**Academic Support**

**Online Peer Coaching & Tutoring Programs**

**Online Peer Coach/Peer Tutor Application Form**

Student ID#:       Date:

Name:

Address:

City:       State:       Zip:

Phone:       (1st best way to contact you) Check type*:* [ ] *home* [ ] *work* [ ] *cell*

Alternate phone:       (2nd best way to contact you) Check type*:* [ ] *home* [ ] *work* [ ] *cell*

Email:

Degree Sought: *(check one category)* [ ]  A.A./A.S. [ ]  BA/BS/B.P.S. [ ]  M.A./M.B.A/M.A.T. [ ]  I am an alumna/us

Undergraduate Area of Study **OR** Graduate Program in:

or write in your response by hand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Step 1:** Indicate your interest in becoming a **peer coach** or **peer tutor**, and then fill in the details in the areas in which you are interested. You are not limited to only a coach or tutor role – you may choose both.  |
| [ ] **Peer Coaches:** are trained to guide and encourage students in improving their academic performance and development as a life-long learner. They focus on general study skills; navigating college resources; integrating effective learning and study strategies; and developing academic skills/goals. | [ ]  **Peer Tutors:** are trained to guide and encourage students in content area development. They focus on helping to clarify and/or reinforce course content, assignments and materials as well as integrating effective learning and study strategies within the disciplines they tutor. |
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| I would like to be a **peer coach** in the following areas: *(fill in as many as apply)*Navigating ESC Resources:      *(i.e. Library, MyESC, Bookstore, MOODLE, Rationale Essay, etc.)* General Study Skills & Strategies:      *(i.e. Time Management, Goal Setting, Critical Thinking, Reading Strategies, Learning Styles, Stress Management, etc.)* Other:      *(i.e. Technology Skills – e-mail, Word, Excel, Access, PowerPoint; Resume Writing; Creative Writing, etc.)* | I would like to be a **peer tutor** in the following courses:  Course Name Course #

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| **Step 2:** Please indicate the type of training and mode of coaching/tutoring you would like to participate in by reviewing the chart below and checking the appropriate boxes in either or both columns: |
| **Onsite and/or Online Support** | **Online Only** |
| [ ]  **Peer Coaches and Peer Tutors** work regionally under the supervision of the local Director of Academic Support. This training occurs in live and online formats (in person or via a web conferencing platform as well as online materials). Working as a coach or tutor occurs either face-to-face onsite at one of the college’s locations or through a web conferencing platform provided by the college. Coaches and tutors work with students across all modes of study: online, independent study, study groups, and residencies.  | [ ]  **Peer Tutors/Peer Coaches/Course Assistants** work under the supervision of SUNY Empire's Academic Support staff and follow the online training program they offer. Working as a coach or tutor occurs only online in the virtual environments approved by Academic Support staff. Coaches and tutors work only online and support students taking online studies. |
| **Step 3:** Please indicate the category in which you would like to coach/tutor: |
| [ ]  Volunteer- Students and alumni who volunteer do not receive pay or academic credit, but you will gain work experience, College Reading & Learning Association credentials for their resumes and the benefits of having the willingness and ability to help other students succeed. Certification as a coach or tutor is also available. |
| [ ]  Work study**- Only available to current students who qualify for Federal Financial Aid work study** status can receive payment for their work as a peer coach/tutor. In addition to the current pay rate available for work study students, you will also receive all of the benefits listed in the volunteer category. If you are you are interested in whether or not you are eligible, you must contact the college’s Financial Aid Office. financialaid@esc.edu or 518-587-2100 or 800-847-3000. |
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***Please Note:*** *Training is essential for becoming a peer coach or peer tutor. The mode of delivery (****online only*** *or* ***onsite and/or online****) will determine your training program.*

**Additional Information:**

Have you ever tutored or coached students before?  [ ]  Yes [ ] No

If yes, please explain where, when and in what capacity:

The name and email address of a mentor or instructor at the college who we will contact to complete a recommendation form for you. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Signature**:       (or typed in if you are filling in as an electronically submitted form)

[ ]  By checking this box, I acknowledge that I have read the role descriptions above and the requirements, expectations and responsibilities listed below, and I agree to follow expectations as a representative of SUNY Empire State College (also listed below). I also grant permission to the Offices of Academic Support to verify that I am in good academic and student conduct standing with SUNY Empire State College.

**Requirements**:

• Completion of at least one term of study at SUNY Empire State College.

• A grade of B+ or higher in the course(s) in which you wish to tutor **OR** a 3.0 GPA or better if you wish to coach general study skills.

• A mentor/instructor recommendation (we will contact the mentor/instructor you indicate)

• Maintain satisfactory academic progress & good student conduct standing and have no outstanding incompletes.

• Excellent verbal, written, and interpersonal communication skills.

• Must maintain active enrollment at SUNY Empire State College if receiving work study payments.

**Expectations as a representative of SUNY Empire State College**:

Peer coaches and tutors are held to the same standard as any SUNY Empire State College employee. The peer coaches and tutors are an extension of SUNY Empire State College and will conduct themselves in a professional manner at all times. All codes of conduct and ethical responsibilities must be followed. These will be described in full during training sessions. A confidentiality statement will be signed as part of your completion of the appropriate training program.

**Responsibilities**:

• Attend and complete all training program requirements.

• Develop a good understanding and knowledge of college services, supports, resources and referral processes.

• Provide assistance to students based on the parameters outlined during your training.

• Maintain strict confidentiality of all student information, material, and discussions shared in the peer coaching/tutoring relationship.

• Maintain accurate and up-to-date records of each session using the databases/forms outlined in your training program.

*Please submit your completed form in one of the following ways*

*e-mail* Academic.Support@esc.edu

*fax 518-587-2660*

*postal mail to Office of Academic Support, SUNY Empire State College,113 West Ave., Saratoga Springs NY 12866*

**Thank you for your application. We will contact you via e-mail about the status of your application soon.**