Project: Universal Minds

TUTOR APPLICATION PACKAGE

Deadline: Due October 3rd 2025

WHAT IS PROJECT: UNIVERSAL MINDS?

Project: Universal Minds is a one-on-one after school tutoring initiative that connects University of Toronto students with high school students from marginalized communities to support them in achieving their academic goals and developing their ability to think critically. At this time, **tutoring is mostly offered in Math, Science, and English**, but other subjects are available. Tutors are not allowed to choose high school assignments. But we take into consideration the distance that you will be required to travel from the information you provide us on the form.

WHO IS ELIGIBLE TO APPLY AS A TUTOR?

All University of Toronto students in the undergraduate and graduate levels are eligible to apply. First year students are required to submit an official high school transcript with the application, while senior students may submit a print out of their ACORN transcript. All applicants are required to submit to a police vulnerable sector check.

WHAT ARE THE REQUIREMENTS OF THE PROGRAM?

Tutors are required to teach a minimum of one (1) hour per week at the high school of the tutee. Tutoring commences **as soon as we complete the selection process and ends on the last week of high school classes in June**. You must tutor on a weekly basis to unless you and your students agreed in advance that you will not be meeting for the next session. The key to your success in the program is to maintain constant communication with ASSU. If you are having problems with the school or your tutee then notify us immediately so that the problem can be resolved. Upon completion and satisfaction of all requirements of the Project, the tutor will receive a certificate of recognition from the Dean of the Faculty of Arts and Science and can also be added on **CCR (Co-Curricular Record)**.

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![assu arts & science students' union]

PROGRAM REQUIREMENTS

Project: Universal Minds is a free tutoring program that ASSU offers to different high schools in the marginalized areas of Toronto. Students who participate in the program cannot afford to pay for private tutors.

- This is a one-on-one tutoring program and you are required to agree to meet in person at the school or library or using an on-line meeting platform (like Zoom) for a minimum of 1 hour per week after school. You and your tutee can discuss your regular weekly schedule and agree on an appropriate time, suitable for the both of you.

- If you are selected as a tutor, you will be randomly assigned to one of the high schools involved. Unfortunately, you will not be able to choose your high school assignment. However, this year we are taking into consideration commuting times, when matching you up with your tutee.

- The program will start in late September or early October, as soon as you have been matched with a student and will end the last week of high school classes in June. Although your classes end in April and exams end in May, **you are still required to attend your sessions until your student is done with their exams in June**.

- Tutoring for more than 1 hour on any given week does not mean you do not need to go the following week and forfeit the session. You must go on a weekly basis unless you and your student agreed in advance that you will not be meeting on the next session. We try to be flexible in accommodating your exam or test schedule as long as you notify your student a week in advance before your exam, you may cancel or reschedule the tutoring session.

- When you complete the program AND you have been tutoring weekly, you will receive a certificate of recognition from the Dean of the Faculty of Arts and Science at the end of the academic year, and also be added on your CCR (Co-Curricular Record).

- The key to your success in this program is maintaining constant communication with the Volunteer Coordinator. If you are having problems with your school or student, you should notify her immediately so that the problem can be resolved.

- There is no formal evaluation of your performance as a tutor. However, you are given evaluation forms and you may ask your student to provide comments. This is helpful when you use ASSU as a reference in the future.

I _____ understand the outlined requirements above.

               (Print your name)

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TUTOR APPLICATION
(please print)

Last Name:		First Name:
Date of Birth:	Driver's License:	Student Number:
Current Address (If you live on residence, please indicate so.)		
Nearest intersection or TTC subway station from where you live.		
Daytime Phone Number:	Evening Phone Number:	Primary Email Address:

University and Subject Information
Please attach your **RECENT ACADEMIC HISTORY** with this application.

Program of Study:	Graduation Date:	Number of Years Completed:
Current GPA:	1st Choice of subject to be tutored:	2nd Choice of Subject to be tutored:

Availability in Fall/Winter term
(to the best of your knowledge)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Emergency Contact
(In case of any medical problems or emergency, this information will be used to contact the persons below)

Emergency Contact Name and Relationship:	Emergency Contact Number:

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(Signature of Applicant)   (Date)

You may submit this application in person to the ASSU Office, Room 1068 in Sidney Smith Hall at 100 St. George Street, by fax at (416) 971-2161 or email it to *gavin.nowlan@utoronto.ca*

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Please answer the following questions in full sentences or in point form. Feel free to attach an additional sheet of paper if you deem necessary.

A. Describe some of the current barriers facing high school students in terms of completing high school and accessing post-secondary education.

B. How can Project: Universal Minds tutors support students in achieving their academic goals and developing their critical thinking skills?

C. Please briefly outline any relevant experience you may have, particularly in terms of working with students from low-income, racialized, immigrant and/or other marginalized communities.

ASSU Staff/Executive Use Only. Please do not fill out.	Application received on: _____ Staff Signature: _____
Application Considered: YES NO	Interview Date: _____ Interview Time: _____

CCR
CO-CURRICULAR
RECORD