



Student Academic Resource Center (SARC)
Tutorial Services

Volunteer Tutoring
An Excellent Resume Entry & An Excellent Experience

About the SARC Program:

SARC is an academic support unit for all UCF students. SARC offers many services in addition to tutoring. Other services include academic advising to freshmen students, supplemental instruction, assistance with learning skills through individual appointments and academic success workshops, and additional access to computers through the SARC lab.

SARC is affiliated with Volunteer UCF (VUCF). All volunteers associated with SARC will receive additional recognition through VUCF. SARC has had the good fortune of having a total of over 18 students volunteer their time to assist UCF students with their studies. Are you interested?

About SARC Tutorial Services:

SARC traditionally provides free peer tutoring to undergraduate UCF students in the following areas: Accounting, Statistics Methods I, General Chemistry, Chemistry I & II, Organic Chemistry I & II, General Biology, Physics I & II, Physics for Engineers I & II, Astronomy, and Human Physiology.

If you are interested in volunteering to tutor in a different subject area, please indicate your preference on the tutor application. SARC cannot provide assistance in Math or in English due to services provided at the Math Lab and Writing Center.

Tutor Credentials: Volunteer Tutors are held to the same standards as those tutors who are paid.

- ✘ 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 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**.
- ✘ **Be on time** for all tutoring sessions and keep all appointments.
- ✘ 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 activities** such as academic success workshops.
- ✘ Keep **tutorial documentation up-to-date**, including volunteer logs 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 that tutor is on staff.
- ✘ 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 Academic Support Services.

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. Hours may adjust on a semester by semester basis. 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 Academic Support Services

Ken 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.
Once all applications materials are received, you will be contacted for an interview.



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

Applying for:
 _____ summer 200 _____
 _____ fall 200 _____
 _____ spring 200 _____

1. Name _____

2. PID _____

3. Local Address _____

4. Phone Number- Home: _____ Cell: _____

5. E-Mail Address _____

6. Classification Sophomore Junior Senior

7. Anticipated Date of Graduation (semester/year) _____

8. Major _____ Minor _____ Cum. GPA _____

9. Course(s) you are interested in tutoring – check all that apply – we are open to other subject areas to consider for tutoring:

- | | | | |
|--|----------|--|----------|
| <input type="checkbox"/> Financial Accounting | ACG 2021 | <input type="checkbox"/> Astronomy | AST 2002 |
| <input type="checkbox"/> Managerial Accounting | ACG 2071 | <input type="checkbox"/> General Chemistry | CHM 1032 |
| <input type="checkbox"/> Statistical Methods I | STA 2023 | <input type="checkbox"/> Chemistry Fund. I | CHM 2045 |
| | | <input type="checkbox"/> Chemistry Fund. II | CHM 2046 |
| <input type="checkbox"/> Human Physiology | PCB 3703 | <input type="checkbox"/> Intro to Chemistry I | CHM 2040 |
| <input type="checkbox"/> General Biology | BSC 2010 | <input type="checkbox"/> Intro to Chemistry II | CHM 2041 |
| <input type="checkbox"/> General Biology II | BSC 2011 | <input type="checkbox"/> Organic Chemistry I | CHM 2210 |
| <input type="checkbox"/> Other _____ | | <input type="checkbox"/> Organic Chemistry II | CHM 2211 |
| | | <input type="checkbox"/> Physics for Engineers & Scientists I | PHY 2048 |
| | | <input type="checkbox"/> Physics for Engineers & Scientists II | PHY 2049 |
| | | <input type="checkbox"/> College Physics I | PHY 2053 |
| | | <input type="checkbox"/> College Physics II | PHY 2054 |

10. **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 including your preferred learning style and 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

11. Please **list one academic reference** (UCF faculty preferred)

Attached is a recommendation form for your reference to complete listed below.

Name _____ Dept. _____

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

Please return all materials to HPH 115
 Once all applications materials are received, you will be contacted for an interview.



**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 volunteer their time as a _____ tutor.
(subject area)

To the best of your knowledge please 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 consideration as a Volunteer tutor with SARC.

_____ I recommend this student for consideration as a Volunteer tutor with SARC with reservation.

_____ I do not recommend this student as a Volunteer 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:

Ken Staack, Coordinator, Academic Support Services
P.O. Box 163115 PH 115
Orlando, FL 32816-3115
Fax Number: 407-823-2051

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

Sincerely,
Ken Staack

Ken Staack, Coordinator, Academic Support Services SARC