THE STUDENT SUCCESS SYSTEM
Peer Tutor Application Form 2024-2025

Academic Support Unit: *Place an "X" next to the academic support unit and tutoring classification.*

The Writing Center (TWC) _____   Learning Enhancement Center (LEC) _____   ANJIZ Resource Lab _____

Peer Tutor (Paid) _____   Internship (Training – non-paid) _____   Volunteer (Experience – non paid) _____

Applicant's Information:

First Name: _____   Student ID: _____

Last Name: _____   E-mail Address: _____

Date of Birth: _____   Cell Phone: _____

Academic Information:

___ (1st year)   ___ (2nd year)   ___ (3rd year)   ___ (Graduated Student)

___ CAS   ___ CEMIS   ___ CPN   ___ CEA

Study Major (if declared):_____

TOEFL Score: _____   IELTS Score: _____   G.P.A.: _____

Peer Tutoring Commitment: *Select one (1) of the following.*

40 Hours Commitment *(Volunteer):*   Yes _____   No _____

60 Hours Commitment *(Undergraduate Student):*   Yes _____   No _____

120 Hours Commitment *(Internship/Graduate Student):*   Yes _____   No _____

Student Signature: _____   Date: _____

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TO BE COMPLETED BY THE ADMINISTRATION OF THE STUDENT SUCCESS SYSTEM ONLY:

Date of Availability: _____   Date of Recommendation: _____

SSS Director's Signature Approval_____   _____ Director's Stamp:

Dr. Ahmed Al Rahbi

SSS Academic Peer Tutorial Support

The Student Success System seeks to hire competent and hard-working students who possess a high level of language and academic proficiency related to their area of studies to serve as peer tutors to effectively assist UoN students with their academic improvements and overall success.

Peer Tutor Responsibilities:

- To provide academic support and assistance to students for improving academic their academic performance.
- To be able to communicate effectively with students in either Arabic, English, French, or German.
- To be supportive and understanding of students' needs as a peer mentor.
- To be able to embrace the use of technology effectively as a teaching tool and for research.
- To be able to uphold the policies and procedures of the UoN and SSS.
- To be committed to improving their language proficiency, writing skills, and academic performance.
- To participate in the continuous training program once a week.
- To be able to offer assistance with full-time SSS staff for planned learning programs and initiatives.

Peer Tutor Working Schedule:

Peer Tutors are required to fulfill their working obligations in regards to the following:

1. Committed to working at the SSS for a minimum of one (1) entire semester.
2. Committed to working a maximum of 15 hours per week for undergraduate studies peer tutors.
3. Committed to working a maximum of 30 hours per week for trainees.
4. Committed to working a maximum of 10 hours per week for volunteers.
5. Committed to working a maximum of 30 hours per week for graduate studies peer tutors
6. Committed to attending regularly scheduled training workshops for peer tutorial staff.
7. Committed to planning and preparing practical tutorials daily.

Type of Peer Mentorship	Paid	Hours per Month
1. Undergraduate Peer Tutor	Yes	60
2. Graduate Peer Tutor	Yes	120
3. Internship Peer Tutor	No	24~120
4. Volunteer Peer Tutor	No	40

Hiring & Renewal Requirements Checklist:

Peer Tutor Hiring Criteria	*Check if Completed*
1. Obtained a minimum GPA equal to or greater than 3.0.	◯
2. Obtained a copy of your transcript from R&R indicating your GPA.	◯
3. Achieved a TOEFL score above 480 points or IELTS above 5.5 points.	◯
4. Obtained a copy of your TOEFL or IELTS score.	◯
5. Completed a minimum of 60 credited hours of learning at the UoN.	◯
6. You are an enrolled student in a degree program at the UoN.	◯

7. Printed a copy of your essay for the Director of SSS.	○
8. Submitted your application and relevant documents above to SSS administration.	○
9. Requested a confirmed appointment for an interview with the Director of SSS.	○
10. Prepared and ready for oral interview.	○
Peer Tutoring Renewal of Services	
A. Hiring Duration	One (1) Semester minimum
B. Renewal on Semester Basis	Maintain GPA above 3.0 Review of performance Observation and evaluation of tutorials
	Attendance and peer tutorial records SSS administration and student feedback

Written Academic Essay Choices and Requirements: *(Pick one (1) and complete on your own, without help or assistance to the best of your abilities.*

Essay Topic Choices	Length	Criteria
1. Practical academic support is dependent upon successful and confident academic students being able to assist other learners in need of improvement. Why do you want to work for the Student Success System as an academic peer tutor? 2. Education and learning go hand-in-hand. Explain why this statement is accurate and how you have benefited from your educational experiences at the University of Nizwa? 3. A common Omani cultural value and an Islamic pillar for society are to provide charity or assistance to those in need. Explain how you can give back to your community as an exemplary student from the University of Nizwa?	Minimum 300 words *(one page and a half)* ~ Maximum of 1000 words *(five pages)*	• Pick an essay topic • Write the essay 100% on your own • Review and edit your essay for mistakes and improvement • Submit to SSS administration with your application before your interview

The Interview with the Director of SSS: *Remember this is for many applicants their actual first job interview, so be prepared!*

Interview	Duration, Language, and Criterion
Length	15 – 30 minutes
Language	English
Criteria A	Review and assess student's academic essay
Criteria B	Model common a peer tutorial for the student
Criteria C	Evaluate student's oral communication skills
Criteria D	Inform student of expectations becoming of a peer tutor
Criteria E	Determine student's Peer Tutorial Schedule
Criteria F	Provide feedback and address questions related to peer tutoring
Criteria G	Director's approval and recommendation for the student's hiring
Common Interview Questions to Expect...	*Tell me about yourself? Why did you decide to write about this essay topic? Give me five reasons why you want to become a peer tutor? What does a peer tutor do? Should you ever help a student to cheat on an assignment? What is plagiarism? Are you familiar with proper referencing and citations for research? Are you familiar with APA, MLA, or Vancouver referencing styles? What do you like and dislike about your area of studies? Do you consider yourself an extroverted individual or introverted, why? What is the most challenging course you have taken at the UoN? Why do you want to help others improve academically? What leadership skills do you possess? What would you do if a student asked you to help them cheat on an exam, assignment, or quiz? Are you a hard worker? Where do you see yourself five years from now? Do you plan to pursue a graduate degree? Do you prefer to work alone or as part of a team? If you don't understand something related to your studies, what do you do? Why do you think you will become a good peer mentor? Do you exercise practical time management skills? Why is it important to work hard towards your education? Do you like to take the initiative? What is the difference between TWC, LEC, and ANJIZ?*

Benefits of Becoming a Peer Tutor at the Student Success System

Benefits	Details
Official Certificate of Service	Upon completing a minimum of one semester of service, each peer tutor will receive an official certificate from the Student Success System signed and stamped by the Director. This document can assist students upon graduation to find meaningful employment.
Letter of Employment	At the end of service, each peer tutor will receive an official Letter of Employment on official letterhead from the Student Success System signed and stamped by the Director. The letter will detail your name, major, length of service, responsibilities that you carried out as a peer tutor and verified your employment at the SSS from the University of Nizwa. This letter serves as evidence that you have employment experience, which can help graduates secure meaningful employment in the future.
Letter of Recommendation	During or after your service at the SSS, peer tutors can request a letter of recommendation from the Director to help them with applying for graduate studies, studying abroad, various scholarships, or for potential employment prospects in the public or private sector. All letters of recommendation are based on merit and the peer tutor's overall performance and contributions during their employment at the SSS. Ultimately, these letters are earned through hard work, dedication, and the discretion of the SSS Director.
Leadership	As an excellent academic student, you serve as a peer mentor for other students to model and emulate for success.
Real Work Experience	Working as a peer tutor at TWC, LEC, or ANJIZ will provide you with invaluable work experience that employers are looking for upon graduation.
Professionalism	Being part of the Student Success System teaches you to become even more responsible, efficient, and an effective communicator as you deal with various needs with other learners.
Become a Better Student	Providing academic support to other learners daily helps you refresh and review previous content not to forget. You will also improve your communication skills immensely with the benefits of working in an English-speaking environment and developing a passion for lifelong learning.
Learn to be Part of a Team	Being part of the Student Success System family provides the opportunity for you to work in a diverse, multicultural learning environment that requires necessary teamwork between academic support units, administrators, and students.
Time Management Skills	Like any real job, showing up to work and being on time are essential. It is vital that peer tutors demonstrate effective time management between their studies and providing academic support. The role of being a peer tutor requires multitasking & organizational skills to follow scheduled appointments that accommodate students' learning needs based on their availability.
Giving Back to the Community	Aligned with Omani and Islamic values, there is nothing better than helping others. Providing quality academic support is a way of giving back to the UoN community and the nation through assisting other learners to improve and succeed. Serving as a peer tutor at the SSS is ideal for helping other students overcome their academic challenges.

Writing Rubric for Peer Tutor Essay

	Above standards 4	Meets standards 3	Approaching standards 2	Below Standards 1	Score
Development of ideas	The writing is clear, consistently focused, and shows a complete understanding of the given task. Ideas are fully developed.	The writing is generally clear and focused, and shows a general understanding of the given task. Ideas are adequately developed.	The writing is vague and shows only partial understanding of the given task. Ideas are somewhat developed.	The writing is unclear, and shows a lack of understanding of the given task. Ideas are developed with limited reasoning	
Logic and organization	Develops ideas cogently, organizes them logically with paragraphs and connects them with effective transitions. Clear and specific introduction and conclusion.	Develops unified and coherent ideas within paragraphs with generally adequate transitions; clear overall organization, good introduction and conclusion.	Develops and organizes ideas in paragraphs that are not necessarily connected. Some ideas seem illogical and/or unrelated, unfocused introduction or conclusions.	Does not develop ideas cogently, uneven and ineffective overall organization, unclear introduction or conclusion.	
Language range and accuracy	The writing is error free. Excellent grammar, syntax.	A few minor errors, but they do not distract the reader.	Noticeable amount of errors, but none of them impede understanding.	Noticeable amount of errors, some of them impede understanding.	
Mechanics (Spelling, Punctuation, Capitalization)	The writing is error free.	The writing may contain a few minor errors, but they do not distract the reader.	Noticeable amount of errors, but none of them impede understanding.	Noticeable amount of errors, some of them impede understanding.	
Vocabulary	Uses vocabulary appropriate for a university student. Has acquired a high level of vocabulary and uses advanced words, expressions, and terminology.	Uses vocabulary appropriate for a university student. Has acquired a moderate level of vocabulary and uses advanced words, expressions, and terminology.	Uses vocabulary appropriate for a university student. Has acquired a satisfactory level of vocabulary. Mostly uses basic expressions, and terminology.	Limitations in lexical resource make expressing ideas difficult.	

Total …/20

Oral Rubric for Peer Tutor Interview

	Above standards 4	Meets standards 3	Approaching standards 2	Below Standards 1	Score
Grammatical range and accuracy	Uses a good range of complex grammar constructions accurately. Some minor errors occur.	A range of structures are used. The majority of the sentences are error free.	Both simple and complex sentences are used, errors occur when attempts complex structures.	Mostly uses simple sentences. Errors are frequent.	
Pronunciation	Can be easily understood. Has a good rhythm, appropriate use of stress and intonation.	Can be easily understood. Some errors occasionally occur.	Can generally be understood, but mispronunciations often occur. Errors do not lead to misunderstanding	Difficult to understand, mispronunciations interfere with understanding.	
Vocabulary	Uses vocabulary appropriate for a university student. Has acquired a high level of vocabulary and uses advanced words, expressions, and terminology.	Uses vocabulary appropriate for a university student. Has acquired a moderate level of vocabulary and uses advanced words, expressions, and terminology.	Uses vocabulary appropriate for a university student. Has acquired a satisfactory level of vocabulary. Mostly uses basic expressions, and terminology.	Limitations in lexical resource make answering the interviewer`s questions difficult.	
Fluency and coherence	Fluent and confident, uses a good range of cohesive devices and connectors.	Maintains good speed, but pauses occasionally occur.	Noticeable pauses occasionally occur, overuse of a number of connectives	Speaks slowly with frequent repetition. Lack of connectives.	
Comprehension	Student is able to accurately answer almost all questions posed by the Interviewer about the topic.	Student is able to accurately answer most questions posed by the Interviewer about the topic.	Student is able to accurately answer a few questions posed by the Interviewer about the topic.	Student is unable to accurately answer questions posed by the Interviewer about the topic.	
Enthusiasm/body language	Facial expressions and body language generate a strong interest and enthusiasm	Facial expressions and body language sometimes generate a strong interest and enthusiasm.	Facial expressions and body language are used to try to generate enthusiasm, but seem somewhat faked.	Very little use of facial expressions or body language. Did not generate much interest in topic being presented.	

Total …/24

Notes:

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_____
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_____

Recommendation to Employed at SSS**:** **_____ YES** **_____ NO** **_____ MAYBE**

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Interviewer

SSS Stamp:

Results of all interviews are considered to be confidential and to be filed at the SSS for record purposes, and copies shared with the Department of the Trusteeship Student Support Fund and/or to the Pro-Vice-Chancellor for Academic Support Services.

Grand Total:
_____ 44

UoN-SSS-TWC-LEC-ANJIZ-PT Application Form