

## Application for Student Tutor

Concordia's Student Life & Learning's Tutor Registry is for students with or without disabilities to consult when they need to contract tutors for learning services in a particular subject area. Tutors are mostly Concordia students who have successfully completed the subject they wish to tutor and have a GPA of 2.7 or greater in their most recent semester of study.

Applicant's First and Last name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_

Subjects or specific courses interested in tutoring: \_\_\_\_\_

To apply for placement in the Tutor Registry, please submit the following documents:

1. **An official transcript:** Complete a transcript request, indicating that the Registrar's Office should send the transcript to Student Life and Learning (below).
2. **Reference forms** (attached):
  - a. **A minimum of two Academic Reference Forms:** Ask two of your university instructors to complete and send the forms directly to Student Life & Learning. At least one faculty reference must have instructed you in the subject area you will tutor. If you wish to tutor in more than one subject area, ask an instructor in each of those subject areas to provide you with an Academic Reference Form.
  - b. **Tutor Reference Form:** If you have previous experience working as a tutor, include a **minimum of one** Tutor Reference Form.

Successful applicants will be contacted by the Student Life & Learning office to schedule an interview.

Should you have questions, please contact:

**phone:** (780) 491-6854

**toll free:** 1-866-479-5200 ext 241

**email:** [sonja.schwake@concordia.ab.ca](mailto:sonja.schwake@concordia.ab.ca)

Return applications to:

Student Life & Learning, HA 114  
Concordia University of Edmonton  
7128 Ada Blvd, Edmonton, AB  
T5B 4E4

## Student Tutor Expectations

### Hours of Work

Students who require the learning services will contact and contract hours with tutors on the registry. The hours will vary depending on the number of hours and the timetable agreed between both the student and the tutor.

### Qualifications

- Commitment to academic honesty and to keeping privileged information confidential
- Excellent English skills for oral and written communication
- Socially mature; able to interact appropriately with students, faculty, and staff
- Reliable and responsible
- Available to work flexible hours
- Awareness of Concordia's Christian and academic environment
- If a student, currently in satisfactory academic standing.

### Responsibilities

- Tutor students who experience challenges with understanding course material, preparation of assignments, and study preparation for exams
- Adhere to professional standards in the tutor/student relationship, to maintain student confidentiality and mutual respect
- Be on time and available during contracted hours of service
- Duties may vary according to the needs of individual students
- Complete tutor training

### Recommended Tutor Compensation

Graduate or after-degree student with tutoring experience	\$25.00+	per hour
Graduate or after-degree student without tutoring experience	\$20-\$25	per hour
Baccalaureate degree with or without tutoring experience	~\$20.00	per hour
Undergraduate student with experience	\$13-\$18	per hour
Undergraduate student without experience	\$11-\$15	per hour

### Disclaimer:

Concordia University of Edmonton is not responsible for any issues which may arise as a result of tutor/tutee interaction.



3. Your comments on the applicant in question are welcome.

4. Do you consider the applicant of proven capacity to work with someone who has a learning, mental, or physical disability?

☐ Yes ☐ No

Please explain:

#### Notes to the Referee:

After completing the *Tutor Reference*, please place it in an envelope, and:

1. If you are giving it to the applicant or designate to deliver by hand, **seal the envelope and sign across the sealed flap.**
2. To ensure confidentiality, we would prefer that you return or mail the form directly to the address below.

Please return, **immediately**, to:

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Concordia University of Edmonton  
7128 Ada Boulevard  
Edmonton AB Canada T5B 4E4

Phone: (780) 491-6854  
Toll-free: 1-866-479-5200, ext 241  
Email: sonja.schwake@concordia.ab.ca

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_

Institution/  
Company: \_\_\_\_\_

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

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



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\_\_\_\_\_  
\_\_\_\_\_

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



## TUTOR CODE OF ETHICS

For placement on the Concordia Tutor Registry, I agree to abide by the Tutor Code of Ethics as follows:

- I will be patient in my role as a tutor, understanding that not all students learn at the same pace.
- I will be flexible in my tutoring method understanding that not all students learn the same way.
- I will endeavor to devote my complete attention to the student when tutoring.
- I will make every effort to keep scheduled appointments and to be punctual.
- I will strive to provide honest feedback as tutor.
- I will provide support that encourages the student's learning independence.
- I will respect my student as a person and tutor them without being judgmental.
- I will not impose my personal value system or lifestyle on my student.
- I will not use derogatory language with my student.
- I will keep my relationship with the student professional and not personal.
- I shall maintain academic integrity and convey a mutual understanding that my role is never to complete or do portions of the student's assignments or papers.
- I will not enable the student in a negative way (i.e. rescue or prevent the student from facing consequences of their action or inaction)
- I will not take on the student's problems or attempt to provide counseling
- I will meet with the student in a public location, ideally, on campus.
- I will not criticize instructors for their teaching style or for marks given on assignments.
- I will keep information about my student confidential, both during and after tutoring.
- I will admit my own shortcomings of knowledge and will seek assistance or refer my student to the appropriate resource when necessary.
- I know and understand that Concordia University of Edmonton is neither responsible nor liable for interactions between the tutor and me.

I have read and understood this Tutor Code of Ethics and agree to abide it to the best of my ability, as indicated by my signature below:

Tutor's Name (printed) \_\_\_\_\_

Tutor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_