

CON Student Forum Tutorial Program Procedures

1. Prospective tutors must fill out the *Application to Provide Professional Services as a Tutor* if they wish to tutor a class, e.g., 340, 358, 458 etc. At the beginning of each academic year, the completed application form must be submitted with a completed W-4 form and I-9 form (certifying eligibility to work in the U.S.). This will establish the tutor as an MSU employee for the academic year. Prospective tutors should submit their applications to the Student Forum Local Campus Chair. The Local Chair will then forward the application to the campus director. These applications will remain on file with the Student Forum Treasurer and the campus director on each respective campus.
2. Tutors are required to check in with the Student Forum Local Campus Chair at the beginning of each semester in order to remain on the list of approved tutors for that term.
3. Tutors must have at least a B average in each class they wish to tutor.
4. The Student Forum Local Campus Chair will maintain a current list of approved tutors for that campus, and give a copy of that list to the Campus Director.
5. The first ten hours of tutoring will be free for one student being tutored. The tutor will be paid by the Student Forum General Fund at a rate of \$10.00 per hour. After the first ten hours, the student will pay the \$10.00 per hour for tutoring.
6. Tutors will be allowed to teach groups of students up to three (3) maximum. They will be paid at a rate of \$10.00 per hour for the first student, and \$2.00 per hour for each additional student with a total amount of \$14.00 per hour for a total of three students.
7. Tutors and students being tutored must record their hours on the tutoring form. The tutor keeps the completed tutoring form and turns it into the Student Forum Treasurer for reimbursement.

Montana State University College of Nursing
Student Forum

Application to Provide Professional Services as a Tutor.

Classes you wish to tutor _____

Name _____ Social Security Number _____

Address _____ Telephone _____

Previous Tutoring Experience _____

Why do you wish to provide tutoring services? _____

With my signature I agree to have my grades reviewed by the campus director in order to determine my academic standing as a tutor.

Signature _____ Date _____

Campus Director

I have evaluated _____ and feel that he/she is competent to perform professional services as a tutor in the following course(s) _____

I suggest re-evaluation on or before _____

Comments _____

The above named individual has tutoring privileges in the above classes for the following semester.

Campus Director _____ Student Forum Campus Chair

Montana State University College of Nursing
Student Forum Tutoring Hours Record

Student (Tutor): _____

Student	Date	Number of hours

I agree that the above hours were spent tutoring.

Signature

Signature

Signature