

Tutoring Application

Responsibilities

- Provide tutoring to MJC students and help students to gain an understanding of course material
- Offer assistance with developing study techniques
- Work with the tutee to develop a tutoring plan that fits the student's individual needs
- Assist tutees in further developing and strengthening their learning skills to help them become confident, independent, and successful students.
- Prepare tutoring sessions to ensure the tutee's academic development
- Provide encouragement and academic support
- Assess the tutee's progress throughout tutoring sessions
- Participate in tutor training and development sessions

Qualifications

- Have successfully completed the course for which tutoring services are being provided with a grade of A or high B.
- Demonstrate knowledge and competence in the subject matter
- Enjoy tutoring the subject for which services are being provided
- Be able to explain concepts to others effectively
- Effectively communicate study strategies to ensure academic success
- Work comfortably with people from diverse backgrounds
- Possess good organizational skills and complete paperwork in a timely manner
- Exhibit patience and positive attitudes in establishing an encouraging learning environment

Requirements to Apply

- Meet all tutor responsibilities and qualification aforementioned
- Have completed at least 12 units at MJC
- Be enrolled at least six (6) units in the spring or fall semester and three (3) units in the summer
- Have a 3.0 cumulative GPA. Please attach a non-official transcript.
- Include a Faculty Recommendation Form (attached) *for each* course you wish to tutor

Training: All tutors must enroll in a one-unit Tutor 100 hybrid class (approx. 18 hours of work) and attend monthly training meetings.

Schedule: Flexible, hours and campus may vary depending on students' needs

Salary: \$10/hr (starting January 1, 2016)

Submit Applications in the East Campus Library & Learning Center Building or in the West Campus Library & Learning Center in Yosemite 235.



Student Worker Application

Modesto Junior College [checked]
Columbia College []
YCCD []

CALWorks []
Federal WorkStudy []
Regular []

Department/Division STEM/Learning Center Manager/Supervisor Shirley Miranda

Colleague ID# Last Name First Name Middle

Mailing Address Number & Street City State Zip

Home Phone # Cell Phone # Other #

E-mail Address:

Units Completed Cumulative G.P.A. Units Enrolled

Have you ever been a student worker on campus? Yes No
If yes, which department/s:

Are you currently a student worker in another department? Yes No
If yes, in which department/s:

Criminal History Disclosure:

Yosemite Community College District requires all applicants to answer questions regarding their criminal history.
(Conviction of a misdemeanor or felony will not automatically eliminate applicant for a position.)

Have you ever been convicted of a misdemeanor? Yes No If yes, please explain:

Have you ever been convicted of a felony? Yes No If yes, please explain:

Do you have a Department of Justice report on file with YCCD? Yes No

I certify under penalty of perjury that all statements herein are true and correct. I understand that by disclosing a prior criminal history, I will not be assigned to a student work site until a criminal history clearance and administrative approval by YCCD Human Resources are on file. Further, I understand that any fees associated with this clearance process are my responsibility.

Student Signature

Date

Tutoring Application Form

Name: _____ ID # _____ Cell: _____

School e-mail _____ Do you have Work-Study? Yes ____ No ____

Have you tutored before? No Yes Where? _____

Read and initial each of the following:

_____ I understand that I can work a maximum of 20 hours per week, but that those hours are not guaranteed. Availability of hours is based on program and location needs, funding, and student demand for services.

_____ I am aware that if hired, I will be required to participate in both tutoring meetings and training sessions.

_____ I understand that I may be assigned to work on either East or West Campus as needed.

_____ I agree to support and promote the rules and regulations of the Library & Learning Centers.

_____ I am aware that I am responsible for fingerprinting costs if offered a position in the L&LC.

List the subjects that you wish to tutor (The minimum of a high "B" is required)

Course	Grade	Semester Taken
<i>Other Secondary Courses that you would be willing to tutor in case of emergency:</i>		

Applicant's Signature

Date

Tutoring Availability Form

Name: _____

ID # _____

Cell: _____ School E-mail Address: _____

Semester applying for: Fall Spring Summer How many units do you intend to enroll in next semester? ____

Mark an "X" at the times that you will be available to tutor.
Your tutoring assignment may be on East or West Campus, so you must consider traveling times

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 – 8:30						
8:30 – 9:00						
9:00 – 9:30						
9:30 – 10:00						
10:00 – 10:30						
10:30 – 11:00						
11:00 – 11:30						
11:30 – 12:00						
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4:00 – 4:30						
4:30 – 5:00						
5:00 – 5:30						
5:30 – 6:00						
6:00 – 6:30						
6:30 – 7:00						
7:30 – 8:00						
8:00 – 8:30						

For Office Use Only

Units enrolled this Semester: _____ GPA Check by: _____ Date: _____

Invite for Interview: YES NO Interview Date/Time: _____

Hire: Yes NO Hold Application for Next Semester: YES NO

Faculty Recommendation Form

I recommend _____
(name of student)

to be a tutor in the Integrated Learning Center. This student took and
passed my _____ with a _____.
(name of class) *(grade in the class)**

Please describe any characteristics you saw in this student that are likely to
make him/her a good tutor i.e. academic performance, interpersonal
relationships, patience, etc.

Do you have any further comments?

Faculty Name: _____

Signature: _____

Division: _____ Office Phone: _____

Date: _____

Faculty Member:

The student presenting you with this form is applying to become a student tutor. The Integrated Learning Center staff would be very appreciative if you could take a moment to explain why you think that he/she would make a good tutor. **Applicants are required to have passed the courses they wish to tutor with the minimum of a high "B" grade.*

Should you have any questions regarding tutoring or this form, please call us at 575-6460 (East) or 575-7766 on West Campus.

Thank you!