LMC Tutoring Program Math Tutor Application

Dear LMC Student:

Thank you for your interest in working for the LMC Math Tutoring Program. In order to become a tutor, you must meet the following qualifications and requirements:

1. **Earn a "B" Grade or better in a Transfer-Level Math Course or Equivalent. (Math 34, 37, 40, 50, 60, 70, 75, 80, 120, 160)**

2. **Know an instructor willing to recommend you if contacted.**

3. **Maintain a 2.7 Cumulative GPA and be enrolled in at least 6 units for the whole semester**

4. **Attend a two-day paid General Tutor training workshop and a Math Lab orientation meeting at the beginning of the semester.**

5. **Attend 1 - 2 paid monthly General Tutor Meetings as part of ongoing training to be a General Tutor at LMC for the first semester. Generally, these meeting are Fridays from 3 - 5 pm.**

6. **Attend 1 - 2 paid monthly Math Lab Tutor Meetings as part of ongoing training to be a Math Lab Tutor in the LMC Math Lab for the first semester. Generally, these meetings are Fridays from 3-5pm.**

7. **Speak, write, and understand English fluently and clearly.**

8. **Have a commitment to working and helping students from various Math backgrounds, and passion for the subject you wish to tutor.**

9. **Be eligible to work on campus.**

10. **Registered in at least 6 LMC units to qualify as a student worker.**

11. **Your total workload at the LMC campus must not exceed 20 hours a week.**

If you meet the qualifications and requirements listed above and are passionate about helping others, please fill out the application form and submit it to **a Math Lab Coordinator** in the **Math Lab Office MA-103**. Please be sure to submit *pages 3 – 6 and a copy of your unofficial LMC transcript.*
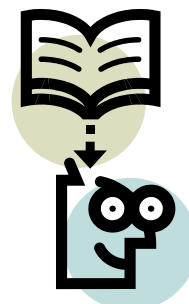
The application must be submitted a week before the end of Finals Week to be eligible for the <u>next</u> Academic Year. Please call **(925) 473-7662** or email jguerrero@losmedanos.edu or dramos@losmedanos.edu if you have any questions!

Thank you for your interest in working for the LMC Math Tutoring Program!

Math Tutor Job Description

Examples of typical duties and responsibilities are listed below:

➢ Attend all paid tutor trainings/meeting.

➢ Conduct small-group or one-on-one tutoring.

➢ Help students develop positive study habits and study skills.

➢ Advise students regarding resources and support services available at LMC.

➢ Help students prepare for quizzes and tests, but do not assist with take home quizzes or tests.

➢ Assist students in familiarizing themselves with course texts, syllabi, and assignments.

➢ Ask questions by employing the Socratic Method and Polya's Heuristic

➢ Explain concepts using a variety of models.

➢ Encourage students to complete homework assignments, but refuse to complete homework for students.

➢ Attend all scheduled tutoring sessions on-time.

➢ Establish communication with students' instructors and confer on areas of difficulty.

➢ Maintain contact with the tutoring coordinators and inform them of issues, difficulties and concerns.

➢ Exhibit respect and a helpful attitude toward all.

➢ Submit a time card correctly and on time each month.

➢ Perform all related duties as assigned by the Math Lab Coordinators.

➢ Pay Rate: $11 per hour

LMC Math Tutoring Program Application for Employment

Name _____   **Student ID#** _____
             Last   *First*

Address _____
            Street # & Street   *Apt#*   *City*   *Zip Code*

Cell# _____   **E-mail** _____

Fluency in Foreign Language(s) _____

Federal Work Study: _____ **Do not qualify** / _____ **Do qualify** / _____ **Don't know**

1. Have you completed the campus wide tutor training? If yes, please give your last date of training.

2. Have you worked for LMC previously? If so, what was your job, and who was your supervisor?

3. Please list references that we may contact. At least one should be from a previous and/or current Math instructor.

4. Why do you want to be a tutor for Math students?

5. What experiences do you think will qualify you to be a tutor at LMC?

6. Do we have permission to access student records to verify your academic eligibility?
    ____**Yes**   ____ **No**

7. If not hired, will you be interested in volunteer hours?   ____**Yes**   ____**No**
    (Marking *Yes* or *No*, in no way affects you during the hiring process)

8. Fill in this chart (on the next page) as completely as possible. Please indicate below the courses you have completed and will be enrolled in for the semester you are applying to work. We have found that many tutors may not feel confident about tutoring a course even though they have completed it. Be sure to place a "√" in the second column if you feel confident in tutoring for this course; this means you will give it a good try and you do feel confident you can do most of the problems encountered there. If you are not sure what topics are covered in a particular class, please check the LMC course catalog.

Course	I can tutor this! √	School/Instructor	Semester/Year	Grade Received *or* Current Grade
Math 4 Arithmetic				
Math 12 Pre-algebra				
Math 25 Elementary Algebra				
Math 26 Plane Geometry				
Math 27 Algebra For Statistics				
Math 29 Accelerated Algebra				
Math 30 Intermediate Algebra				
Math 34 Statistics				
Math 28/34 Statistics w/ Algebra Support				
Math 37 Applied Calculus				
Math 40 Pre-calculus				
Math 50 Calculus I				
Math 60 Calculus II				
Math 70 Calculus III				
Math 75 Linear Algebra				
Math 80 Differential Equations				
Math 120 Number Systems				
Math 160 Discrete Mathematics				

9. Please read the clause below, and sign & date to complete the application.
"To the best of my knowledge, the information on my application is accurate and true."
Signature _____   **Date** _____

For office use only:

Interview Date _____   By _____

Faculty Member Contacted for Recommendation _____   Date _____

Comments _____

OK to hire?   **Yes**   **No**
Date of Completed Training _____

5

Math Tutoring And Proctor Schedule Request Form   Term: _____

Please fill your schedule and times that you are UNAVAILABLE. Be specific. Tell us what class it is, and the location. Include any travel time, study time, etc.
Any BLANK spaces indicate availability to work.

Name _____   How many hours would you like to work? _____

Tutoring interest(s): ___ In-class tutoring ___ Main Tutoring Lab ___ Computer Math Lab

	Monday	Tuesday	Wednesday	Thursday	Friday
8 am					
9 am					
10 am					
11 am					
12 pm					
1 pm					
2 pm					
3 pm					**Tutor's preferences for tutoring hours:**
4 pm					
5 pm					___ None
6 pm					___ Prefer day time
7 pm					___ Prefer evening
8 pm					___ Prefer Sat. hours
					___ No Sat. hour
					___ Other:

WORK SCHEDULE: FOR OFFICE USE ONLY

Days	Time	Course	Room	Instructor	Hours per week

TOTAL Hours/week: _____