

THE STUDENT SUCCESS SYSTEM

Learning Enhancement Center

Peer Tutor Application Form 2024-2025

**Type of Academic Support:** *Place an "X" next to the tutoring classification.*

󠄀 Peer Tutor (Paid) 󠄀󠄀 󠄀Internship (Training – unpaid) 󠄀󠄀Volunteer (Experience – unpaid)

**Applicant’s Information:**

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Academic Information:**

**Year of Study: 󠄀**󠄀 (1st year) 󠄀󠄀 (2nd year) 󠄀󠄀 (3rd year) 󠄀󠄀 (Graduated Student)

**College: 󠄀**󠄀 CAS 󠄀󠄀 CEMIS 󠄀󠄀 CHS 󠄀󠄀 CEA

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOEFL Score: \_\_\_\_\_\_\_\_\_\_ IELTS Score: \_\_\_\_\_\_\_\_\_\_\_ C.GPA: \_\_\_\_\_\_\_\_\_\_\_

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

󠄀 40 Hours Commitment *(Volunteer)*

󠄀 60 Hours Commitment *(Undergraduate Student)*

󠄀 120 Hours Commitment *(Internship/Graduate Student)*

**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: \_\_\_\_\_\_\_\_\_\_\_ |
| LEC Administration Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| SSS Director’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SSF Administration Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SSS Stamp:  SSF Stamp: |

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 study to serve as peer tutors to assist effectively UoN students with their academic improvements and overall success.

**Peer Tutor Responsibilities:**

* To provide academic support and assistance to students to improve their academic performance.
* To be able to use the gained knowledge effectively with the students in Mathematica, Science, Engineering, Business or Computer Science.
* 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 academic supporting policies and procedures of the UoN and SSS.
* To be committed to improve 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.

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| --- | --- | --- |
| **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:**

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| **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 indicating your GPA. |  | ⃝ |
| 3. Completed a minimum of 60 credited hours of learning at the UoN. |  | ⃝ |
| 4. You are an enrolled student in a degree program at the UoN. |  | ⃝ |
| 6. Submitted your application and relevant documents above to SSS administration. |  | ⃝ |
| 7. Requested a confirmed appointment for an interview with LEC Administration. |  | ⃝ |

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| **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 |

# Benefits of Becoming a Peer Tutor at the Student Success System

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| **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 SSS Director to help them apply 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 LEC 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. |
| 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. |



THE STUDENT SUCCESS SYSTEM

LEC Peer Tutor Application Survey

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant’s I.D. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ C.GPA: \_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | | **5**  **Excellent** | **4**  **Above**  **Average** | **3**  **Satisfactory** | **2**  **Needs**  **Improvement** | **1**  **Weak** |
| **Academic Proficiency:** | | | | | | |
| 1. | Demonstrated mastery of the subject(s) he/she intend to tutor. |  |  |  |  |  |
| 2. | Overall academic performance, including GPA. |  |  |  |  |  |
| 3. | Clear demonstration of expertise in the subjects he/she intend to tutor. |  |  |  |  |  |
| 4. | Willingness and ability to adapt tutoring strategies to meet the diverse needs of students. |  |  |  |  |  |
| **Understanding of Tutoring Responsibilities:** | | | | | | |
| 1. | Awareness and understanding of the expectations and responsibilities associated with the tutoring role. |  |  |  |  |  |
| 2. | Demonstration of awareness the rules governing LEC. |  |  |  |  |  |
| **Tutoring Experience:** | | | | | |  |
| 1. | Previous tutoring experience, if any. |  |  |  |  |  |
| 2. | Experience in assisting peers or classmates with academic challenges. |  |  |  |  |  |
| **Communication Skills:** | | | | | | |
| 1. | Clarity and effectiveness in written and verbal communication. |  |  |  |  |  |
| 2. | Ability to explain concepts in a way that is easy for others to understand. |  |  |  |  |  |
| **Interpersonal Skills:** | | | | | | |
| 1. | Ability to establish rapport and build positive relationships with students. |  |  |  |  |  |
| 2. | Patience and empathy in working with individuals who may have different learning styles. |  |  |  |  |  |
| 3. | Demonstration of problem solving and adapt to different learning needs. |  |  |  |  |  |
| **Reliability and Punctuality:** | | | | | | |
| 1. | Consistency in attending tutoring sessions. |  |  |  |  |  |
| 2. | Punctuality and responsiveness in communication. |  |  |  |  |  |
| **Availability:** | | | | | | |
| 1. | Alignment of the applicant's availability with the tutoring sessions in specific subjects. |  |  |  |  |  |
| **Commitment and Motivation:** | | | | | | |
| 1. | A strong and genuine motivation to help peers succeed academically. |  |  |  |  |  |
| 2. | Clear articulation of why they want to be a peer tutor. |  |  |  |  |  |
| **Professionalism:** | | | | | | |
| 1. | Adherence to a code of conduct and ethical standards. |  |  |  |  |  |
| 2. | Professionalism in communication and behavior. |  |  |  |  |  |
|  | **TOTAL SCORE:** |  |  |  |  |  |

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**Notes:**

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Recommendation to Employed at SSS**: \_\_\_\_\_\_\_ YES \_\_\_\_\_\_\_ NO**

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| 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. |

Application Survey Conducted by LEC Administration

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SSS Stamp:

**Grand Total:**

**\_\_\_\_\_\_\_\_\_100**