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 Math 34, Math 37, Math 40, or higher, or equivalent.
- 2. Know an instructor willing to recommend you if contacted.
- 3. Attend a two-day paid general tutor training workshop and a math tutor orientation meeting at the beginning of the semester.
- 4. Attend 1 2 paid monthly tutor meetings as part of ongoing training. Generally, these meeting are Fridays from 3 5 pm.
- 5. Speak, write, and understand English fluently and clearly.
- 6. Have a commitment to working and helping students from various Math backgrounds, and passion for the subject you wish to tutor.
- 7. Be eligible to work on campus.
- 8. Registered in at least 6 LMC units to qualify as a student worker.
- 9. 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 three weeks before the end of a semester to be eligible for the <u>next</u> semester. Please call **(925) 473-7662** or email <u>jguerrero@losmedanos.edu</u> 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: \$10.43 per hour



LMC Math Tutoring Program Application for Employment

Name		Studen	t ID#	
Last	First			
Address Street # & Stre		A 10+#	City	 Zip Code
		Apt#	•	•
Cell#	E-n	nail		
Fluency in Foreign Languag	e(s)			
Federal Work Study: D	Oo not qualify /	/ Do qu	alify /Do	n't know
 Have you completed the c training. 	ampus wide tuto	or training? If	yes, please give	your last date of
2. Have you worked for LM supervisor?	1C previously? I	f so, what w	as your job, and	d who was your
3. Please list references that current Math instructor.	we may contact.	At least one	should be from a	previous and/or
4. Why do you want to be a tu	itor for Math stud	dents?		

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?YesNo
(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 " $\sqrt{}$ " 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 <i>or</i> Current Grade	
Math 4					
Arithmetic					
Math 12 Prealgebra					
Math 25					
Elementary Algebra					
Math 26 Plane Geometry					
Math 30					
Intermediate Algebra					
Math 34					
Statistics					
Math 35					
Finite Mathematics					
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					
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 Contact	ed for Recommend	ation	Date	e	
Comments					

OK to hire? Yes

Date of Completed Training ___

No

|--|

Torm:	
Term:	

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

Name	How many hours would you like to work?
Harrie	mon many hours would you like to work.

Tutoring	interest(s):	_ In-class tutoring _	Main Tutoring	Lab Comput	er 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					None
5 pm					Prefer day time
6 pm					Prefer evening Prefer Sat. hours
7 pm					No Sat. hour
8 pm					Other.

WORK SCHEDULE: FOR OFFICE USE ONLY

Days	Time	Course	Room	Instructor	Hours per week

TOTAL Hours/week:	
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