

Please PRINT & submit directly to a CAE coordinator!



# Peer Tutoring Application

NB: A new application must be made for every semester

## Information

Legal Name \_\_\_\_\_ Nickname (if any) \_\_\_\_\_

Mills ID # \_\_\_\_\_

Cell (or Local) Phone Number \_\_\_\_\_ Mills Email Address \_\_\_\_\_

What is your class level?  Freshwoman  Sophomore  Junior  Senior  Graduate

Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative GPA NB: Cumulative GPA 2.8 required

Are you College Reading and Learning Association (CRLA) certified? If so, which level?  Level 1  Level 2  Level 3 (Certifications must be presented)

Do you wish to pursue CRLA certification?  Yes  No

Have you previously attended Saturday training?  Yes  No  
NB: Training is for new tutors only!

Breakfast & Lunch dietary requirements:  Vegetarian  Vegan  Other: \_\_\_\_\_

## Courses

Courses you are qualified for and want to tutor for this semester.

NB. 3.0 GPA in the subject(s) you wish to tutor is required.

CRN <sup>s</sup>	Course #	Course name	GPA	Professor	
E.g. 10002	Bio 002	General biology II	3.2	Pavlik/Young	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>

Signed \_\_\_\_\_

Date \_\_\_\_\_

\$ This information can be found under course schedule online  
#Check this box if this course is being taught by multiple instructors and you are seeking to tutor for only one section  
No email or mailed applications are currently being accepted



# Peer Tutoring Application Checklist

In order to be eligible for hire, you must have met all of these requirements.

Please note that all of this information is for *this* employment opportunity only. It is independent of all other present and future campus employment and is also valid only for this semester. Please note the reasons for these changes are to meet employment laws. The Center for Academic Excellence is open during the semester from M-F 9am-5pm.

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## CENTER FOR ACADEMIC EXCELLENCE

Your application must be complete when submitting. If you decide to add courses to your application then you need to amend your application that is currently on file with the CAE.

Application received:

\_\_\_\_\_

\_\_\_\_\_

You must receive a Professorial recommendation for each course you will be tutoring for. If there are multiple instructors you need to make sure that all of these professors agree to your tutoring and that this information is provided to CAE. If you have been recommended for courses by your Professor please mention this to the CAE staff when turning in your application so this step may be completed.

Professorial recommendation:

Course 1

\_\_\_\_\_

\_\_\_\_\_

Course 2

\_\_\_\_\_

\_\_\_\_\_

Course 3

\_\_\_\_\_

\_\_\_\_\_

When this information is complete, then CAE will submit your information to the M center for a request to employ you. While we strive very hard to employ every student, there may be reasons in your financial loan status where this is not possible. In these circumstances you can sometimes reduce your student loans to account for your employment. We will contact you to keep you informed.

When the M center has approved your employment you will receive an email from us. Go to the M center and pick up your contract, then deliver this contract to the CAE. Please make sure you have correctly filled out all of the information. We highly recommend using your banner ID over your social security number.

Student contract received:

\_\_\_\_\_

\_\_\_\_\_

When your contract has been signed, you will receive another email to pick this up from CAE. You will also be asked to pick up a number of other pieces of information.

Student contract picked up:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Picked up Peer tutoring employment packet:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

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## **PAYROLL**

You will be required to personally submit your Student employment contract, W4 and I9 to payroll. They will ask for evidence of your eligibility to work. This must be renewed each year. Payroll is located in Sage hall and operates from 8am to 5pm. They must sign your paperwork by 5pm the day before training. Failure to do so means we cannot train nor hire you.

Student contract received, and paperwork

\_\_\_\_\_  
Payroll Signature                                      Date

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## **CENTER FOR ACADEMIC EXCELLENCE**

Please read through the Peer tutoring contract and let us know if you have questions. You are expected to abide by all the guidelines set forth. If you do not your contract may be terminated. Please also submit your Open hour form. You may change this in the future, but we are trying to be more proactive. Fill in the profile information. If you have been a Peer tutor previously you may ask the staff at CAE for your past photograph.

Peer Tutor Contract turned in:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Open hours:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Peer Tutor Profile:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Student attended Saturday training:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Saturday training starts at 8:30am with breakfast and finishes after a provided lunch at 2pm. To stay in compliance with California work code, you must submit a meal break waiver. This waiver signifies that you received these meal breaks. Please submit this and pick up a training handbook in advance of training. Please bring your training handbook with you to training.

Meal break waiver signed:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Training handbook picked up:

\_\_\_\_\_  
CAE Coordinator Signature                      Date

Thank you for your cooperation