



UPWARD BOUND PEER TUTORING PROGRAM



INFORMATION PACKET

Thank you for your interest in being a tutor for the Upward Bound Peer Tutoring Program! This packet explains the requirements and responsibilities of a peer tutor. The following pages are your tutor application form and teacher recommendation form.

Requirements

- Maintain a 3.0 GPA
- Demonstrate good character
- Receive an “A” (93% or greater) in each course you will tutor
- Teacher recommendation

If you do not meet these requirements but feel qualified to tutor a particular course, your application will be considered on an individual basis.

Responsibilities

- Contact tutees to arrange tutoring sessions
- Spend at least one hour per week tutoring students
- Help tutees with coursework in the targeted subject area
- Assist students with study skills and strategies
- Maintain academic honesty and integrity during tutoring sessions
- Be willing to tutor during Upward Bound after-school sessions when available
- Complete and submit a Tutor Time Report each month

Program Overview

The goals and purposes of tutoring are more than just to give immediate and specific advice in the subject. Tutoring is designed to teach study skills, improve performance in specific subjects, reduce anxiety, and to overcome personal blocks to learning. (Tutoring is NOT doing someone’s homework for them!) Upward Bound students who request or are in need of tutoring (tutees) will be matched with appropriate tutors. Individual tutoring will continue as long as the tutor, tutee, and Upward Bound Counselor agree is appropriate.

Upward Bound will provide tutors with contact information for tutees, and vice-versa. Tutors will be responsible for contacting tutees promptly and arranging tutoring sessions. All tutoring sessions should be one-on-one. Tutors and tutees are responsible for deciding the length of each tutoring session and the day, time and place it will occur. Tutoring sessions should be limited to two hours per meeting and no more than four hours per week. Tutors will be paid by Upward Bound at a rate of \$8.00 an hour.

Questions

If you have any questions, please see your school’s Upward Bound In-School Contact, or call our main office at 304-326-1261.



**UPWARD BOUND
PEER TUTORING PROGRAM
TUTOR APPLICATION**



Name: _____ School: _____

SSN: _____ Grade: _____

Birth Date: _____ Phone: _____

Address: _____

Why do you want to be a peer tutor? _____

Please check any subject in which you would be interested in tutoring. Next to the subject, please write the *specific courses* you have taken and would feel comfortable tutoring.

Math _____

English _____

Science _____

History _____

Foreign Language _____

Have you ever tutored before? Yes No

If yes, which subjects? _____

What did you do to help that student? _____

Please describe when and where you will be available to conduct tutoring sessions _____

On the back, please write a brief paragraph about what method you will use to help the student(s) you will tutor.

I understand the requirements of the Upward Bound Peer Tutoring program, and I will uphold the responsibilities of a peer tutor.

Student Signature _____ Date _____

I give my permission for my child to work as a peer tutor for Upward Bound.

Parent Signature _____ Date _____

**Return this form, along with a teacher recommendation (attached) to the Upward Bound In-School Contact at your school.*



**UPWARD BOUND
PEER TUTORING PROGRAM**



TEACHER RECOMMENDATION

Student Name: _____

This is a recommendation for the above student to be a peer tutor for Upward Bound. Please complete this recommendation honestly and provide all information you feel would be helpful for us to know about the student. If you have any questions, please see the Upward Bound In-School Contact at your school.

Teacher Name: _____

Subject(s) Taught to Student: _____

Please rank the student in the following categories by marking the appropriate boxes.

Category	Not Qualified	Poorly Qualified	Somewhat Qualified	Well Qualified	Highly Qualified
Academics					
Character					
Communication					
Leadership					
Work Ethic					

Please give an overall recommendation for the student by placing a check in the appropriate box.

- I highly recommend this student
- I recommend this student with some reservations
- I DO NOT recommend this student

If you recommend the student with reservations or DO NOT recommend the student, please explain why. If you have any additional information about the student that would be helpful for us to know, please include it here.

Comments: _____

Please sign below to verify that all information is correct. When you are finished, please return this recommendation form to the student or to your school's Upward Bound contact.

Teacher Signature: _____

Date: _____

Upward Bound In-School Contact Verification

I have evaluated the grades and application of this student and feel he/she is qualified to be a peer tutor.

ISC Signature: _____

Date: _____