Reading & Math Work-Study Tutoring Program Overview

Thank you for your interest having an IU Kokomo student tutor. Following is more information about this program and the roles and responsibilities of the partner sites. The IU Kokomo Career Services Office and Education Department is responsible for overall planning, implementation, and evaluation of the programs. Each year we recruit, hire, and train students to work with youth at local community organizations and schools to improve their math and reading skills.

Background:
This program began as a national initiative of President Bill Clinton in 1996. One part of the initiative provided full Federal Work-Study (FWS) funding for eligible college students to work in the community with elementary-aged children. This initiative allowed agencies and college campuses nationwide to provide literacy/mathematics tutoring at no cost to the employer or to the families of the children tutored. To qualify for full funding, college students had to be working as literacy tutors or mathematics.

The goal of the program is to help build a strong Literacy and mathematical foundation for students and to ensure greater college success and access to careers. Tutors may expand tutoring areas where placement sites see fit.

Responsibilities of the placement sites:

- The partnership site will provide adequate space for tutors to run the program. This includes space for tutors to prepare for tutoring sessions, working with children in a quiet space, and storing their supplies in a secured location.

- The partnership site must identify a staff person to act as the site supervisor for the program. The responsibilities of this site supervisor include:

  - providing day-to-day supervision and support of the tutors
  - scheduling and verifying hours tutors have worked by completing the tutor schedule form
  - provide access to a computer for tutors to clock in and out
  - assisting with record keeping requirements to comply with campus and federal guidelines
  - working with teachers and staff to determine when students (learners) are available for tutoring sessions
  - orienting tutors to the policies and procedures of the community partnership site
  - assisting with program evaluation, as requested
  - reporting problems or concerns to IU Kokomo coordinator(s) and working with the coordinator to resolve
  - maintaining regular contact with the IU Kokomo coordinator(s) to ensure program success
Qualification to be tutor:
- Qualify for Federal Work-Study (FWS) (If you are not sure if you qualify, check your Financial Aid award summary on OneStart or visit the Office of Scholarship and Financial Aid to get more information)
- College GPA of 2.5 or higher with solid understanding of basic math and/or reading and grammar required
- Ability to communicate effectively with a wide variety of people
- Punctuality, responsibility, flexibility, patience, empathy, and willingness to try new approaches to learning
- Must dedicate both fall and spring semesters as a tutor
- Strong ability to work within collaborative groups

Responsibilities of the tutor:
- Must dress professionally as you are not only building relations and possibly references, but you are representing IU Kokomo.
- Follow the policies and procedures of the school or community center you are assigned to. Notify the Office of Career Services if any problems or discrepancies arise while you are tutoring there.
- Able to work a minimum of 4 hours per week and at least 2 days per week. Hours are available during the school day from 8-3, as well as after school 3-6. Typically committing between 8 and 13 hours each week on a set schedule, determined by availability, site needs, and desired scheduling.
- Understanding you have a set amount of hours you cannot go over. Which you agreed to before the start of the year. These hours are dependent on the total amount of FWS (federal work study) funds you will receive. **You cannot work more than your allotted hours/total amount of FWS! If you violate this, and go over your allotted hours, you will not be able to work for the Career Services Office in the future.** Please keep track of your hours. We email updates every two weeks.
- The only way to be compensated for your time is you must clock in and out, before and after your tutoring session, via TIME System in OneStart. If you have issues you must leave a note in the TIME System. **No other form of communication will be accepted to make adjustments to your time.** Keep in mind, if you work more than 6 hours in one setting, you must take a lunch. Don’t forget to clock out for your lunch and clock back in once you return. You also must turn in a verification of hours form to our office, every two weeks. We will send an email reminder the day before it is due.
- Never use your cell phone or personal devices while tutoring the children, unless in the case of an emergency.
- You are required to attend work-study orientation/training session before you begin tutoring.
- Required to fill out an application each year.
- Required to check your IU Kokomo email account daily.
IU Kokomo’s Reading & Math Work-Study Tutoring Program Application

Before submitting an application, please make sure you qualify for Federal Work-Study Funds. Only Work-Study eligible applicants will be interviewed. If you are unsure of your Work-Study status, contact Financial Aid in the Kelley Student Center, Room 230, finaidko@iuk.edu or 765-455-9216.

Please check one of the following that best applies to your work-study award:

- I do qualify for work-study and it appears on my OneStart Financial Aid Award summary. I was awarded $___________ for the fall and spring semester of the current academic year.
- I am unsure if I qualify for work-study and still need to talk with Financial Aid
- I spoke with Financial Aid and know I have an award, but it is not on my OneStart yet
- Other: Please Explain: __________________________________________________________

Name: ___________________________________________ Student Id Number __________________________
Address: ___________________________________________ City, State and Zip: ___________________________
Phone: (H) __________________________ (C) ___________________________ IU Email: __________________________

- First time as a Tutor with this program
- Returning Tutor

Check your Current Status below:

- Freshman
- Sophomore
- Junior
- Senior
- Masters

Number of credit hours completed, as of this application: ___________
Number of Hours enrolled for: Fall ___ Spring ___ Summer ___

Have you taken or currently enrolled in any of the following classes? ____ Education Freshman Learning Community  ____ F205

Number of hours available for work/week: 5-9 ___ 10-15 ___ 16-19 ___ 20-24 ___ No More than 25 is allowed.

Available to work during:
- Fall (Aug-Dec) Yes ___ No ___
- Spring (Jan-May) Yes ___ No ___
- Summer I (May-June) Yes ___ No ___
- Summer II (July-Aug) Yes ___ No ___

Current GPA (first year students, in first year semester can enter 0.0) ___________

- Please provide a copy of your final HS transcript if you enter 0.0 above.
- If this is your first year at IU Kokomo and you are a transfer student, please enter your GPA from your previous school and list the school you transferred from: __________________________________________________________

Major/minor or Area of Study at IU Kokomo: ____________________________________________
If you have previously tutored somewhere with this program, please list where you tutored and indicate if you would like to tutor there again:

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

Special Skills or training:_____________________________________________________________________________________

_________________________________________________________________________________________________________________

_________________________________________________________________________________________________________________

Previous work Experience:

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Signature ___________________________ Date ___________________________

My signature above does authorize Indiana University Kokomo to use this information for employment and related purposes.