

DATE: \_\_\_\_\_

## Tutor Application for APPLIED STUDY IN COMMUNICATION 04:192:495

**NOTE:** Applied Study in Communication, as a Tutor, is arranged by contacting an instructor in the department. Once an instructor agrees to work with a student the number of meetings and course requirements are agreed upon by both the participating instructor and the student.

To qualify for Applied Study/Tutor, you must:

- \_\_\_\_\_ Be a Communication major
- \_\_\_\_\_ Junior or senior status
- \_\_\_\_\_ Have a 3.0 cumulative grade point average
- \_\_\_\_\_ Completed 04:189:101 and either 102 or 103  
 And 04:192:200, 201 and 300

Student Name \_\_\_\_\_

RUID \_\_\_\_\_ Overall G.P.A. \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Faculty Sponsor \_\_\_\_\_ Faculty Signature \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Number of Credits \_\_\_\_\_

Tutoring for Course Name and Number \_\_\_\_\_

Please read and return this form, with a copy of your transcript, to the School of Communication and Information Undergraduate Student Services Office, room 214. Retain a copy of the Tutor Policy for your records. These forms must be submitted before the end of the add/drop period.

## TUTOR POLICY

To facilitate classroom learning, it is our practice to permit students who wish to gain additional academic experience the opportunity to perform as undergraduate tutors. Students invited to serve as a tutor by faculty members should enroll for 04:192:495 – Applied Study in Communication. Students may serve no more than twice in such a role, for no more than six (6) credits. Other guidelines are:

1. The student will assist the faculty member, but may not take over the role of the instructor in any way. For example, it is not appropriate for the tutor to hold office hours in lieu of the faculty member's regularly scheduled office hours. However, the tutor may hold review sessions. Undergraduate tutors may not engage in the preparation of exam booklets or participate in grading exams in any manner. This includes Scantron graded exams. In addition, tutors may not record grades, calculate final grades or participate in the curving of exams or final grades.
2. The tutor may assist in the proctoring of a large exam, but they must not approach any student enrolled in the course to answer questions nor to discuss possible cheating during the exam. Only a faculty member should answer substantive questions or challenge a student who may be engaged in dishonest behavior.
3. The tutor may be invited or required to present material in class. It is generally inappropriate for a student to provide an entire period of instruction. No student may present a lecture or any other instruction in a classroom that is unsupervised by a faculty member.
4. Tutors are expected to treat this opportunity as they would any other class. Tutor functions do not take precedence over other course work. Tutors will not be excused from attending other classes or completing assignments for other classes because of their work as tutors.
5. The grade of the tutor must be based on more than merely his or her function as an assistant in a course. The completion of a paper, an oral report, or some other academic project should constitute the basis for the grade.

I have read this policy and agree to abide by it.

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Student's Name (Print)

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Student's Signature

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Faculty Advisor: \_\_\_\_\_