

SUBJECT MATTER EXPERT APPLICATION FORM

First Name: _____ Last Name: _____

Class Year: _____

Expectations of Subject Matter Experts:

1. Subject Matter Experts (SME) will follow the directives of eBoard members and appropriate faculty with regards to scheduling tutoring sessions.
2. SMEs must be in overall good standing at ACOM and have a grade of B or better in the subject in which they would like to tutor.
3. SMEs will be required to take attendance for each session and turn it into the Director of operation, who will provide a copy to the Director of Academic Support Services at the end of each block.
4. SMEs are required to communicate with the Director of Liaisons for key concepts and materials for your tutoring session.
5. Length of the tutoring session and size of the sessions will be determined by the eBoard.
6. SMEs will create a database of frequently asked questions/topics accessible by all present SMEs/eBoard/faculty, and will make sure incoming SMEs have access to it.
7. Participating students will be given a satisfaction survey to complete at the end of each block, and this will be given to the Director of Academic Affairs at the end of each block.
8. SMEs involved in the tutoring program will abide by applicable FERPA rules. A training for eBoard members and SMEs must be held prior to program implementation.
9. Any unusual or out of the ordinary event must be reported to the eBoard Vice-President and Director of Academic Affairs within 24 hours.

10. Rank the Following Subject Matters from Most Comfortable Teaching to Least.

Anatomy Biochemistry & Genetics

Immunology & Microbiology Physiology and Pharmacology

11. Do you have prior experience as a tutor or a TA? Yes or No

I agree to abide by the terms outlined above:

Name: _____ **Date:** _____

Faculty Approval: _____ **Date:** _____