



**Student Academic Resource Center (SARC)  
Tutorial Services**

**Tutor Application (Paid Positions)**

***About the SARC Program:***

SARC is an academic support unit for all UCF students. SARC offers many services in addition to peer tutoring. Other services include academic advising for freshmen students, supplemental instruction, assistance the General Knowledge Exam, one-on-one learning skills consultations and academic success workshops, and additional access to computers through the SARC lab.

***About SARC Tutorial Services:***

SARC provides free peer tutoring to undergraduate UCF students in the following areas: Accounting, Statistics, Chemistry, Biology, Physics, Astronomy, and Human Physiology. SARC also provides assistance to those needing help with the Math portion of the General Knowledge exam. SARC provides tutorial assistance 24 hours daily during final exam week. SARC tutorial services are internationally certified through the College Reading and Learning Association (CRLA). SARC averages a tutorial staff of 35 per semester with tutors offering assistance between 6-8 hours per week.

***Tutor Credentials:***

- ✘ Sophomore, junior, or senior, standing at the University of Central Florida.
- ✘ Received a B or an A in the course(s) one wishes to tutor.
- ✘ Received a very good to excellent recommendation completed by a faculty/staff person at the University of Central Florida or from a person who is familiar with them as a student.
- ✘ Must have no campus disciplinary record.
- ✘ Completed a successful interview with the Coordinator of Academic Support Services.

***Tutor Skills & Attributes:***

- ✘ A tutor needs to be able to demonstrate excellent **time management** skills. A tutor must be able to balance one's academic, extra-curricular, and tutorial responsibilities.
- ✘ A tutor needs to be able to demonstrate excellent **organizational skills**. A tutor must be able to assist tutee(s) in organizing the completion of course assignments.
- ✘ A tutor needs to be a **motivator**. A tutor must be willing to encourage their tutee(s) to become better students. To hold them accountable for being prepared for tutorial sessions. To motivate them to be both verbally and physically active during tutorial sessions.
- ✘ A tutor needs to be **encouraging and forceful**. A tutor must give praise when success on any level should occur. A tutor must be forceful in providing a "reality check" regarding their tutee's lack of progress or lack of focus on academic responsibilities.
- ✘ A tutor needs to be able to **communicate** well to a diverse student population. A tutor must be able to be **creative** in order to explain content material through a variety of methods.

***Duties & Tasks:***

- ✘ Tutor students in specific subject areas to meet the individual needs of those students in a particular academic area, but **do not complete class assignments or provide assistance with any work being completed for a grade.**
- ✘ **Be on time** for all tutoring and training sessions.
- ✘ Prepare for tutoring sessions by planning questions, developing practice quizzes and tests, etc.
- ✘ Participate in an **evaluation** process to gauge performance and plan to work on areas that need attention.

- ✘ **Inform students of SARC services** such as academic success workshops.
- ✘ Keep **tutorial documentation up-to-date**, including time sheets and CRLA training requirements.

***College Reading and Learning Association (CRLA) Certification:***

- ✘ Participation in CRLA tutoring training sessions is **required and mandatory**.
- ✘ CRLA is an international certified tutor training organization.
- ✘ There are **three levels** of different certification encompassing different topics and requirements for completion. A tutor will complete one level of CRLA per semester.
- ✘ Completion of CRLA requirements are in the form of attending tutor training sessions, creation of tutoring handouts, evaluation of services, and individual appointments with the Coordinator of Academic Support Services.

***Compensation:***

Tutors are paid for their tutorial time scheduled, attending CRLA tutor training sessions, attending tutorial staff meetings, and for participation in other various SARC activities. Pay rate will be discussed during the interview process. If you are **work-study eligible**, please check yes on the application. If you **do not know** if you have work-study, please check your MyUCF account. It will be listed under Student Self-Service and then under financial aid. If no information is given, please complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) – you could be potentially eligible.

***Tutor Schedules:***

During the fall and spring semesters, the SARC lab is opened Monday – Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 5:00 pm. During the summer terms, the SARC lab is opened Monday – Friday from 8:00 am – 8:00 pm. Tutors are able to create their own schedule within the time frame of SARC lab hours.

Tutors are under the direct supervision of SARC’s Coordinator of Academic Support Services  
 Kenneth Staack  
 PH 115 407-823-5130  
 kstaack@mail.ucf.edu

**SARC Tutors – The Best in the Business**  
**Home to the**  
**2004-2005 National Tutoring Association Tutor of the Year**  
**Elizabeth Keller, General Knowledge Math Tutor**

Student Academic Resource Center  
 Division of Student Development and Enrollment Services

Complete all of the sections of the following application and return all materials to HPH 115.

When you turn in the application and all materials, please ask the student assistant to schedule a one hour appointment with the Coordinator of Academic Support Services, Kenneth Staack.



**University of Central Florida  
Student Academic Resource Center  
Tutor Application**

**Applying for:**  
 \_\_\_ summer 200 \_\_\_  
 \_\_\_ fall 200 \_\_\_  
 \_\_\_ spring 200 \_\_\_

1. Name \_\_\_\_\_
2. PID \_\_\_\_\_
3. Phone Number- Home: \_\_\_\_\_ Cell: \_\_\_\_\_
4. E-Mail Address \_\_\_\_\_
5. Classification            ( ) Sophomore      ( ) Junior      ( ) Senior
6. Anticipated Date of Graduation (semester/year) \_\_\_\_\_
7. Major \_\_\_\_\_ Minor \_\_\_\_\_ Cum. GPA \_\_\_\_\_
8. Are you currently working on campus?    \_\_\_ yes    \_\_\_ no

If yes, which department? \_\_\_\_\_  
 and for how many hours per week \_\_\_\_\_

9. Are you eligible to receive financial aid assistance through work-study?  
 \_\_\_ yes    \_\_\_ I am not sure if I am eligible    \_\_\_ no (Please Complete a FAFSA)

10. Are you interested in volunteering your time as a tutor?    \_\_\_ yes    \_\_\_ no

11. Course(s) you are interested in tutoring – check all that apply:

- |  |  |                                   |
|--|--|-----------------------------------|
| <input type="checkbox"/> Financial Accounting    ACG 2021  | <input type="checkbox"/> General Biology                       | <input type="checkbox"/> BSC 2010 |
| <input type="checkbox"/> Managerial Accounting    ACG 2071 | <input type="checkbox"/> Chemistry Fund. I                     | <input type="checkbox"/> CHM 2045 |
| <input type="checkbox"/> Statistical Methods I    STA 2023 | <input type="checkbox"/> Chemistry Fund. II                    | <input type="checkbox"/> CHM 2046 |
| <input type="checkbox"/> Astronomy    AST 2002             | <input type="checkbox"/> Intro to Chemistry I                  | <input type="checkbox"/> CHM 2040 |
| <input type="checkbox"/> Human Physiology    PCB 3703      | <input type="checkbox"/> Intro to Chemistry II                 | <input type="checkbox"/> CHM 2041 |
| <input type="checkbox"/> Other _____                       | <input type="checkbox"/> Organic Chemistry I                   | <input type="checkbox"/> CHM 2210 |
|  | <input type="checkbox"/> Organic Chemistry II                  | <input type="checkbox"/> CHM 2211 |
|  | <input type="checkbox"/> Physics for Engineers & Scientists I  | <input type="checkbox"/> PHY 2048 |
|  | <input type="checkbox"/> Physics for Engineers & Scientists II | <input type="checkbox"/> PHY 2049 |
|  | <input type="checkbox"/> College Physics I                     | <input type="checkbox"/> PHY 2053 |
|  | <input type="checkbox"/> College Physics II                    | <input type="checkbox"/> PHY 2054 |

**12. On a separate sheet of paper, please provide a biographical sketch, which includes the following:** (please type)

1. a description of you as a student include your preferred learning style & how you apply it to your studies
2. give examples of 3 different areas of information regarding study skills that you might provide to a student who is struggling in the subject area you are considering to tutor
3. what strengths do you feel you will bring to the SARC tutorial staff
4. involvement in campus activities

13. Please **list one academic reference** (UCF faculty preferred)  
 Attached is a recommendation form for your reference to complete listed below.

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

14. Please **attach a current audit** with this application and bio-sketch.



**University of Central Florida  
Student Academic Resource Center  
Letter of Recommendation**

Dear \_\_\_\_\_,  
(Recommender's name)

On behalf of the Student Academic Resource Center (SARC), \_\_\_\_\_  
(Applicant's name)  
has applied to tutor in \_\_\_\_\_. To the best of your knowledge please  
(Subject area)  
evaluate the competency of this prospective tutor's ability in the aforementioned course(s).

	Excellent	Very Good	Good	Fair	Poor	Unable to Evaluate
1. Mastery of subject						
2. Ability to apply subject knowledge						
3. Ability to communicate ideas						
4. Level of responsibility						
5. Integrity						
6. Interaction with other students						

\_\_\_\_\_ I highly recommend this student for the position of tutor with SARC.  
 \_\_\_\_\_ I recommend this student for the position of tutor with SARC with reservation.  
 \_\_\_\_\_ I do not recommend this student for the position of tutor with SARC.

Additional Comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

You may allow the student to return the recommendation to me or you may mail the recommendation to:

Kenneth Staack, Coordinator of Academic Support Services SARC  
 P.O. Box 163115 HPH 115  
 Orlando, FL 32816-3115  
 Fax Number: 407-823-2051

Thank you for the time and consideration you will give this matter.

Sincerely,

*Kenneth Staack*

Kenneth Staack, Coordinator of Academic Support Services at SARC