

# LEHMAN COLLEGE

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Tutor Application Instructional Support  
Services Program

***INFORMATION FOR APPLICANTS***

Dear Applicant:

We appreciate your interest in tutoring for the Instructional Support Services Program (ISSP). Students interested in tutoring may apply to work as a tutor at either or both of our learning centers: the Lehman Tutoring Center (LTC) and the Science Learning Center (SLC). The LTC provides appointment-based and drop-in tutoring in the humanities, social sciences, and writing for all disciplines and academic skills workshops. The SLC offers drop-in tutoring for natural sciences courses. While each Center uses the same application, the application process is slightly different for each Center. **Please read the information in this packet carefully and follow the guidelines for applying to the Center (s) for which you would like to be considered for employment.**

Additionally, please note the responsibilities of ISSP tutors:

- Tutor a diverse population of students individually or in groups, **virtually or face-to-face. Our services may be offered virtually and face-to-face in a given semester, and staff members should expect to work on campus.**
- Attend mandatory tutor training, meetings, and workshops to maintain and increase tutoring effectiveness and proficiency. (Tutors are paid for attending ISSP professional development.) Ongoing participation in training sessions is required for employment.
- Complete the Tutoring Session Summary on TutorTrac, or the record-keeping procedure outlined by your supervisor, after each tutoring session.
- Comply with all ISSP program guidelines and philosophies.
- Fulfill other responsibilities outlined by the ISSP Director, Assistant Director, Writing and Literacy Coordinator, or the Science Learning Center Coordinator.

If hired, in addition to the responsibilities listed above, it is expected that you will adhere to the responsibilities and guidelines outlined in this document. Once you apply to tutor, we will review your academic record (transcript) to ensure you meet the basic academic requirements. If you are hired, we will check your academic record at the end of each semester to ensure you continue to meet our academic requirements.

Thank you for your interest in becoming a tutor.

Sincerely,

Jerome Farnett  
Interim Director  
Instructional Support Services Program

**APPLICATION PROCESS FOR PROSPECTIVE CONTENT TUTORS IN  
THE HUMANITIES, NATURAL, AND SOCIAL SCIENCES**

- Read the Instructional Support Services Program’s “Basic Tutoring Policies and Procedures” at the end of this document. If you meet the academic qualifications (you have a 3.0 GPA overall, you have earned an A or A- in courses you wish to tutor, and you have completed at least 60 credits) and are willing to adhere to the Program’s policies and procedures, please take the following steps:
  1. Complete the ISSP’s tutoring application and return it to [issp.program@lehman.cuny.edu](mailto:issp.program@lehman.cuny.edu).
  2. Ask a professor to complete the recommendation form attached to the application and return it to us at [issp.program@lehman.cuny.edu](mailto:issp.program@lehman.cuny.edu). (You may submit your application without the recommendation. Just be sure your professor knows to send the completed recommendation form to the LTC.)
- Once you have submitted all materials, the staff will review them and determine whether to call you for an interview. If you are not invited to interview, you will receive a letter in the mail (or an email) notifying you of our decision. If you are invited to interview but are not hired, you will receive a letter or an email notifying you of the decision. If you are interviewed and hired, you will be contacted by a member of our staff about steps you will need to take to be put on payroll and to schedule training.

## **APPLICATION PROCESS FOR PROSPECTIVE WRITING TUTORS**

Before beginning the application process, please make sure you meet the basic qualifications to become a writing tutor:

- a. You have a 3.0 GPA overall.
- b. You have earned an A- or better in your English 110 and 120 courses (or equivalent at another institution).
- c. You have completed at least 45 credits.

If you meet the criteria above, please take the following steps:

1. Complete the ISSP's tutoring application.
2. Ask a professor (or employer if you are not a recent graduate) to complete the recommendation form attached to the application and return it to us at [issp.program@lehman.cuny.edu](mailto:issp.program@lehman.cuny.edu). (You may submit your application without the recommendation. Just be sure your professor knows to send the completed recommendation form to the LTC.)
3. With your completed application, submit one copy of a paper you have written for college (or a piece for publication). This text can be for any course/discipline but should be source-based and should reflect your strengths as an academic writer. Attached to this text, please explain (in approximately 250 words) why you chose this sample and how you would revise it if given another opportunity.
4. Schedule a time with the LTC front desk between 9 am and 3 pm to take the writing tutor diagnostic. You can do so by calling 718-960-8175. The diagnostic process is untimed; however, it generally takes applicants approximately 1 to 2 hours to complete.
5. Once you have submitted all materials, the Writing and Literacy Coordinator will review them and call you in for an interview if you meet all qualifications. If you are not invited to interview, you will receive a letter in the mail or an email notifying you of our decision.

**PLEASE KEEP FOR YOUR RECORDS****Tutor Pay Scale**

<b>Qualifications</b>	<b>Rate</b>
Less than a B.A Degree	\$18
B.A. Degree	\$19
Master's Degree	\$20
Ph. D.	\$22

Please Note: All tutors within the City University of New York system are hired as College Assistants. However, tutors who have graduated and are not full-time graduate students at Lehman College must be **fingerprinted**. The Lehman College Human Resources Department (Shuster 230) will provide you with a list of locations where you can be fingerprinted. The charge for fingerprinting is approximately \$88.75.\* Tutors must submit payment in the form of a postal money order. Tutors who must be fingerprinted *may not tutor* until they have completed this process.

Please note that students who work over 250 hours during the academic year must also pay an additional \$15 application fee to the Office of Human Resources (in the form of a United States postal money order) once they have reached 250 hours.

Once your paperwork is completed, you should receive your first paycheck approximately six weeks after you submit your first timesheet.

\*If you have been fingerprinted within the past year at another CUNY college, you can request that your fingerprints be shared with the Lehman College Human Resources Department.

**LEHMAN COLLEGE INSTRUCTIONAL SUPPORT SERVICES PROGRAM**

## BASIC TUTORING POLICIES AND PROCEDURES

All potential tutors must complete the **Lehman College Tutor Application Form**.

All tutors must have an **A/A- in the course (s) for which they want to tutor**. Tutors will not be approved to tutor in courses that they have not taken.

All tutors must maintain **an overall GPA of a 3.0** in order to be an active tutor.

All writing tutors are required to take and pass the ISSP writing diagnostic.

All tutors are required to attend tutor training, meetings, and workshops in order to maintain and increase tutoring effectiveness and proficiency.

Tutors will only be paid for sessions approved by the Instructional Support Services Program (ISSP).

After each session tutors must complete the **Tutoring Session Summary on TutorTrac, or as instructed by their supervisor when TutorTrac is not available**.

A tutor who is employed by Lehman College in any other capacity can only tutor in his or her free time, not during work hours.

Students seeking tutoring are entitled to at least one hour of tutoring per subject, per week. However, if a tutor is available for a walk-in appointment, students can utilize this time even if they have already utilized their time for the week.

All instructors are welcome as tutors; however, an instructor cannot tutor his/her own current students.

When a student's personal or academic needs are beyond the tutor's expertise, tutors should meet with their cohort leader to discuss the situation.

If a tutor is unable to attend a scheduled tutoring session, the tutor is required to notify the front desk staff at their center **and** his/her cohort leader 24 hours in advance (or as soon as possible).

ISSP staff will evaluate tutors both formally and informally during the course of the semester. They will discuss all evaluations with tutors and keep a copy of each evaluation on file.

**Confidentiality of the Tutoring Session:** Building a relationship with the student is of the utmost importance in developing a successful tutoring session. Each student must trust that 1) tutors know the material and have the ability to explain the material and 2) that the tutoring session or student's ability is never the object of unprofessional discussion. Thus, it is of the utmost importance that tutors are respectful and mindful of their relationship to the students they serve and that personal information about tutoring sessions and students not be shared.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

LEHMAN COLLEGE

**INSTRUCTIONAL SUPPORT SERVICES  
APPLICATION TO SERVE AS A TUTOR**

Name \_\_\_\_\_ Day-time Phone \_\_\_\_\_

Address \_\_\_\_\_ Evening Phone \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

CUNYFirst ID No. \_\_\_\_\_ E-mail \_\_\_\_\_

Education Status: ☐ Undergraduate ☐ Masters Student ☐ Doctoral Candidate☐ BA/BS ☐ Masters ☐ Ph.D.

College \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Major \_\_\_\_\_ # of Credits \_\_\_\_\_ Minor \_\_\_\_\_ # of Credits \_\_\_\_\_

Have you ever tutored before? ☐ Yes ☐ No

If YES, where? \_\_\_\_\_

What subjects (s) are you interested in tutoring? Note: writing tutors work with students from all disciplines.

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What days and times are you available to work?

Monday (10am -7pm)	Tuesday (10am -7pm)	Wednesday (10am -7pm)	Thursday (10am -7pm)	Saturday (10am -2pm)

Are you working anywhere else on campus this semester? ☐ Yes ☐ No

If YES, where and how many hours? \_\_\_\_\_

Please print the name (s) and number (s) of faculty who will support this application.

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Phone \_\_\_\_\_  
Name \_\_\_\_\_ Dept. \_\_\_\_\_ Phone \_\_\_\_\_

**For prospective content tutors in the Humanities, Natural and Social Sciences only:**  
**(Prospective writing tutors, proceed to page 11.)**

Why do you want to be a tutor? \_\_\_\_\_

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What do you think are the responsibilities and duties of a tutor? \_\_\_\_\_

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Describe any relevant previous experience or special qualifications you possess:

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Signature

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Date

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In your description, please respond to the following questions:

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Application Status Note(s): \_\_\_\_\_

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**For prospective Writing tutors:**

In what ways do you feel prepared to work with students who are writing in a variety of courses and disciplines? In what ways do you foresee that this will be challenging?

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What are your strengths and challenges as a writer? How do you address the challenges?

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What, if any, languages in addition to English do you speak, read, and/or write? How might your language learning experiences impact your communication with students and the ways you respond to their writing?

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How do you envision that working as a writing tutor will complement your educational or professional goals?

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[illegible]

Date \_\_\_\_\_

Application Status Note(s): \_\_\_\_\_

**RECOMMENDATION**

APPLICANT'S NAME \_\_\_\_\_

RECOMMENDER'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

This applicant is interested in serving as a tutor in the course (s) listed on the application. Since the course (s) is in your discipline, you are asked to complete this recommendation.

\_\_\_\_\_ I recommend this applicant to serve as a tutor in the subject areas (s) listed on the application.

\_\_\_\_\_ I do not recommend the applicant to serve as a tutor in the subject area(s) listed.

**COMMENTS**

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\_\_\_\_\_  
Signature of Chairperson or Professor\_\_\_\_\_  
Department**RETURN TO:**

[issp.program@lehman.cuny.edu](mailto:issp.program@lehman.cuny.edu) (emailed recommendations will only be accepted from a Lehman email address)

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**RECOMMENDATION**

APPLICANT'S NAME \_\_\_\_\_

RECOMMENDER'S NAME \_\_\_\_\_

DATE \_\_\_\_\_

This applicant is interested in serving as a tutor in the course (s) listed on the application. Since the course (s) is in your discipline, you are asked to complete this recommendation.

\_\_\_\_\_ I recommend this applicant to serve as a tutor in the subject areas (s) listed on the application.

\_\_\_\_\_ I do not recommend the applicant to serve as a tutor in the subject area(s) listed.

**COMMENTS**

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\_\_\_\_\_  
Signature of Chairperson or Professor\_\_\_\_\_  
Department**RETURN TO:**

[issp.program@lehman.cuny.edu](mailto:issp.program@lehman.cuny.edu) (emailed recommendations will only be accepted from a Lehman email address)