

LMC Tutoring Program Math Tutor Application

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) AND maintain a **2.7 Cumulative GPA** and be enrolled in at least 6 units for the whole semester
2. Know an instructor willing to recommend you if contacted.
3. Attend a two-day paid General Tutor training workshop and a three hour Math Lab orientation meeting at the beginning of the semester.
4. 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.
5. Attend all paid Math Lab Tutor Trainings as part of ongoing training to be a Math Lab Tutor in the LMC Math Lab for the first semester. Times will be discussed with the Faculty and Lab Coordinators
6. Attend all paid monthly Math Lab Staff Meetings for the first semester of employment at LMC.
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. Math Tutors must work a minimum of 6 hours per week per semester, be registered in at least 6 LMC units to qualify as a student worker and 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*.

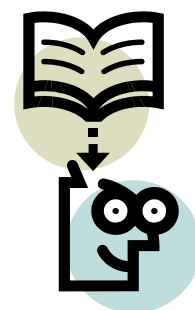
The application must be submitted a week before the end of Finals Week to be eligible for the next Academic Year. Please call (925) 473-7662 or email jguerrero@losmedanos.edu or dramos@losmedanos.edu if you have any questions!

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. Training Dates will be provided 2 months before the beginning of the Fall semester.**
 - **6-7 General Tutor Trainings on Fridays within your first semester in the Center for Academic Support.**
 - **Math Specific Tutor Training will be done in conjunction and with approval from the Lab Coordinators and Math Faculty.**
 - **Math Lab Staff Meetings will be done in conjunction with Lab Coordinators.**
- **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.**
- **Explain concepts using a variety of models, like Socratic Method and Polya's Heuristic, to ask questions that guide students toward a solution.**
- **Encourage students to complete homework assignments, but refuse to complete homework for students.**
- **Attend all scheduled tutoring and training sessions on-time.**
- **Establish communication with students' instructors and confer on areas of difficulty.**
- **Maintain contact with the Math Lab 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.**
- **Work a minimum of 6 hours per week.**
- **Perform all related duties as assigned by the Math Lab Coordinators.**
- **Pay Rate: \$12 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. 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. I understand that I must attend a mandatory campus-wide New Tutor Training before the beginning of the semester as well as continuing New Tutor Training for the first semester of employment. I also understand that I must attend Math Specific Tutor Trainings for the first semester of employment. I also understand that I must work 6 hours per week minimum.”

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 _____

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 <i>or</i> 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				

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
7:15-8:00am					
8:00-8:45am					
8:45-9:30am					
9:30-10:15am					
10:15-11:00am					
11:00-11:45am					
11:45-12:30pm					
12:30-1:15pm					
1:15-2:00pm					
2:00-2:45pm					
2:45-3:30pm					
3:30-4:15pm					
4:15-5:00pm					Tutor's preferences for tutoring hours: <input type="checkbox"/> None <input type="checkbox"/> Prefer day time <input type="checkbox"/> Prefer evening <input type="checkbox"/> Prefer Sat. hours <input type="checkbox"/> No Sat. hour <input type="checkbox"/> Other:
5:00-5:45pm					
5:45-6:30pm					
6:30-7:15pm					
7:15-8:00pm					

WORK SCHEDULE: FOR OFFICE USE ONLY

TOTAL Hours/week: _____