



# NOVA

## Northern Virginia Community College

Alexandria Campus

### Student Tutor Application

Please attach a copy of your **resume** and **unofficial transcripts** and submit this completed application to ASC located in AA-229.

Name: \_\_\_\_\_ Emplid: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Major/Degree: \_\_\_\_\_

NOVA Email: \_\_\_\_\_

Please list the courses that you are able to tutor:

(You must have passed the course with a grade of A or B in each course listed)

Course	Grade	Course	Grade	Course	Grade	Course	Grade

Please list available times:

Monday	Tuesday	Wednesday	Thursday	Friday

#### Please provide two faculty recommendations:

Dear Faculty – by signing the form below you recommend the applicant without reservation to become a peer tutor.

1. Teacher/Subject: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Teacher/Subject: \_\_\_\_\_ Signature: \_\_\_\_\_

I consent to have ASC staff/NOVA faculty review my academic transcripts and other qualifications, and certify that I will be enrolled in a minimum of **6 credit hours** during my employment as a Student Tutor.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**T**UTORING  
**R**EAIZING  
**E**DUATIONAL  
**E**XCELLENCE**NTA**



**National Tutoring Association**

## Tutoring Code of Ethics

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The National Tutoring Association is dedicated to providing its members with opportunities to achieve and maintain high professional standards.

The Academic Success Center's Staff and Tutors uphold the Code of Ethics as established by the National Tutoring Association.

- I understand that my role as a tutor is to enable students to do their own work using the best learning approach possible.
- I will provide honest feedback in the form of positive praise and/or constructive suggestions to the student I serve in a manner that will be beneficial to their overall learning.
- I will demonstrate faith in my student's learning abilities.
- I understand that my relationship to the student is professional and not personal.
- I will show respect for my student's cultural background and personal value system.
- I recognize that I may not have all the answers to student questions. In this event, I will seek assistance in finding answers to the student's questions and/or direct the student to an appropriate resource for the information.
- I will maintain accurate records of tutoring sessions as expected and required.
- I will respect my student's personal dignity at all times.
- I will be on time for tutoring appointments, not only out of courtesy, but to be a good example for my student to follow.
- I will keep information about the student whom I am assigned confidential.
- I understand that my ultimate goal is to assist my student in discovering how he or she best learns and to help my student develop the skills to achieve his or her best educational outcome.
- I will share any concerns I have with my supervisor.
- I expect to learn along with my student.
- I will keep current in both my subject area(s) and learning methodologies.
- I will remain flexible to my approach to student learning, respectful of the various learning styles and preferences.
- I will share techniques for improved study skills with my students.

For more information about the NTA, please visit: <http://www.ntatutor.com/code-of-ethics.html>

**I have read and agree to uphold the Tutoring Code of Ethics as established by the National Tutoring Association.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_