

MT. SAN ANTONIO COLLEGE
TUTORIAL SERVICES
TUTOR APPLICANT INFORMATION SHEET

APPLICATION PROCEDURES

To apply for a position as a tutor, please submit a completed employment application packet* (attached), which includes:

1. An employment application form
2. A signed subject hire card from a qualified instructor for each subject you can tutor
3. A weekly schedule of your availability
4. An unofficial copy of your transcript(s)

5. English Tutor Applicants ONLY: a copy of a writing sample with an instructor's comments is preferred.

***Submit your completed employment application packet to Tutorial Services in the Learning Assistance Center, Lower Level of Bldg. 6.**

JOB DESCRIPTION/QUALIFICATIONS

All applicants:

- Completion of at least one semester of college course work
- An overall GPA of 3.0 or higher
- Pay Range: \$12.25 – \$23.00 (depending on qualifications and experience)
- Required Training: Completion of appropriate tutor training courses (TUTR 10A, 10B, 10C, 10D) within the first two semesters of employment. Consult the schedule of classes for course days and times.
- Faculty recommendation on content knowledge and people skills. Math applicants who did not attend Mt. SAC or who are unable to reach their Mt. SAC math professor should present their transcripts –unofficial are acceptable – to the department chair in building 61.
- Content competency evidenced by a grade of an “A” or “B” (see below) in subject(s) you wish to tutor:

Math tutor applicants:
 Completion of Math 71 and Eng. 68 with an “A” or “B”

English tutor applicants:
 Completion of English 1A with an “A” or “B”

Other tutor applicants:
 Completion of the relevant course with an “A” or “B”

Fall & Spring Hours

<u>Tutorial Services</u>	<u>Math Activities Resource Center</u> <u>Transfer Math Activities Resource Center</u>	<u>Learning Assistance Resource Center</u>
Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon. – Thurs. 9:00 a.m. to 7:00 p.m.	Mon. – Thurs. 8:00 a.m. to 10:00 p.m.
Friday 9:00 a.m. to 1:00 p.m.	Friday 9:00 a.m. to 2:00 p.m.	Friday 8:00 a.m. to 4:30 p.m.
Saturday 9:00 a.m. to 4:00 p.m.	Saturday Closed	Saturday 8:00 a.m. to 6:00 p.m.
Sunday Closed	Sunday Closed	Sunday Closed

Tutorial Services may schedule an interview with the applicant based upon completion of the employment packet and verification that minimum qualifications have been met. The needs of Tutorial Services are another factor in determining prospective interviews. Turning in an application packet does not guarantee an interview. **Eligible math and English candidates will be asked to take a diagnostic exam prior to the oral interview. See the back for the list of diagnostic topics.**

The math diagnostic exam will consist of the following topics:

Algebra

- Factoring
- Solving Systems of Linear Inequalities
- Linear Systems of Equations
- Inequalities
- Order of Operations
- Long Division
- Logarithms (Properties of Logs)
- Conic Sections
- Completing the Square
- Function Composition
- Finding Domain of a Function
- Exponential Growth and Decay
- Linear Equations
- Evaluating Functions

Trigonometry/Precalculus

- Verifying Trigonometric Identities
- Trigonometric Equations
- Exponential Equations
- Partial Fraction Decomposition
- System of Nonlinear Equations

Calculus

- Derivatives
- Integrals
- Finding Area Bounded by Curves
- Limits
- Related Rate Word Problem

The English diagnostic exam will consist of the following topics:

Brainstorming techniques

Thesis statements & topic sentences

Sentence combining

Integrating quotes

Evaluating sources

Logical fallacies

Summary vs. analysis

Grammar:

- Parts of speech
- Sentence types
- Sentence boundaries
- ESL errors
- Punctuation
- Pronoun case

Mt. San Antonio College

Tutorial Services

Tutor Application

Section I: Personal Information

Last Name:	First Name:	M.I.:	Date:	OFFICE USE - Date Rec'd:
Address (street/city/state/zip code):			Subject(s) you can tutor: Math (indicate levels): _____ English: _____ Chemistry (levels): _____ Physics (levels): _____ Statistics: _____ Other: _____	
email:		Telephone 1: ()	Telephone 2: ()	
Are you currently a student enrolled in at least six units at an institution of higher education? <input type="checkbox"/> Yes <input type="checkbox"/> No			Have you applied to be a tutor before? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, month/year (or semester) _____	
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.				

Section II: Work Experience

Please list most recent employment first.	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____	End Date _____
Reason for leaving:	
Company Name:	Job Title:
Address:	Supervisor's Name:
City/State/Zip:	Telephone:
Duration of employment: Start Date _____	End Date _____
Reason for leaving:	

Section III: Education

Please check the highest level of education completed: <input type="checkbox"/> High School <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Some graduate work <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctorate Degree <input type="checkbox"/> Other degree(s): _____
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Section IV: Required Supporting Documents

<p><i>The following documents are required for consideration of your application:</i></p> <ol style="list-style-type: none">1. An unofficial copy of your college transcripts2. Your requested work schedule3. A subject hire card with your recommending instructor's signature (Mt. SAC students only). Math applicants who did not attend Mt. SAC or who are unable to reach their Mt. SAC professor should present their transcripts – unofficial are acceptable – to the department chair in building 61.4. Any letters of recommendation or certificates of tutor training completion (if applicable)5. English Tutor Applicants ONLY: Please attach a writing sample with instructor's comments
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Section V: Additional Questions

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| 1. Please describe your previous experience as a tutor, whether voluntary or paid. Tell us the number of students you worked with, the age of your students, the subject(s) you tutored, the duration of the tutoring experience, what you did in your tutoring sessions, and how you felt about your tutoring experience. |
| 2. Have you been tutored yourself? Describe your experience as a tutee. What are three qualities of an effective tutor? |
| 3. Please list any additional experience, training, and/or other facts that you believe are relevant to your application for this position: |
| 4. Do you hold other jobs? <input type="checkbox"/> Yes <input type="checkbox"/> No; if yes, # of hours per week: _____ |

I certify that this information is correct to the best of my knowledge, and understand that deliberate falsification or any misstatement or omissions of material facts may be cause for refusal of employment or if employed, cause for dismissal.

Applicant's Signature/Date

Return this completed application packet to:

Tutorial Services, Learning Technology Center, 6-101

Once we have received your completed application form and supporting documents, we will evaluate your application for completeness and to ascertain that minimum qualifications have been met. An interview may be scheduled based on the subject area(s) tutored, qualifications met, and the needs of the tutoring center.

If you are invited to an interview, please plan on spending 1 to 1.5 hours on a written and oral evaluation.

AR 3410-Nondiscrimination: It is the policy of Mt. San Antonio College to provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Mt. San Antonio College

Tutorial Services Tutor Subject Survey

NAME: _____

DATE: _____

DIRECTIONS: Please mark each class that you have passed with an A or B or are otherwise qualified to tutor. Based on your responses, you will be listed on subject schedules as competent to tutor in the marked subject areas; **THEREFORE, PLEASE DO NOT MARK ANY CLASS THAT YOU ARE NOT CONFIDENT TUTORING.**

				HIST 8	History of the United States
	AMLA 31R	American Language Basic Reading	Formerly AMLA 51,54	HIST 36	Women in American History
	AMLA 32R	American Language Intermediate Reading		MATH 50	Pre-Algebra
	AMLA 33R	American Language Advanced Reading	Formerly AMLA 52,55	MATH 51	Elementary Algebra
	AMLA 41W	American Language Basic Writing		MATH 61	Plane Geometry
	AMLA 42W	American Language Intermediate Writing		MATH 71	Intermediate Algebra
	AMLA 43W	American Language Advanced Writing	Equivalent courses	MATH 100	Survey of College Mathematics
	AMLA 50	American Language Speaking		MATH 120	Finite Mathematics
	AMLA 53	American Language Speaking		MATH 110	Elementary Statistics
	AMLA 56	American Language Nouns and Articles		MATH 130	College Algebra
	AMLA 59	American Language Prepositions		MATH 140	Calculus for Business
	ENGL 67	English Reading and Writing		MATH 150	Trigonometry
	ENGL 68	English Writing		MATH 160	Precalculus Math
	ENGL 1A	Freshman Composition		MATH 180	Calculus and Analytic Geometry
	ENGL 1B	Intro to Literary Types		MATH 181	Calculus and Analytic Geometry
	ENGL 1C	Critical Thinking and Writing		MATH 280	Calculus and Analytic Geometry
	LIT 1	Early American Literature		MATH 285	Linear Algebra & Diff. Equations
	LIT 2	Modern American Literature		ANAT 10A	Intro. to Human Anatomy
	LIT 6A	Survey of English Literature		ANAT 10B	Intro. to Human Physiology
	LIT 6B	Survey of English Literature		ANAT 35	Human Anatomy
	LIT 10	Survey of Shakespeare		ANAT 36	Human Physiology
	LIT 11A	World Literature		ANTH 1	Physical Anthropology
	LIT 11B	World Literature		ANTH 3	Archaeology
	LIT 15	Introduction to Cinema		ANTH 5	Prin. of Cultural Anthropology
	SPCH 1A	Public Speaking		ANTH 22	General Cultural Anthropology
	SPCH 1B	Critical Analysis of Speeches		ANTH 30	The Native American
	PHIL 3	Logic in Practice		ASTR 5	Intro to Astronomy
	PHIL 5	Introduction to Philosophy		ASTR 7	Geology of the Solar System
	PHIL 8	Critical Thinking		BIOL 1	General Biology
	PHIL 15	Major World Religions		BIOL 2	Plant and Animal Biology
	PHIL 20A	History of Western Philosophy		BIOL 3	Ecology & Field Biology
	HUMA 1	The Humanities		BIOL 4	Biology for Majors
	AHIS 1	Understanding the Visual Arts		BIOL 5	Contemporary Health Issues
	AHIS 4	History of Western Art: Prehist. - Gothic		BIOL 6	Humans and the Environment
	AHIS 5	History of Western Art: Renais. - Modern		BIOL 13	Human Reproduction, Dev. And Age
	AHIS 6	History Of Modern Art		BIOL 15	Human Sexuality
	AHIS 10	History of Greek and Roman Art and Arch.		BIOL 20	Marine Biology
	AHIS 11	History of African, Oceanic, and Nat. Am. Art		BIOL 34	Fundamentals of Genetics
	HIST 1	History of the United States		BUSA 7	Prin. of Accounting - Financial
	HIST 3	History of World Civilization		BUSA 8	Prin. of Accounting - Managerial
	HIST 4	History of World Civilization		BUSA 68	Business Mathematics
	HIST 7	History of the United States			

Mt. San Antonio College *Tutorial Services*
Subject Hire Card

Applicant's last name first name Mt. SAC I.D. # phone/email

**SUBJECT(S) QUALIFIED TO TUTOR
 (TO BE FILLED OUT BY INSTRUCTOR(S))**

Subject--include level(s)	Comments (quality of work, attitude, communication skills, etc.)	Please PRINT your name, sign, and date below	ext. or other phone #

If you prefer, you may send your recommendation to John Cardenas at jcardenas@mtsac.edu or via campus mail to Tutorial Services Attn: John Cardenas.

Mt. San Antonio College *Tutorial Services*
Subject Hire Card

Applicant's last name first name Mt. SAC I.D. # phone/email

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MT. SAN ANTONIO COLLEGE
TUTORIAL SERVICES
REQUESTED WORK SCHEDULE

Name: _____ Date: _____

DAY	AVAILABLE HOURS	PREFERRED HOURS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
	WEEKLY HOURS DESIRED:	

MT. SAN ANTONIO COLLEGE
TUTORIAL SERVICES
REQUESTED WORK SCHEDULE

Name: _____ Date: _____

DAY	AVAILABLE HOURS	PREFERRED HOURS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
	WEEKLY HOURS DESIRED:	