



APPROVED TUTOR APPLICATION

NAME _____ PHONE _____ DATE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ EMAIL _____

PLEASE COMPLETE THE FOLLOWING AND RETURN TO:

STUDENT SERVICES

Criteria for becoming a “Class Tutor”: (no need to inform Student Services)

The student/graduate does not go through an official approval process – however, the instructor may allow them to be the Class Tutor for *that term*. They may only tutor students within the class they are currently assisting, and they are *not* included on the Approved Tutor List.

Criteria for becoming an “Approved Tutor”:

- **Approved by Dean of Students**
- **Recommendation of Instructor(s)**
Science Courses – instructor of science course applicant *assisted* in **OR** instructor of science course taken
Hands-On Courses –instructor of hands-on course applicant *assisted* in
- **Final Outcome for “New Approved Tutors” –**
Once the student or graduate has been approved, they will receive a packet from Student Services. Once they have signed their packet paperwork, they may begin tutoring sessions immediately (even though their name may not appear on the Approved Tutor List until the subsequent term.) We only update this list at the BEGINNING of each term.

Students: Circle the term you are currently in - 1 2 3 4 5 Program? _____

Are you currently on academic or financial probation? _____

Graduates: Month/Year of CCMT Graduation _____ Program: _____

Have you tutored before? (Yes / No)

If yes, please describe your past experience in the Approved Tutor Program.

(over please)

COURSE(S) YOU WOULD LIKE TO TUTOR:

In the space below, please provide the name of the instructor(s) we should contact for a recommendation:

- **SCIENCE TUTORS** – faculty recommendation from instructor applicant took the science course with, **OR** science instructor they have *assisted* in the course;
 - **HANDS-ON TUTORS** – faculty recommendation from hands-on instructor applicant *assisted* in the course.
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People tutor for many reasons - to support the development of beginning students; to gain more experience in an area while exploring the idea of possibly teaching in the future; to contribute to our CCMT community. Please share briefly your desire to tutor this term:

Thank you for your interest in the Approved Tutor Program. All applications are subject to review. To be eligible as an Approved Tutor you must be either a graduate or a student at CCMT, and in good academic and financial standing with CCMT. CCMT reserves the right to decline applications through the review process.

According to FERPA (Family Educational Rights and Privacy Act) your consent is required to release the information listed below. Please read and sign the following statement.

“I am aware that my telephone number will be given out to other tutors, instructors, and to the students. I give CCMT permission to list my telephone number on the current term Approved Tutor list and realize my name may be listed on the community bulletin board.”

Signature _____ Date _____

Phone number to be listed on Approved Tutor Brochure: _____

Please return this form to:

Stacey/Student Services in Newington

Marcia/Student Services in Westport

Kim/Student Services in Groton

FOR STUDENT SERVICES USE ONLY

DOS Signature: _____

Accepted/Denied: _____