Campus Tutoring Application

Name:

ID#:

Furman email address:

Major:

Class year (intended graduation year):

Date:

- Please complete all applicable portions of the form below prior to visiting your faculty members.
- If you are applying to tutor one particular course, please have the professor you took the course with sign.
- If you are applying to tutor multiple courses within a department, one faculty member you have taken a class from in the same department can sign for you, however all courses must be listed. EXCEPTION – MTH 110 must be signed by your professor.
- If you placed into a higher level (ex: SPN 201), you may list the lower levels and mark ‘Placement’
- If you have not already done so, please be sure your employment paperwork is current. Student employment is located in the Financial Aid Suite.

<table>
<thead>
<tr>
<th>Course (ex: HSC 101; do not list the full name)</th>
<th>Grade you received</th>
<th>Professor you took the course with</th>
<th>Term you took course (or indicate AP, placement, Fluent, etc.) ex: Fall 2014</th>
<th>Faculty signature</th>
</tr>
</thead>
</table>
Furman University’s Integrity Pledge

It is the desire of Furman University to unite its members in a collective commitment to integrity. In so doing, Furman University strives to teach its members to live lives of humility, respect, and responsibility. Therefore, it is the expectation that all members of the Furman University community will conduct themselves with integrity in all endeavors. In honoring these values and ideals as Furman University’s foundation, it is with utmost faithfulness and dignity that I will subscribe to them.

University policy 121.5 regarding academic integrity, states that “Students, faculty, and administrators are expected to promote a culture of academic integrity. Students have the ultimate responsibility for knowing Furman’s policy and expectations regarding academic integrity, and for behaving honorably in their academic work. Ignorance of what constitutes academic misconduct is not an acceptable defense for violating the community standard…. All forms of academic misconduct including cheating, plagiarism, misrepresentation, and unacceptable collaboration are violations of Furman’s academic integrity standard. Examples and explanations may be found elsewhere in official University documents (e.g. The Helmsman and the academic integrity portion of the Furman University web site)”.

Source: www.furman.edu/integrity

I have read and understand Furman University’s expectations, policies, and procedures regarding academic integrity, and understand how they apply to me as a student tutor for the Center for Academic Success during the 2014 – 2015 academic year.

Print name: _______________________________       Date: __________________
Signature: ________________________________

I have read and understand all the policies of the tutoring program, the requirements to become a tutor, the responsibilities expected of me as a tutor, and the payroll procedures as outlined in the 2014 – 2015 tutoring handbook. (The handbook can be found at www.furman.edu/tutoring).

Print name: _______________________________       Date: __________________
Signature: ________________________________
Furman University student employees support a variety of University functions. Student employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). With respect to these records and information, and all other confidential property, all University student employees are required to read and agree to the following:

The student employee acknowledges the confidentiality of all student, alumni, donor and employee information of Furman University and understands this information will not be revealed to, distributed to or discussed with anyone other than the appropriate supervisor. The student employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents.

The student employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor. Furman University policies and materials are considered property of Furman University and not for public disclosure or use.

The student employee understands failure to abide fully by the above agreement is grounds for immediate discipline, up to and including dismissal from the work position and the University, and may further subject the employee to other disciplinary actions.

________________________________________________________
Printed Name

________________________________________________________
Signature

________________________________________________________
Date