To: All WSU Academic Departments and Faculty

From: Academic Success Center Tutoring Program

RE: ASC Tutoring Program Information and Departmental Requests for Tutoring Support

This information is provided as a courtesy to all academic departments and faculty at WSU.

Prospective Tutors must meet the following requirements:
- Applicants must be currently registered WSU students
- Applicants must have been enrolled at WSU for one year to be eligible for a position
- Applicants must have a cumulative GPA average of at least 3.2 on 4.0 scale
- Applicants must have earned at least a B+ in any course they will support with tutoring
- Applicants must have two letters of recommendation from current WSU faculty
- Applicants must complete an application, with attached transcripts

Although these steps must be followed for consideration, they do not guarantee hiring. All applicants will be interviewed by the Tutoring Coordinator before hiring. Upon a successful interview, new Tutors must complete a mandatory training before they can begin tutoring for the Academic Success Center.

Because of the logistical issues concerned with scheduling, new hire paperwork, payroll, training, and other issues, new Tutors are generally hired twice during the academic year: immediately prior to the Fall and the Winter semesters. Tutors are not usually hired new during the semester. In the rare instance when this occurs, new Tutors are not immediately available to work because of the aforementioned logistical issues.

Tutoring generally begins approximately two weeks after the beginning of each term. To ensure complete consideration of your needs, the ASC encourages departments and faculty to request tutoring support for classes at or below the 2000-level, several weeks before the beginning of the Fall and/or Winter terms.

The ASC is grateful for the support of various WSU departments in assisting the ASC in offering high quality, free, peer tutoring. This is a sampling of how some departments have offered reciprocal help to the ASC Tutoring Program in the past:
- Economics: textbooks for the classes the Tutors support
- Chemistry and Biology: providing printing and copying services to Tutors
- Accounting and Geology: providing a secure and safe location (if necessary/applicable) for tutoring
- Computer Science: Financial support for Tutors supporting the department’s courses

We hope this will help to strengthen bridges and improve communication and collaborative efforts between our department and yours. If you have any questions or concerns, please contact the Academic Success Center at asc@wayne.edu.