

# DUKE UNIVERSITY PEER TUTORING PROGRAM

## Academic Resource Center

201 Academic Advising Center

Box 90694

peertutoring@duke.edu

### Section I: Employment Application

Date \_\_\_\_\_

Applying for:  1-1 Tutor  Walk-In Tutoring  Math Study Group  Office  
 Summer I  Summer II  Fall  Spring

Full Legal Name \_\_\_\_\_ Class of \_\_\_\_\_ Year: Fresh, Soph, Junior, Senior, Grad (circle one)

Phone \_\_\_\_\_

Prefer to be Called \_\_\_\_\_

Duke Unique ID \_\_\_\_\_

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

GPA in Your Major \_\_\_\_\_

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

Are you on Duke Payroll? Yes No

If so, Dept, Supervisor & Email \_\_\_\_\_

If on Duke Payroll, will you remain in this position or transfer to a new department?

\_\_\_\_\_ Remain in position \_\_\_\_\_ Transfer to new department

Work-Study: Yes No

Ethnicity \_\_\_\_\_ Gender \_\_\_\_\_

Date of Birth \_\_\_\_\_

NETID \_\_\_\_\_

US Citizen: Yes No

Permanent Home Address \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

#### GRADUATE STUDENTS ONLY

Undergrad college \_\_\_\_\_

Major \_\_\_\_\_

Marital Status: Single Married Separated Divorced

Do you hold another campus position? Yes No If yes, are you:

Paid monthly - on the 25th of the month

Withholding exempt? - paid on the last day of month

#### INTERNAL USE ONLY

I9 Approval \_\_\_\_\_ I9 Forms \_\_\_\_\_ & \_\_\_\_\_  VISA SERVICES I9 Approval: International Students

Orientation Completed \_\_\_\_\_

Bio  Pic  Match  Rec  Confidential  Workstudy Letter  Quiz  **International:** Foreign National & NRA Tax

iForm Completed By \_\_\_\_\_ Payroll Date \_\_\_\_\_ Actual Date \_\_\_\_\_  Primary  Secondary  Transfer

Summary Sheet  Filemaker  Semester Listserv

**International Students Only**

Two Official SSN by \_\_\_\_\_ (14 days)  Foreign National & NC-4 NRA Tax form to Debbie Endsley, F: 668-5840, P: 684-1062

SSN Request Signed \_\_\_\_\_  SSN at PTP \_\_\_\_\_  Update iForms/I9 with new SSN \_\_\_\_\_  SSN Copy to Payroll \_\_\_\_\_

**Tutoring Courses With a B+ Grade or Higher**

**Chem:** 101DL (Core), 110DL (Honors), 201DL (Organic), 202L (Organic)

**CompSci:** 101 (Intro to Computers), 201 (Data Struc/Algori)

**Econ:** 101 (Principles), 201D (Intermediate)

**EGR:** 103L (Computation Methods), 201L (Mechanics of Solids)

**Physics:** 141L (Intro to Mechanics), 142L (Intro to Electric), 151L (General), 152L (General)

**Math:** 105L (Calculus Funcs I), 106L (Calculus Funcs II), 111L (Calculus I), 112L (Calculus II), 122L (One Variable Calculus), 202 (Multivariable Calculus for Econ), 212 (Multivariable Calculus), 216 (Linear Algebra/Diff Equation)

**Stat:** 101 (Data Analy)

**Foreign Languages** (speak and write fluently): \_\_\_\_\_

Subjects and Courses You are Able to Tutor (list in order of preference):	Semester Taken	Instructor	Grade
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Share any previous experience (paid or volunteer) that qualifies you for this position:

What programs, if any, have you participated in that have prepared you for working with diverse student populations (Duke Engage, CHANCE, FAC, ELL, GANO etc)?

**Signature**

I certify that all the information contained in this application is true, accurate, and complete. I understand that making false or fraudulent statements in this application may result in the termination of my employment.

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

**Section II: Walk-In Tutoring - Applicants (Fall & Spring only)**

Must commit to a 3-hour work shift each week. Indicated the days that times that you are available to work:

<b>COURSE</b>	<b>DAY</b>	<b>TIME</b>	<b>I Can Work This Shift (check)</b>
Chemistry 101DL	Sunday	2-5pm	
	Tuesday	7-10pm	
	Thursday	7-10pm	
Chemistry 201DL	Sunday	2-5pm	
	Tuesday	7-10pm	
	Thursday	7-10pm	
Chemistry 202L	Sunday	2-5pm	
	Tuesday	7-10pm	
	Thursday	7-10pm	
Econ 101	Sunday	2-5pm	
	Tuesday	7-10pm	
	Thursday	7-10pm	

**Section III: PEER TUTORING PROGRAM  
INSTRUCTOR RECOMMENDATION**

Date \_\_\_\_\_ Potential Tutor \_\_\_\_\_ Course(s) \_\_\_\_\_

**Portion Below Is To Be Completed By Instructor or TA**

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Address/Box \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

\*Recommendation can arrive AFTER interview.\*

- I have no concerns regarding this student and tutoring (bottom section is optional)
- I have serious concerns regarding this student's ability to tutor and work with peers (please complete bottom section)

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Personal Characteristics**

	No Interaction	Infrequently	Sometimes	Often	Always
Dependable					
Punctual					
Mature					
Flexible					
Imaginative					
Self-confident					
Focused					
Determined					

**Professionalism and Conduct**

	No Interaction	Infrequently	Sometimes	Often	Always
Willing to accept responsibility					
Willing to accept constructive criticism					
A team player					
A leader					
Able to relate to others					
A positive role model					
Honest and trustworthy					
Caring and sympathetic					
Able to work in different cultural environments					

**Return to:** Monique Harris, Peer Tutoring Program Coordinator, Academic Resource Center, 211 Academic Advising Ctr. Bldg, Box 90694 Fax: 919-684-8934 Email: peertutoring@duke.edu