



# Learning Assistance Center

## **Tutor Application Information Sheet**

### Tutor Responsibilities

Tutors work with students, usually on a drop-in, one-to-one basis, to reinforce and supplement instruction and enhance academic achievement.

Tutors must be reliable and responsible about keeping schedules, clocking in, and informing the Learning Assistance Center of needed changes in schedule.

Tutors work 5-15 hours a week as scheduled by their supervisors at Lab Aide or Federal Work Study hourly salaries.

### Qualifications

Tutors must have completed course work in their subject area with a GPA of 3.5 and be maintaining excellent academic progress in general. Tutors must have completed the courses they wish to tutor with a grade of A (or B as an exception.) In some cases, such as foreign language tutoring, equivalency must be established. Tutors must have an instructor's recommendation to tutor each subject area, and successfully complete interviews with an instructor and tutor supervisor.

Tutors must be able to communicate effectively with a wide variety of people and be able to empathize with students of different ages, backgrounds and abilities. Tutors must be patient, flexible and able to adjust to the various personalities and situations they encounter.

Tutors must pass a tuberculosis-screening test available in the Student Health Center and present the results of this test along with Social Security Number and picture identification to the Financial Aide Office before hiring is complete. Foreign students applying for tutoring positions must have a work permit from Foreign Students Advisory determining their eligibility for employment on campus.

### Level I Tutor Training

New tutors enroll in LERN 10, *Introduction to Tutoring*, an orientation-training course for which they receive one unit (18 hours) of academic credit transferable to CSU. They must tutor at least 25 hours during this first semester to receive academic credit for the course. Certificates of Achievement are awarded to tutors after they complete the Level I tutor training course requirements.

### Level II Tutor Training

Second semester tutors enroll in LERN 11, *Advanced Tutoring*, a one unit, 18 hour, directed study course. They must tutor at least 25 hours during this second semester to receive academic credit for the course. Certificates of Achievement are awarded to tutors after they complete the Level II training course requirements.

### Evaluations

Tutor supervisors evaluate first and second semester tutors at midterm time and again later in the semester. The evaluations include observations of actual tutoring sessions and personal conferences with each tutor.