



## De Anza College Student Success Center

Writing & Reading (WRC): ATC 309 (408) 864-5753 or 8852  
General Subjects Tutoring: ATC 304 (408) 864-8682  
Math, Science and Technology Resource Center: S-43 309 (408) 864-8683  
Listening and Speaking Center: ATC 313 (408) 864-5385  
Academic Skills: ATC 302 (408) 864-8253  
[www.deanza.edu/studentsuccess](http://www.deanza.edu/studentsuccess)



### TUTOR APPLICATION Hiring Information for Potential Tutors

**Welcome to the Student Success 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 attached application.**

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

- Have an overall GPA of 3.0 or better.
- Have completed each subject you wish to tutor with an earned grade of B or better.
- Enroll in a minimum of 12 De Anza units  
(If eligible for Work Study or Cal/Works funding, must enroll in at least 6 units.)
- Have accumulated less than 180 attempted units at De Anza and Foothill College.
- Submit a completed Tutor Application, Schedule, and Questionnaire.
- Submit a completed Letter of Recommendation Form from a faculty member for each subject.
- Arrange an interview with the SSC staff member for your subject area.

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

- Attend a **Tutorial Procedures and Responsibilities Orientation** with an SSC staff member
- Enroll in one of three training classes:
  - \_\_\_ **LRNA 98** 1-unit, for Math/Science tutors, plus additional topic-specific workshops (five Fridays, 1:30-3:30\*)
  - \_\_\_ **LRNA/SPCH 96** 2-units, for Adjunct, group, and General Subject Tutors (six Fridays, 9:30-11:20 am\*)
  - \_\_\_ **LRNA/EWRT 97** a three-unit training class for Language Arts tutors (every Thursday, 4:00-5:50 pm\*)\*Check the current course schedule or see your supervisor for exact class meeting times;  
More info on tutor training at <http://deanza.edu/studentsuccess/tutorinfo/training.html> .
- Fill out and submit the necessary forms for payroll as soon as possible after being hired (two weeks maximum.) You may not work until the paperwork is complete. Please contact the Student Success Center Administrative Assistant, Pat Dowling, at 408-864-8682 [dowlingpatrick@fhda.edu](mailto:dowlingpatrick@fhda.edu) if you have any questions.

Pay rates are as follows:

- Returning individual and drop-in tutors are paid \$12.00/hour and may be eligible to be raised to \$12.75/hour after tutoring successfully for two consecutive quarters.
- Adjunct Skills Tutors are paid \$14.00/hour and may be eligible to be raised \$14.75/hour after tutoring successfully for two consecutive quarters.
- Group tutors (non-Adjunct) are paid \$14.00/hour (for groups of three or more students per session) and may be eligible to be raised to \$14.75/hour after tutoring successfully for two consecutive quarters.
- Volunteers from the community are always welcome to apply!

Thank you for your interest in the tutoring program. If you have any questions, please contact us, or stop the appropriate Student Success Center location.

**Diana Alves de Lima**, SSC Co-Director  
408-864-8485 / [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu)

**Melissa Aguilar**, SSC Co-Director  
408-864-5422 / [aguilarmelissa@fhda.edu](mailto:aguilarmelissa@fhda.edu)

# TUTOR APPLICATION

## **Section I: Personal Contact Information:**

Name \_\_\_\_\_ Student ID # \_\_\_\_\_ Date \_\_\_\_\_  
Last Name First Name

Phone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work) \_\_\_\_\_

Best time to call \_\_\_\_\_ E-mail \_\_\_\_\_

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? \_\_\_\_\_ (Please note you must be enrolled in a minimum of 12 units; you may only be employed until you have reached 180 attempted units at De Anza and Foothill College)*
3. Have you paid your DASB fees 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 tutors:** Check the required tutor training course you plan to enroll in, if hired. (See the current course schedule for class meeting times.)  
 **LRNA 98** a two-unit training course for Math/Science tutors (when available)  
 **LRNA/SPCH 96** a two-unit training course for Adjunct and group tutors  
 **LRNA/EWRT 97** a three-unit training class for Language Arts tutors
10. How many hours a week would you like to tutor? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_  
 (Please note that tutors may only work a maximum of 19 hours a week and 8 hours a day.)  
**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 staff meetings, some Fridays, 12:30-1:30? **Yes / No**
12. Which tutoring format(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

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## Section IV: Tutoring Schedule

Name: \_\_\_\_\_ Quarter: \_\_\_\_\_ Year: \_\_\_\_\_

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

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					closed
6:00-6:30					closed
6:30-7:00					closed

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## 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. **Statement of Interest.** Please explain why you are interested in becoming a tutor and what you hope to learn from the experience.

4. Applicants wishing to tutor ESL/EWRT classes should attach a writing sample, such as an assignment from recent class, to this application.