

# Academic Center for Excellence Overview and Application Packet

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**Keep this page for your records.**

## **Program Overview**

The Academic Center for Excellence (ACE) provides quality services to meet the academic achievement needs of NVCC students. Tutorial services that supplement classroom instruction are provided free to our students and our peer and professional tutors are committed to promoting a supportive environment focused on student success. The underlying philosophy of the ACE is an unshakable belief that all students deserve to be encouraged, supported, and respected.

## **Tutor Qualifications**

**Students interested in becoming an ACE tutor must meet the following minimum qualifications:**

- 1. Have an overall GPA of 3.00 or higher.**
- 2. Have a minimum grade of a B+ in the course you wish to tutor.**
- 3. Have taken the course(s) you wish to tutor at NVCC or provided official documentation that you obtained credit for the course that you intend to tutor.**
- 4. Obtain two faculty endorsements.**

In addition, students selected to the program must complete ACE tutor orientation/training which must be completed before you begin tutoring.

## **Application Process**

Students interested in becoming a tutor should complete and submit all parts of the ACE tutor application packet. A complete application packet includes:

- Tutor application form
- Unofficial copy of your academic transcript
- Two Faculty Endorsement Forms (faculty members will send directly to ACE)

**DANBURY:** Submit completed applications to any tutor in the tutoring center located on the 3<sup>rd</sup> floor of the Danbury Center. Application packets will be forwarded to the Academic Center for Excellence in Waterbury (Ekstrom E500). Upon receipt of the completed application packet, qualified applicants will be scheduled for an in-person interview with the ACE Director.

**WATERBURY:** Application materials must be submitted in person to the Academic Center for Excellence located in Ekstrom 500. Upon receipt of the completed application packet, qualified applicants will be scheduled for an in-person interview with the ACE Director.

If you have questions regarding the program or application process, please contact Rob Sheftel, Director of the Academic Center for Excellence, at [rsheftel@nv.edu](mailto:rsheftel@nv.edu) or call (203) 596-8717.

## Academic Center for Excellence Peer Tutor Application

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**PART I: General Information** - Please type or neatly print the information below.

Application Date \_\_\_\_\_ Position of Interest \_\_\_\_\_

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Email \_\_\_\_\_

Major(s) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you have work-study funds? \_\_\_\_YES\_\_\_\_NO

Have you previously been employed at NVCC? \_\_\_\_ If yes, please provide the department, supervisor, and employment dates.

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Please list two academic references (NVCC Faculty preferred). Attached are recommendation forms for your references listed below to complete:

1. Name \_\_\_\_\_ Department \_\_\_\_\_

2. Name \_\_\_\_\_ Department \_\_\_\_\_

### **PART II: Tutoring Hours & Schedule**

ACE tutoring hours are Monday through Sunday.

Please indicate the number of hours you would like to tutor per week. \_\_\_\_\_

Please list the hours that you are available and would be willing to tutor each day. If you have a preference for specific days and/or hours please indicate your preference on the form along with you available hours (e.g. available hours Monday, 2-6 pm; preferred hours: 2-4 pm). Efforts will be made to accommodate your preferences.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

### Part III: Short Essay

Please respond to the following questions, either below or on a separate sheet of paper.

1. Why do you wish to be an ACE tutor? \_\_\_\_\_

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2. Describe any previous tutoring, mentoring, or teaching experiences (*prior tutoring or teaching experience is not required*).

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### Part IV: Courses

Please indicate the grade earned for courses that you have completed at NVCC and feel competent to tutor. If you entered transfer credit for a course that you are interested in tutoring, please indicate this by marking "TC" after the appropriate course number.

Course	Grade	Instructor

## Academic Center for Excellence Faculty Endorsement Form

Please ask a faculty member, who is familiar with your knowledge and skills in one or more of the course(s) you wish to tutor, to complete this form and return it to the Academic Center for Excellence. If you have any questions, please contact Rob Sheftel, ACE Director, at [rsheftel@nv.edu](mailto:rsheftel@nv.edu) or call 203.596.8717.

Student's Name \_\_\_\_\_

1. How long have you known this student? \_\_\_\_\_

2. In what capacity have you observed this student? \_\_\_\_\_

3. Would you endorse this student as a tutor? [ ] Yes [ ] No

4. Please check the appropriate rating for each attribute listed below:

Attribute	Below Average	Average	Above Average	Exceptional	Unable to Judge
Mastery of Subject					
Ability to apply subject knowledge					
Ability to communicate ideas					
Level of Responsibility					
Interaction with other students					
Integrity					

5. Additional Comments (use the back of this sheet for additional space, if needed). \_\_\_\_\_

Endorser's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_ Department \_\_\_\_\_

E-Mail \_\_\_\_\_

Endorser's Signature \_\_\_\_\_

Note: You will be notified via e-mail if this student is selected to be a tutor. We hope that you will encourage your students to utilize the ACE if they are in need of additional academic assistance.

Please return this completed application to Rob Sheftel, ACE Acting Director, Room E500.

## Academic Center for Excellence Faculty Endorsement Form

Please ask a faculty member, who is familiar with your knowledge and skills in one or more of the course(s) you wish to tutor, to complete this form and return it to the Academic Center for Excellence. If you have any questions, please contact Rob Sheftel, ACE Director, at [rsheftel@nv.edu](mailto:rsheftel@nv.edu) or call 203.596.8717.

Student's Name \_\_\_\_\_

1. How long have you known this student? \_\_\_\_\_

2. In what capacity have you observed this student? \_\_\_\_\_  
\_\_\_\_\_

3. Would you endorse this student as a tutor? [ ] Yes [ ] No

4. Please check the appropriate rating for each attribute listed below:

Attribute	Below Average	Average	Above Average	Exceptional	Unable to Judge
Mastery of Subject					
Ability to apply subject knowledge					
Ability to communicate ideas					
Level of Responsibility					
Interaction with other students					
Integrity					

5. Additional Comments (use the back of this sheet for additional space, if needed). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Endorser's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_ Department \_\_\_\_\_

E-Mail \_\_\_\_\_

Endorser's Signature \_\_\_\_\_

Note: You will be notified via e-mail if this student is selected to be a tutor. We hope that you will encourage your students to utilize the ACE if they are in need of additional academic assistance.

Please return this completed application to Rob Sheftel, ACE Acting Director, Room E500.