

DE ANZA COLLEGE: WRC, TUTORIAL & SKILLS CENTER

Writing & Reading (WRC): ATC-309 (408) 864-5840
Acct/Bus, Social Science and Foreign Language: L-47 (408) 864-8682
Academic Skills: L-47 (408) 864-8253
www.deanza.edu/studentsuccess/tutorial/

TUTOR APPLICATION

Hiring Information for Potential Tutors

Please detach and save

Welcome to the WRC, TUTORIAL & SKILLS CENTER! We appreciate your interest in helping your fellow students be more successful in their De Anza courses. By becoming a tutor, you not only help others, but also gain confidence, deepen your understanding of course content, improve your communication skills, and develop the leadership abilities employers seek. **Please complete all sections of the application.**

In order **to be hired** as a tutor you must:

- Have completed each subject you wish to tutor with an earned grade of B or better.
- Submit a completed Tutor Application, Schedule, and Questionnaire.
- Submit a completed Letter of Recommendation Form from a faculty member in each subject you wish to tutor.
- Arrange a personal interview with the Tutor Supervisor for your subject area (see below).
- Enroll in 6 units (12 units for international students).

If you **are hired** as a tutor, you must:

- Attend a **Tutorial Procedures and Responsibilities Orientation** with the Tutorial and Skills Center Coordinator or your Supervisor;
 - Enroll in one of three training classes:
 - **LRNA 98 "I" (section 55)** a two-unit training course for general subject individual tutors
 - **LRNA 96 "G" (section 56)** a two-unit training course for Adjunct and group tutors
 - **LRNA/EWRT 97** a three-unit training class for ESL/EWRT tutors.
- Check the current course schedule or see your supervisor for class meeting times; course requirements are available at www.deanza.edu/studentsuccess/tutorial/.
- Fill out and submit the necessary forms for **payroll within 2 weeks of your hire date**. **Please contact the Tutorial Center Administrative Assistant, Pat Dowling, at 408-864-8682 if you have any questions.**

In order **to be paid**, you must complete student employment paperwork and be taking at least **six** De Anza units (12 units for international students) during each quarter you wish to tutor. Pay rates are as follows:

- Returning individual and drop-in tutors are paid \$10.00/hour and may be eligible to be raised to \$10.75/hour after tutoring successfully for two consecutive quarters.
- Adjunct Skills Tutors are paid \$12.00/hour and may be eligible to be raised \$12.75/hour after tutoring successfully for two consecutive quarters.
- Group tutors (non-Adjunct) are paid \$12.00/hour (for groups of three or more students per session) and may be eligible to be raised to \$12.75/hour after tutoring successfully for two consecutive quarters.
- Volunteers are always welcome!

Thank you for your interest in the tutoring program. If you have any questions, please contact the appropriate supervisor listed below, or stop by L-47 or the WRC for more information.

Diana Alves de Lima, Coordinator, Tutorial & Academic Skills Center
408-864-8485 / alvesdelimadiana@fhda.edu

Jeannie Kastelic, Tutor Supervisor for Adjunct Skills
408-864-8253 / kastelicjeannie@fhda.edu

Sandy Blackborow, Tutor Supervisor for Language Arts, Languages, Social Science, Business, and Accounting
408-864-8852 / blackborowsandra@fhda.edu

DE ANZA COLLEGE WRC, TUTORIAL & SKILLS CENTER
 Writing & Reading (WRC): ATC-309 (408) 864-5840
 Acct/Bus, Social Science and Foreign Language: L-47 (408) 864-8682
 Academic Skills: L-47 (408) 864-8253

TUTOR APPLICATION

Section I: Personal Contact Information:

Name _____ Student ID # _____ Date _____
Last Name First Name

Address _____
Number/Street City Zip

Phone (Home) _____ (Cell) _____ (Work) _____

Best time to call _____ E-mail address _____

Emergency Contact Person: Name _____ Phone _____

Section II: Additional Information:

Please answer the following questions:

1. Have you ever tutored at De Anza before? **Yes / No**
 If yes, when? _____ In what subject? _____
2. Are you currently registered at De Anza and plan to enroll in classes next quarter? **Yes / No**
 How many units? _____
3. Have you paid your DASB fee this quarter? **Yes / No**
4. When are you planning to graduate/transfer from De Anza (Qtr/Yr) _____
5. Are you eligible to receive Work Study Financial Aid? **Yes / No**
6. Are you an international student? **Yes / No**
7. Do you have a Social Security Card? **Yes / No**
8. What is your major and degree (if any)? _____
9. **New tutor:** You must enroll in the appropriate and required tutor training course:
 - **LRNA 98.55:** 2-unit, for general subject individual tutors on Mondays 3:45-5:25
 - **LRNA 96.55:** 2-unit, for Adjunct and group tutors on Fridays 9:30-11:10
 - **LRNAEWRT 97:** 3-unit, for EWRT/ESL tutors on Thursdays 3:45-5:25.
10. How many hours a week would you like to tutor? Minimum _____ Maximum _____
Please mark the hours you are available to tutor on the back of this page (Section IV).
11. **All tutors:** Can you attend the REQUIRED Tutor Meetings, some Fridays, 1:00-2:00? **Yes / No**
12. Which tutoring option(s) most interest you: weekly-individual drop-in group Adjunct Skills*
13. **Adjunct tutors:** Have you taken Adjunct Skills 232*? **Yes / No** Group Leader's Name _____

Section III: Courses Qualification:

Please list all the courses you feel qualified to tutor, in order of preference:

SUBJECT	COURSE	INSRUCTOR	GRADE	DATE TAKEN

WRC, De Anza Tutorial & Skills Center

Section IV: Tutoring Schedule:

Name: _____ Quarter: _____ Year: _____

Directions: Put an "X" in all times you would like to tutor.

Note: English/ESL will be in WRC (ATC 309) and other subjects will be in L-47.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-9:00 AM					
9:00-9:30					
9:30-10:00					
10:00-10:30					
10:30-11:00					
11:00-11:30					
11:30-12:00 PM					
12:00-12:30					
12:30-1:00					closed
1:00-1:30					closed
1:30-2:00					closed
2:00-2:30					closed
2:30-3:00					closed
3:00-3:30					closed
3:30-4:00					closed
4:00-4:30					closed
4:30-5:00					closed
5:00-5:30					closed
5:30-6:00	All tutoring in L-47		All tutoring in S-43		closed
6:00-6:30					closed
6:30-7:00					closed

DE ANZA COLLEGE WRC, TUTORIAL & SKILLS CENTER
 Writing & Reading (WRC): ATC-309 (408) 864-5840
 Acct/Bus, Social Science and Foreign Language: L-47 (408) 864-8682
 Academic Skills: L-47 (408) 864-8253

Section V: Education, training or experience related to tutoring:

1. **Work Experience.** Please list all formal and informal tutoring and other related work or leadership experience.

Dates	Position/Description of Duties	Supervisor's name and phone

2. **Educational Background.** Please list all related degrees and courses. Include any courses in education, intercultural communication, and your subject area.

Dates	Institution/Course	Instructor

3. Why are you interested in becoming a tutor? What do you hope to learn?

4. What is the hardest aspect of learning the subject you wish to tutor?

Note: Applicants wishing to tutor ESL/EWRT classes should attach a writing sample to this application.

DE ANZA COLLEGE: WRC, TUTORIAL & SKILLS CENTER

Writing & Reading: ATC-309 (408) 864-5840
Acct/Bus, Social Science and Foreign Language: L-47 (408) 864-8682
Academic Skills: L-47 (408) 864-8253
www.deanza.edu/studentsuccess/tutorial/

FACULTY LETTER OF RECOMMENDATION

Before considering a tutor applicant, we require proof of an earned grade of "B" or better in the course to be tutored and a recommendation from a faculty member who has taught the student in a least one course and/or is familiar with the student's abilities. Please evaluate this prospective tutor, and then to maintain confidentiality, go to www.deanza.edu/studentsuccess/tutorial/. Click on "Becoming a Tutor" to download the form, complete it, and email it to the appropriate supervisor below:

Diana Alves de Lima, Coordinator, Tutorial & Academic Skills Center
408-864-8485/ alvesdelimadiana@fhda.edu

Jeannie Kastelic, Skills Program Coordinator
408-864-8253/ kastelicjeannie@fhda.edu

Sandy Blackborow, Tutor Supervisor for Language Arts, Languages, Social Science, Business, and Accounting
408-864-8852/ blackborowsandra@fhda.edu

Student's Last Name First Name Student ID #

How long have you known the applicant? _____

What courses has the applicant taken from you?

course grade course grade course grade

What courses or levels is the applicant most qualified to tutor?

Please rate the applicant on the following:

Knowledge of course material	Excellent	__	Good	__	Adequate	__	Inadequate	__
Ability to explain the concepts	Excellent	__	Good	__	Adequate	__	Inadequate	__
Sense of responsibility	Excellent	__	Good	__	Adequate	__	Inadequate	__
Sense of integrity	Excellent	__	Good	__	Adequate	__	Inadequate	__

Do you recommend this student as a tutor? Highly __ Moderately __ Not Sure __

May we call you for more information? Yes __ No __

Additional Comments: _____

Signature Date Phone Number

Name (printed)