

**UNITED ASIA LEARNING RESOURCE CENTER**  
University of Massachusetts at Amherst

**TUTOR APPLICATION FORM**

Please return this application with a copy of your **UNOFFICIAL TRANSCRIPT** and your **RESUME**.

**APPLICANT INFORMATION:** (Please print clearly) **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_  
Last Name Middle Name First Name

**LOCAL ADDRESS:** \_\_\_\_\_  
Street Apt. No.

\_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
City State Zip Code Can we give your e-mail address to your students? Yes No

**HOME PHONE:** \_\_\_\_\_ **OFFICE PHONE** \_\_\_\_\_

**STUDENT ID #:** \_\_\_\_\_ **SS #:** \_\_\_\_\_  
(for employment only)

- UNDERGRADUATE STUDENT** **MAJOR:** \_\_\_\_\_ **CLASS:** \_\_\_\_\_  
 **GRADUATE STUDENT** **PROGRAM:** \_\_\_\_\_  
 **INTERNATIONAL STUDENT**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- ❖ Do you have work study?  YES  NO
- ❖ Have you worked on campus before?  YES  NO
- ❖ Do you have an assistantship?  YES  NO
- ❖ Have you been a tutor for any other programs?  YES (LSS, MEP, Writing Center, others\_\_\_\_)  NO
- ❖ What language(s) do you speak/write? \_\_\_\_\_

Which courses will you be able to tutor? (Please list course name and course number) If taken at UMass/Amherst, please check the box.

- |          |                          |           |                          |
|----------|--------------------------|-----------|--------------------------|
| 1. _____ | <input type="checkbox"/> | 2. _____  | <input type="checkbox"/> |
| 3. _____ | <input type="checkbox"/> | 4. _____  | <input type="checkbox"/> |
| 5. _____ | <input type="checkbox"/> | 6. _____  | <input type="checkbox"/> |
| 7. _____ | <input type="checkbox"/> | 8. _____  | <input type="checkbox"/> |
| 9. _____ | <input type="checkbox"/> | 10. _____ | <input type="checkbox"/> |

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Office Use Only**

- U  G  
 Domestic ( US Passport, or  Certificate of US Citizenship/Alien Registration Receipt Card, or  DL & SSC)  
 International ( Passport &  INS Paper (I-20/I-94/I-97) &  Alien or Admission # &  SSC)  
 Transcript  
 Resume  
 New  Returning  
 Interviewed / /  
 Hired / /  
 Tax Form / /  
 PAF given / /  
 PAF cleared / /
- (For All graduate students and all international students)

**UNITED ASIA LEARNING RESOURCE CENTER**  
University of Massachusetts at Amherst  
(phone # 545-1844)

**UALRC TUTORIAL PROGRAM**  
(phone # 545-1923)

**PROGRAM DESCRIPTION**

The Tutorial Program is part of the support services offered by the United Asia Learning Resource Center to its Asian and Asian-American student affiliates. We organize tutorial sessions for our students who request tutoring help with their courses. These sessions are led by peer tutors whom we interview, keep in close contact with, and evaluate through student responses.

**WORK RESPONSIBILITIES OF THE PEER TUTOR**

- Tutors will lead tutorial sessions for one to three students.
- They will provide students with academic help on the subjects assigned to them for that particular session.
- They will also provide written comments and observations on each student's performance during the tutorial session, to be filled out on the back of the weekly tutor timesheet .
- They will coordinate with the Tutorial Office staff regarding the time and the names of students they will be tutoring; as well as with the Academic Advising staff regarding particular students of the UALRC.

**APPLICATION REQUIREMENTS**

Applicants are required to submit the following:

- 1) **Application form** (on the back of this page.)
- 2) **Copy of unofficial transcript.** We require a grade of at least a B in the courses you wish to tutor and a cumulative grade of 3.0 or above.
- 3) **Resume** describing previous related work experience.

Please drop off your application or send it to:

**United Asia Learning Resource Center**  
**Tutorial Program Office**  
**Knowlton Bldg. (basement)**  
**Box 39059**

Upon receipt of your application materials, we will review your credentials carefully along with our current subject/course requests, before making a decision to contact you for an interview. If you are scheduled for an interview, it is important to be aware of the qualities that we look for in a tutor. In particular, we value patience, accessibility, reliability, trustworthiness, and good communication skills. In addition, we expect the tutor to show respect and sensitivity to the culture of the students we serve at the Center.

If you are accepted for a tutor position, you will be asked to come in at the beginning of the semester for a brief orientation related to your position in the Tutorial Program. Also, in an effort to prepare you to work effectively with students of different learning styles both individually and in small groups, we require that you attend one tutor training workshop offered by the Learning Support Services of UMass (tenth floor of the DuBois Library tower). Thank you for your cooperation and we look forward to working with you.