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| ComputerHead.jpg | Academic Resource Center (ARC)  Peer-Tutoring Application Form  ARC Tech/Media Tutoring |

ARC Tech/Media Tutor

As an ARC Tech/Media Tutor, you should be comfortable with most basic Microsoft Office applications (Word, Excel, PowerPoint) and willing to assist other students as they work on projects and papers in the iSpace. In addition, we invite students who are comfortable with Adobe Creative Suite (esp. Photoshop and InDesign) or Video Editing (FinalCut or iMovie) to apply. Don’t worry, you do not have to be an expert! During exam periods you may, at times, be called upon to assist students with disabilities and/or faculty needing help with presentations.

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| --- | --- | --- | --- |
| Name: |  | | |
| Student ID: |  | Class Standing: |  |
| E-mail: |  | Phone: |  |
| Major(s): |  | | |
| Minor(s): |  | | |
| Expected Semester of Graduation: | |  | |

\*Your cell phone number and personal e-mail address are for internal use only. They will never be given to students.

Do you expect to receive a student grant from AUP? Yes No

Please let us know how confident you feel using the following programs (please tick):

|  |  |  |  |
| --- | --- | --- | --- |
| Program | Not At All | OK | Very Confident |
| Microsoft Word |  |  |  |
| Excel |  |  |  |
| PowerPoint |  |  |  |
| Adobe Photoshop |  |  |  |
| Video Editing |  |  |  |
| Other |  |  |  |

Please fill in the timetable with your class schedule for the semester and the periods you are available to tutor. **Please indicate your preferred tutoring hours/days with an asterisk (\*).**

Semester: Spring 2017

Ideal number of hours (per week):

Maximum number of hours (per week):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| **ARC Hours** | **9:00–21:00** | | | | **9:00–18:00** |
| **Period 1**  **9:00–10:20** |  |  |  |  |  |
| **Period 2**  **10:35–11:55** |  |  |  |  |  |
| **Period 3**  **12:10–13:30** |  |  |  |  |  |
| **Period 4**  **13:45–15:05** |  |  |  |  |  |
| **Period 5**  **15:20–16:40** |  |  |  |  |  |
| **Period 6**  **16:55–18:15** |  |  |  |  |  |
| **Period 7**  **18:30–19:50** |  |  |  |  |  |
| **Period 8**  **20:05–21:25** |  |  |  |  |  |

The **ARC iSpace room** will be reserved for your tutoring session(s) unless you prefer to tutor elsewhere. Please let us know if you would prefer a different location or have special requests.

Please return this form to ARC via e-mail, campus mail, or in person:

**ARC, 147, rue de Grenelle**

**75007 Paris, France**

**Tel: 01.40.62.06.95 or 01.40.62.06.90**

**E-mail: arc@aup.edu**

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| --- | --- |
| For internal use: | |
| Application Date: |  |
| Notes: |  |