TUTOR INFORMATION & SCHEDULE

Name: ___________________________________________  Date: _______________

Email Address: ___________________________________  Student ID #: ____________

Home Telephone: (______)_________________  Cell/Work Telephone: (______)_________________

PLEASE LIST ALL COURSES YOU ARE ABLE TO TUTOR:


I AM AVAILABLE AT THE FOLLOWING TIMES: Put an X in the small box that applies.

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WHEN COMPLETED, RETURN THIS FORM TO ACADEMIC ASSISTANCE CENTER.
TUTOR RECOMMENDATION FORM

To: Academic Assistance Center Coordinator:

In my personal opinion, _______________________________________.

(Student’s Name)

has the academic background and knowledge necessary to tutor students in

_________________________________________

(Subject/Subjects)

Additional comments regarding tutor:

Signature: ___________________________ Date: __________________

Name (Please print) ____________________________________________

Position/Title _______________________________________________

Department _________________________________________________

Telephone ___________________________________________________

E-mail _______________________________________________________
This contract employs ________________________________________________ (please print) as a tutor at Central Carolina Community College. Central Carolina Community College is committed to providing a high-quality tutoring assistance program and expects each tutor to take his/her tutoring duties seriously.

**Tutors, please adhere to the following guidelines:**

- The tutor is expected to attend each scheduled tutoring session.
- In the event of sickness or other unavoidable event, the tutor is expected to notify AAC staff as soon as possible.
- Tutors should contact AAC staff each time a tutee misses a session. Staff should also be contacted when questions and/or concerns arise.
- Tutors must respect the privacy of their tutees by keeping all information regarding the tutee and tutoring sessions confidential.
- Tutors should clock in only when the tutee arrives. If tutoring sessions are back-to-back, the tutor must clock out and back in between sessions as each individual tutoring session must appear on the tutor’s time report.
- The pay period ends on the last day of each month and tutors are paid on the last business day of the following month. Paychecks will be mailed to the tutor’s home address.
- Tutors must verify their hours and report corrections to AAC staff. Timesheets must be signed by the 3rd business day of the following month.
- All tutoring sessions must occur in the Academic Assistance Center unless special permission has been granted by the AAC Coordinator.
- Tutors should always maintain a positive attitude and set a good example by being a good role model.
- Tutors should never do the tutee’s work for him/her, but instead should assist the student in his/her understanding of the course materials by aiding the tutee in the learning process. Tutoring sessions may not be used to complete homework assignments.
- Tutors should assess the student’s understanding of course content and give supplementary assistance by reviewing basic concepts.
- Tutors should encourage brainstorming and discussion in order to help the student understand the main concepts of the course.
- Tutors should encourage good study habits.
- Tutors should help the student gain confidence by offering support and encouragement.
- Tutors should always practice patience even when the student gets frustrated.
- Tutors should contact the AAC Coordinator if they feel that the student is not making an effort.

I understand my responsibilities as a tutor and am committed to CCCC’s tutorial program.

Signature ________________________________________________________
Date ________________________________
INSTRUCTION SHEET

The following paperwork must be returned to the Academic Assistance Center in order for you to be eligible as a tutor:

1. **Tutor Recommendation Form** - This form must be completed and signed by the recommending instructor.

2. **Tutor Employment Contract** – Be sure to read thoroughly and sign.

3. **Tutor Information and Schedule** – Please provide phone number and email. Do not forget to notate the times you are available by placing an X in the appropriate small box.

As a tutor, you are an employee of CCCC and must complete the paperwork listed below:

4. **Application for Part-time/Tutorial Position**

5. **NC-4 (North Carolina Employee’s Withholding Allowance Certificate)**

6. **W-4 (Federal Employee’s Withholding Allowance Certificate)**

7. **I-9 (Employment Eligibility Verification)** – This form must be completed in the Human Resources office on the day that you begin work.

8. **EEO Fact Sheet**

9. **Computer Resources Usage Policy**

10. **Drug-Free Workplace Policy**

   CCCC REQUIRES THAT ORIGINAL DOCUMENTATION OF EMPLOYMENT ELIGIBILITY BE PRESENTED PREFERABLY ON THE FIRST DAY OF EMPLOYMENT, BUT NOT LATER THAN THREE DAYS OF START DATE.

* Confidential employment information will be kept in files located inside Human Resource office.
Application for Part-Time/Tutorial Position

Name ____________________________________________ Date: __________
(LAST)         (FIRST)          (MI)

Current Address: ____________________________________________
Number / Street / P. O. Box

_________________________  ___________  ___________
City                        State          ZIP Code

Date of Birth: ____/____/____  Sex:    Race: _______  Married/Single ____

Phone: ________________________  Social Security No. _____._____.____

NC Retirement No. (if member) ________________________________________

Present Occupation: _______________________________________________

Employer: _________________________________________________________
(Name)          (Address)

Are you currently a student? ____Yes ______No

Curriculum _________________________________________________________
(Name)          (Code)
Central Carolina Community College licenses the use of its computer software and operating systems from a variety of outside companies. Central Carolina Community College does not own this software or its related documentation, unless authorized by the software developer, and CCCC does not have the right to change or reproduce it.

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil and criminal penalties including fines and imprisonment.

Any employee of Central Carolina Community College caught making, acquiring, or using unauthorized copies of computer software on any of the college's computers or computer equipment will be disciplined appropriately.

Central Carolina Community College’s computing and network resources are intended to support the school's mission and are to be used in a manner that is consistent with the goal to provide quality education to our students. Use of Central Carolina Community College’s computing and network resources are limited to employees and registered students, and community library patrons who hold a valid library card. All users are expected to act responsibly to maintain the integrity of Central Carolina Community College’s computer and network resources. Any use of the college’s computer or network resources that is inconsistent with these purposes is considered inappropriate use and may jeopardize further authorization for use or result in termination of access.

Acceptable Use:

Users are provided with desktop computers to enhance their productivity. These computers are to be used for work related tasks only.
Respect the legal protection provided by copyright licensing of programs, data, and other sources of information.
Respect the need for information and network security. Resources should only be used by an authorized user, using their assigned account.
Computers in labs and the Learning Resource Center are to be used only by current Central Carolina Community College students, library patrons, and employees.
Campus computers are to be used specifically for class assignments and educational purposes.
Computers in the Learning Resource Center are available to the public with an approved Central Carolina Community College library card.
The use of the Internet is a privilege and must support education, research, life-long learning and be consistent with the educational purpose and goals of Central Carolina Community College.
Please return your signed Computer Resources Usage Policy to the Human Resource Department.

Unacceptable Use:

Do not use Central Carolina Community College computers or networking resources to engage in any behavior that violates any Central Carolina Community College policy.
Do not use Central Carolina Community College computers or networking resources to engage in any behavior that violates any federal, state, or local law or regulation.
Do not use Central Carolina Community College computers or networking resources for personal use so as to promote commercial activity or any other unsanctioned CCCC activities.
Do not use Central Carolina Community College or network resources to distribute or make copies of any software.
Do not install any hardware or software without assistance or approval from the Information Systems Department.
Do not install or allow to be installed any software that was not directly procured by Central Carolina Community College.
Do not modify any hardware or software settings in any way that will require Information Technology Department technical maintenance.
Do not allow anyone from outside sources to reconfigure or load software without direct assistance or approval from the Information Technology Department.
Do not allow children to use any of the computers in the curriculum computer labs.
Food and drink are not allowed in any of the computer labs.
Computer users shall not intentionally interfere with the normal operation of computer networks.
Do not share passwords with anyone for any reason.

I, _____________________________, verify that I have read and fully understood this Computer Resources Usage Policy.

Employee’s signature _____________________________ Date ________________
CENTRAL CAROLINA COMMUNITY COLLEGE
DRUG-FREE WORKPLACE POLICY

Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large and results in damage to college property. It is, therefore, a policy of this college that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the college’s workplace is prohibited. The workplace is defined as an official college location and/or any location at which an employee is engaged in work on behalf of the college. Any employees violating this policy will be subject to disciplinary action up to and including termination. The specifics of this policy are as follows:

1. Central Carolina Community College does not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance to another person or who sells or manufactures a controlled substance while on the job or on college premises will be subject to disciplinary action up to and including termination.

2. The term “controlled substance” means any drug listed in 21 U.S.C. Sub-section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and “Crack.” They also include “legal drugs” which are not prescribed by a licensed physician.

3. Each employee is required by law to inform the college within five (5) days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the college’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

4. If the convicted employee is paid through a federally funded grant, the president of the college must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction.

5. If an employee is convicted of violating any criminal drug statute while on the workplace, he or she will be subject to disciplinary action up to and including termination. Alternatively, the college may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment.

6. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

As an employee of Central Carolina Community College, I hereby certify that I have received this Drug-Free Workplace Policy, understand its provisions, and waive any and all claims that may arise for conveying this information to the federal agency.

Signed __________________________ Date ______________________________