

Honors College Tutoring Program

Information and Application – Spring 2010

Honors College Tutoring is a volunteer tutoring service that takes place in the Honors College Tutoring Room (Burnham Hall, Room 220). It is designed as a walk-in service to serve all UIC students throughout the campus with one-on-one academic help in a particular class. A schedule of the courses and the days and times those courses are tutored is published on the Honors College web page <http://www.uic.edu/honors/learning/tutoring.shtml>; hard copies are available in the lobby of the Honors College (103 BH)

Each Honors College Tutor must commit to tutoring for three hours of tutoring for weeks 3 -15 of the semester, and other responsibilities of the program as detailed below. In return for each tutor's commitment, he or she will receive credit for an Honors Activity.

Students must adhere to and abide by all of the tutoring policies. The Honors College tutoring program's success depends on the commitment of all of its tutors. Please remember that when you apply to tutor, you are committing yourself to a program that should be taken as seriously as an honors class or seminar, or other academic endeavor.

Eligibility Requirements for Honors College Tutors

1. Must be an upperclassman (2nd year student or above).
2. Must be in good standing in the Honors College.
3. Must have been enrolled at UIC for at least one semester prior to beginning of tutoring.
4. Students may not have previously participated in the Honors College tutoring program.
5. There is a great demand for tutoring in science and math courses. Students who indicate a willingness and ability to tutor in these areas will be given preference to take part in the program.

Guidelines Governing Tutoring

1. All tutors must commit to tutoring the same three hours per week beginning the third week of the semester through the last week of classes. No tutoring is required during finals week.
2. If you are ill and cannot make your tutoring sessions, you must contact either Jennifer Kosco or the HCAB Tutoring Coordinator as soon as possible. Tutors who miss more than one session should consider other honors activity options for the semester.
3. All tutors must remain in the tutoring room (BH, Room 220) during their scheduled tutoring times. Neither food nor drink is allowed in Room 220.
4. All tutors must attend a **mandatory** Tutor Training & Information Session to be held during the second week of the semester. The date, time, and location of this meeting will be provided at a later date.
5. Should the Honors College staff or a member of the HCAB see a tutor signing in or out without staying for the duration of the scheduled tutoring session, that tutor will be subject to disciplinary action.
6. All tutors must attend a meeting with fellow tutors and Tutoring Coordinators at a regularly scheduled time (to be determined).

→ Please **type or print legibly** and be sure that all information provided is correct and accurate.

→ Preferred application deadline is Thursday, December 11th, 2009.

→ **Preferred deadline for applications is Friday, December 11, 2009; THE FINAL DEADLINE FOR APPLICANTS IS TUESDAY, JANUARY 12TH, 2010.** The tutoring program is scheduled to begin on MONDAY, JANUARY 25TH, 2010.

→ **After completing their application & receiving confirmation of their participation in the program, students must register for HON 202 – Call number 15071. Students should not register for HON 202 UNTIL they have submitted an application & received confirmation of their participation in the program.** Students must be registered for HON 202 (in addition to HON 222) to count Honors College Tutoring as their spring honors activity.

If you decide NOT to tutor this semester, you will need to drop HON 202 by January 22, 2010 without a "W" grade; if you drop between January 23, 2010 and March 19, 2010, you will receive a "W".

Today's Date: _____

Please type or print all information legibly. Illegible applications will be automatically rejected.

Spring 2010 Honors College Tutoring Program Application

NAME: _____ UIN: _____
Last First

ADDRESS: _____

CITY: _____ ZIP: _____

PHONE #: _____ EMAIL: _____ @uic.edu
(only UIC email addresses will be accepted)

→ Please list classes taken at UIC that you are available to tutor. **Please list a minimum of three (3) classes.** You must have either received an "A" or "B" in those classes. Be sure to list classes as they appear in the Timetable (e.g. **"MATH 180" or "BIOS 220 – NOT "Calculus" or "Genetics"**). **STUDENTS WHO NEED HELP IN ENGL 160 & ENGL 161 SEEK HELP FROM THE WRITING CENTER; DO NOT LIST EITHER OF THOSE CLASSES.**

<u>Subject</u>	<u>Class #</u>	<u>Subject</u>	<u>Class #</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please answer the following questions on a **separate sheet of paper** & attach it to your completed application. **(Please note: if you do not attach your answers on a separate sheet of paper, your application will not be accepted).**

1. Why do you want to be an Honors College Tutor?
2. Have you had previous experience as a tutor? If yes, please explain.
(Please note that you do not need to have prior tutoring experience to apply for the tutoring program.)
3. In your opinion, what are the benefits of a walk-in student to student tutoring program? What are the drawbacks?
4. Please explain why you are choosing to tutor the specific classes you listed above?

Please list three (3) times, Monday – Friday, 9:00 a.m. to 4:00 p.m., for a total of three hours, during which you can tutor. Due to scheduling coordination, no changes will be made to the schedule without permission from the tutoring coordinator. Times must be listed in no less than one hour increments & must start & stop on hour or half hour (i.e. 1:00 p.m. or 10:30 a.m., NOT 12:45, etc.

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Please list one (1) **alternate** day and time that may be used in case the above will not work for scheduling:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

I have read and understand all of the above-listed guidelines governing tutoring. I also understand that my failure to abide by these guidelines may lead to my dismissal as a tutor and loss of Honors Activity credit.

Signature

Date

Print Name

11/16/09