De Anza College Student Success Center
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

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 150 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, 4:00-5:45 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 <u>as soon as possible after being hired (two weeks maximum.)</u>
    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 if you have any questions.

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 us, or stop the appropriate Student Success Center location.

Diana Alves de Lima, SSC Co-Director
408-864-8485 / alvesdelimadiana@fhda.edu

Melissa Aguilar, SSC Co-Director
408-864-5422 / 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 150 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, <u>12:30-1:30</u>? **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.