement Coordinator.
- Provide timely, professional, and respectful responses in communications and relations.
- Submit activity logs, student sign-ins, and timekeeping records in full and on time.
- Participation in ongoing training and development as determined by Academic Achievement Coordinator.
- Maintain full time status or taking the maximum number of courses according to plan and GPA requirements as detailed above.
- Other duties as assigned.

**How do I apply?**

1. Review this job description and ensure you meet all of the qualifications for the position.
2. Meet with your Financial Aid Officer (1170, 2<sup>nd</sup> Floor) and determine your eligibility for Federal Work Study.
3. Register with the Student Employment Advisor in Career Services (10 UN, 509). Complete the application – including a copy of your unofficial transcript - and turn it in to the Student Employment Advisor in Career Services (10 UN, 509) by Monday, October 10th at 5:00 p.m.
4. Have the recommendation form filled out by a current faculty member and make sure it is turned in to the Student Employment Advisor in Career Services (10 UN, 509 Floor) by Monday, October 10th at 5:00 p.m.
5. If you are a new hire, you must complete the Student Worker orientation that happens every Tuesday at 12pm on the 7<sup>th</sup> floor of 1170 Market Street. Please bring documentation for verification of eligibility to work in the U.S.: U.S. passport, or Social Security Card and government-issued identification.

You **MUST** complete all paperwork and attend a Student Worker Orientation before you start tutoring.

**Questions?**

Contact Hyde Revilla, the Academic Achievement Coordinator,  
at (415) 276-4007 or [hrevilla@aii.edu](mailto:hrevilla@aii.edu).

### Student Tutor Application Form

Applicants must supply 3 items for a completed application:

- 1) This completed application form.
- 2) A current unofficial transcript printed from MyAiCampus.
- 3) And, a recommendation from a faculty member.

All three items are due to the Student Employment Advisor by Monday, October 10<sup>th</sup> at 5:00 PM  
(in Career Services 10UN, 509 floor)

#### Part One: Personal Information

Name:	# of Quarters at AiCA-SF:
School Email Address:	Personal Email Address:
Cell/Home Phone #:	Cumulative GPA*:
Program:	Student ID #:

*\*Please note: Tutor applicants must have a 3.0 cumulative GPA or higher.*

- In which quarter did you begin at AiCA-SF?
- Do you currently work for another department at AiCA-SF? (Circle One) Yes No
  - If yes, list name of supervisor and department:

#### Part Two: Subject/Software Areas

Please list below the subject and/or software areas in which you are interested in tutoring ALONG WITH your qualifications for doing so (i.e. previous classroom experience, internships, etc.) *Also please note that preference will be given to those students who can tutor in the English and/or Math areas of the AiCA-SF curriculum in addition to their program subjects.*

- 1) **Subject or Software Area (required):** \_\_\_\_\_  
**Related Qualifications:** \_\_\_\_\_
- 2) **Subject or Software Area (required):** \_\_\_\_\_  
**Related Qualifications:** \_\_\_\_\_
- 3) **Subject or Software Area (required):** \_\_\_\_\_  
**Related Qualifications:** \_\_\_\_\_

4) Subject or Software Area (optional): \_\_\_\_\_

Related Qualifications: \_\_\_\_\_

5) Subject or Software Area (optional): \_\_\_\_\_

Related Qualifications: \_\_\_\_\_

Part Three: Short Answers.

**Answer the following in your own words and use an additional sheet(s) as necessary:**

1. Why are you interested in becoming a student tutor?
2. What do you think is important or valuable about providing tutoring services to other students?
3. What academic strengths do you have that would contribute to your developing tutoring potential?
4. What skills would you like to gain from this opportunity?

**I have read and understand the expectations of the Student Tutor position and am willing to carry out those responsibilities if I am hired. Additionally, I will maintain a quarterly GPA of 3.0 and higher and attempt a full load (or maximum towards plan) each quarter.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Peer Tutor Recommendation Form

*Note well: This reference must be filled out by a CURRENT faculty member (instructors only!) at AiCA-SF who is familiar with your academic record AND can comment on your ability to support students in their learning activities as specific to the areas you have identified.*

### **Part One: To be completed by the Peer Tutor Applicant**

Student: \_\_\_\_\_

Quarters at AiCA-SF: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### **Part Two: To be filled out by the recommending faculty**

#### **Dear Faculty Member,**

The student listed above has applied for a position as a Peer Tutor in AiCA-SF's Tutoring Program. Peer Tutors are able to provide peer level instruction and learning assistance in three or more areas of the AiCA-SF curriculum through the delivery of activities such as one-on-one tutoring, small group instruction, and in-class tutoring. Peer Tutors also help in delivering such services in the Learning Support Center daily from 12 to 1PM and in the Life Drawing Workshop.

Your recommendation on the student's ability to provide tutoring services is very important, and we would appreciate your candid appraisal of this applicant's potential areas listed below. We realize that you may not be able to make meaningful ratings on all of the characteristics, so please feel free to indicate when you have no basis for judgment (if so applicable.)

*Thank you for your time and we look forward to receiving your appraisal!*

Faculty Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Length of time you have known the applicant: \_\_\_\_\_

Briefly describe how you know the applicant (courses taught, projects overseen, internships, etc.):

**Please use the following scales to rate the applicant (circle your choice):**

**1 = least effective/absent; 2 = somewhat effective; 3 = effective; 4 = very effective; 5 = Inspiring;  
or**

**N/A= Incapable of making this determination**

1. A willingness to assist others in their academic studies. 1 2 3 4 5 N/A

2. Demonstrates an ability to show empathy for others. 1 2 3 4 5 N/A

3. Demonstrates patience in challenging situations. 1 2 3 4 5 N/A

4. Able to relate well to those different from him/herself. 1 2 3 4 5 N/A

5. An enthusiastic student, inspiring to others. 1 2 3 4 5 N/A

**Overall, what is your recommendation this student become a Peer Tutor? (please check one)**

- Recommend with enthusiasm
- Recommend
- Recommend with reservation
- Would not recommend

**Finally, feel free to use the remaining space (and/or additional sheets) for any further information regarding your recommendation that is not addressed in the areas detailed above:**

**Faculty Name (Print)** \_\_\_\_\_

**Faculty Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return this form to the Student Employment Advisor in Career Services (10 UN, 5 th Floor).**

