



**Southwestern College
Learning Assistance Services**

Tutor Application Packet

**Prepared by
Andrew Rempt, LAS Coordinator
Elizabeth Kozel, ASC/Tutorial Center
Coordinator**

Directions for Completion of the LAS Tutor Application Forms

Complete all forms included in this application packet as explained below. If you need assistance, please contact any of our Learning Assistance Services - Academic Success Center staff. We will be glad to help you.

- ➞ **Page 4:** Read, complete and sign Tutor Training Agreement.
- ➞ **Page 6:** Complete all sections. Currently, ASC work hours are 8:00 a.m. to 8:00 p.m., Monday through Thursday; Friday; 8:00 a.m. – 4:00 p.m., Saturday and Sundays closed. Times may vary depending upon the location of employment and LAS funding.
- ➞ **Page 7:** Complete sections for tutoring and work experience.
- ➞ **Pages 8-9:** Read the ASC Tutor Contract thoroughly. Your signature indicates that you are in agreement with the conditions of employment and understand that you will be held responsible for meeting these requirements.
- ➞ **Pages 11-13:** Obtain written recommendations from SWC instructors for courses that you wish to tutor. Have the instructors specifically state which courses they are recommending you for. Request additional forms if you need them from the ASC Office, 420-M. If instructors are not SWC faculty members, include their recommendation letter(s) and a copy of your transcript from the institution where the class was taken.
- ➞ **Page 14:** Complete all requested information.
- ➞ **Page 15:**
 - Column 1—Course: List each course that you wish to tutor.
 - Column 2—Instructor: Name the instructor who taught the class. If you did not take the course at Southwestern College, you must still write the name of the instructor and note the college or university where the course was taken. Recommendations from all listed instructors are required.
 - Column 3—Grade: Write the grade that you received in that course.
 - Do not write anything in the shaded column.
- ➞ **Page 16:** Respond to each topic clearly and thoughtfully. Neatness, completeness of thought, and accuracy are of importance in the evaluation of your candidacy.
- ➞ **Page 17:** Hire process instructions.

- **Essay:** Write a 1 ½ - 2 page essay on why you would like to be a SWC tutor, your interest in working with SWC students or why you enjoy tutoring if you've had previous tutorial experience. Format: double-spaced, size 12 font
- **Transcript:** Please provide us with an unofficial transcript obtained through Web Advisor.

Submission of Application Packet:

- **Bring the completed application, essay, and any other related paperwork to the Academic Success Center (ASC) office, 420 or email completed packet to ekozele@swccd.edu.** Applications for open positions are considered in the order in which they are received.
- Remember to provide a copy of your most recent academic transcript from SWC or last college or university.
- Submission of the Learning Assistance Services (LAS) Tutor Employment Application does not guarantee employment with the SWC Learning Assistance Services Program.

Important Information Regarding Tutorial Positions:

The Learning Assistance Services program has three levels of tutorial positions in the Academic Success Center, in other centers or labs on campus, and at our satellites Higher Education Centers in National City, Otay Mesa and San Ysidro.

1. If you are hired as a Level I tutor through Student Employment Services (SES), you must be enrolled at Southwestern College (SWC) with a minimum of six (**6**) units in both the Fall and Spring semesters, and as well in the Summer session. If you fall below the six-unit requirement at any given time, your employment may be terminated. Level I tutors are paid \$10.00/hour.
2. Level II and III tutors do not need to be enrolled at SWC and are hired as hourly employees. All hourly employees must be approved by the SWC Governing Board. If hiring paperwork is incomplete, including TB test results, or has not been approved by the Human Resources office, you will not be scheduled to work. Level II and III are paid \$11.00--\$15.50/hour. Power Study program tutors are paid \$12.50 p/hour.
3. Verification of employment will be through the receipt of written confirmation from the ASC. No other form of employment is valid, with the exception of the MESA program.
4. Tutors are hired on a semester-to-semester basis. New contracts are signed each year. If you are not hired for a given semester, we will keep your application on file for one semester. We occasionally have vacancies during the semester. At the end of the semester, all applications must be renewed. Assignments are temporary in nature and there is no guarantee of continued employment.

5. Rehire of level I tutors is based upon successful completion of the ED 100 tutor training course and satisfactory evaluations. Rehire of level II and III tutors is based on satisfactory student, peer and supervisor evaluations.
6. All level I and II tutors are CRLA (College Reading and Learning Association) certified upon completing ED 100 (level I) or ED 101 (level II) training courses.

We look forward to welcoming you to our staff of highly qualified CRLA certificated tutors!

Tutor Training Agreement

I, _____, understand that I am obligated to complete **ED 100** (Admissions enrollment) with a passing grade, either before or concurrent to my first semester of tutoring. If I fail to pass and/or complete ED 100 the first time, I will be able to retake it once more—NOT CONCURRENTLY. If I do not complete/pass the tutor training course the second time I will not be eligible to tutor for the Learning Assistance Services Program at Southwestern College.

ED 100 is a two-unit, six weeks, hybrid class that is conducted mostly via online learning but has two **mandatory** face-to-face meetings. This course "introduces effective tutoring principals and strategies, includes guidelines for tutoring: how to plan, conduct and evaluate productive tutoring sessions; components of effective intercultural tutoring; and strategies to facilitate student independence in learning." (SWC course catalogue.)

I also understand that my overall GPA, as well as my GPA in my major must be, and remain, at or above 3.0 in order for me to begin/continue tutoring.

I have/will register for this course number:

Section:

Signature:_____

Date:_____

Work Related Information

Today's Date _____

Applying for

Fall ____ Spring ____ Summer ____ Year _____

Name _____ SWC Student ID# _____

Address _____ City _____ Zip _____

Phone (____) _____ Cell Phone (____) _____

Overall GPA _____ GPA in Major _____ Major _____

Email (Please print) _____

Available Work Hours

Times when you are available to tutor (Example: Friday 8:00-9:00 a.m. and 1:00-2:30 p.m.)

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____ Saturday _____

Do you possess any of the following? Please state discipline of degree.

AA Degree _____ College _____

Bachelor's Degree _____ University _____

Master's Degree _____ University _____

Are you a VISA student? _____ If yes, what type of VISA? _____

How many hours per week are you willing to work? _____

Are you fluent in any languages other than English? (Please specify) _____

Tutoring 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 |
|--------------|---------------------------------------|------------------------------------|
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| | | |
| | | |

Employment Experience

Please list all previous employment experience.

| | Employer 1 | Employer 2 | Employer 3 |
|---------------------------|-------------------|-------------------|-------------------|
| Dates | | | |
| Employer | | | |
| Supervisor | | | |
| Start/End Dates | | | |
| Reason for Leaving | | | |
| Job Title | | | |
| Responsibilities | | | |

ASC Tutor Contract

Name _____ Date _____

Job Requirements

- ❖ I understand that to be a tutor I must maintain an overall G.P.A. of 3.0 or above.
- ❖ I will abide by all SWC policies and procedures.
- ❖ I will abide by all ASC and discipline-specific procedures and guidelines.
- ❖ I will abide by the Tutor Code of Ethics as stated in the ASC Tutor Manual.
- ❖ I will abide by the Employment Expectations as stated in the ASC Tutor Manual.

Employment Training

- ❖ I understand that to be eligible to work as a tutor and be rehired for subsequent semesters I must complete the two-unit, six-week online training course: ED 100—Tutor Training: Level I; if not, I will be dismissed from the ASC tutorial program.
- ❖ I will purchase the textbook, *The Master Tutor*, before the course begins.
- ❖ I know that this course has two on-campus meetings, and if I have an unavoidable conflict I will contact the course instructor well before the class begins.
- ❖ I understand that I must complete the Level I course in which I enroll.
 - I agree to arrive on time, to be prepared, and to participate in all training activities.
 - I will contact my course instructor and Elizabeth Kozel, 420 M, well before the course begins about any concerns I have regarding employment training.
 - I understand that I may need to complete on-going discipline-specific tutor training and, if so, that I will follow the requirements established by my discipline supervisor.

Job Responsibilities and Professionalism¹

- ❖ I understand that it is my responsibility to accurately complete and turn in all required paperwork in a timely manner, including weekly tutor diaries, and that if my tutor diaries are late my paycheck will be delayed.
- ❖ I will arrive on time for work-related assignments, classroom visitations, and scheduled work hours.
- ❖ I will take my breaks, whenever possible, when the center is least busy and will not exceed the maximum time allotted: work 4 hrs. = 15" paid break; 4.5+ hrs. = 30"

¹ Refer to LAS Policies and Procedures: Tutor Role, Goals, Responsibilities, Code of Conduct

unpaid lunch; 5 hrs. = 30" unpaid lunch plus one 15" paid break; 8 hrs. = 30" unpaid lunch plus two 15" paid breaks.

- ❖ I will conduct classroom visitations (days and times to be arranged).
- ❖ I will accurately record and not exceed my budgeted number of work hours except with written permission from my area supervisor and Elizabeth Kozel.
- ❖ I must sign my timesheets before the end of each pay period.
- ❖ I will report any problems arising from the day-to-day operations within the assigned work area to the appropriate personnel.
- ❖ I will take responsibility to assure that daily operations of the center proceed smoothly.
- ❖ I understand that my employment with the Academic Success Center will be terminated if I fail to keep my appointments, if I am not present during my assigned times, if I do not notify my area supervisor and Elizabeth Kozel of absences, or if I am excessively late/absent.
- ❖ I will perform other reasonable duties assigned by the ASC staff or designee.
- ❖ I am expected to maintain confidentiality with all records pertaining to students I assist, recordkeeping and tracking.

Tutor Responsibilities

- ❖ I will maintain currency in the subject areas I tutor, as well as principles and strategies related to facilitating the learning process.
- ❖ I will maintain confidentiality and not discuss either the content or the quality of a tutee's work or personal information shared with me by my tutees.
- ❖ I will be sensitive to and respectful of the diversity and socio-economic status of my tutees.
- ❖ I will use appropriate communication skills, e.g., volume and tone of voice; eye contact; clarity of vocal delivery; appropriate vocabulary; academic level of spoken and written communication.
- ❖ I will provide a safe learning environment and maintain professional boundaries between my tutee and myself.
- ❖ I will build rapport with my tutees and attempt to broaden their comfort zone within the tutoring session.
- ❖ I will focus on my tutees' academic concerns and needs and refer students to other available student services for matters outside academic tutoring.
- ❖ I will base my tutoring sessions on The 12-Step Tutoring Cycle to maximize student learning to make the most effective use of my time with my tutee.
- ❖ I will facilitate understanding through the use of active learning strategies to help my tutee become more competent in the subject and thus more self-reliant.

- ❖ I will emphasize to my tutee that learning how to learn is much more important than the provision of answers to procure an elevated grade on any given assignment.
- ❖ I will encourage my tutee to become an active learner by not dominating the tutorial but rather modeling appropriate study strategies and brainstorming for solutions to questions.
- ❖ I will model the behavior of a successful student, demonstrating skills such as time management, effective listening, use of productive reading strategies, questioning, note-taking, and test-taking.
- ❖ I will support the student's instructor and further the learning task the instructor has set in motion.
- ❖ I will contact my tutees' instructors for clarification of assignment requirements, if necessary.
- ❖ I will seek to maintain a cooperative, harmonious relationship with my area supervisors, faculty members, peer tutors, and office personnel.

I fully understand the obligations and responsibilities required of a tutor with the Southwestern College Academic Success Center and agree to all employment conditions.

Tutor's Signature

Date

ASC Coordinator's Signature

Date

Instructor Recommendation Form

Date: _____

To: _____

School: _____

From: Elizabeth Kozel, Tutorial Center Coordinator, ASC

Subject: Verification of Subject Area Competence of ASC Tutor Applicant

The Academic Success Center policy requires that candidates for tutorial positions demonstrate academic competence in the subject area they wish to tutor by having received a grade of "B" or above. A SWC faculty member in this discipline must recommend tutors for employment.

You can assist us by completing the information below and returning it to the ASC Office, 420 M, at your earliest convenience.

As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of the Academic Success Center.

.....
To: Elizabeth Kozel, Tutorial Center Coordinator

From: _____ **Ext:** _____
(Please print)

Subject: Student Recommendation for Employment as an ASC Tutor

| | |
|------------------------|--|
| Student's Name: | |
| Course(s): | |

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|--|--|
| | I endorse this student to tutor the above subject(s). |
| | I do not endorse this student to tutor the above subject(s). |
| | I wish to further discuss this recommendation. Please contact me. |

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| Comments: |
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Instructor's Signature

Date

Instructor Recommendation Form

Date: _____

To: _____

School: _____

From: Elizabeth Kozel, Tutorial Center Coordinator, ASC

Subject: Verification of Subject Area Competence of ASC Tutor Applicant

The Academic Success Center policy requires that candidates for tutorial positions demonstrate academic competence in the subject area they wish to tutor by having received a grade of "B" or above. A SWC faculty member in this discipline must recommend tutors for employment.

You can assist us by completing the information below and returning it to the ASC Office, 420 M, at your earliest convenience.

As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of the Academic Success Center.

.....
To: Elizabeth Kozel, Tutorial Center Coordinator

From: _____ **Ext:** _____

(Please print)

Subject: Student Recommendation for Employment as an ASC Tutor

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|------------------------|--|
| Student's Name: | |
| Course(s): | |

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|--|---|
| | I endorse this student to tutor the above subject(s). |
| | I do not endorse this student to tutor the above subject(s). |
| | I wish to further discuss this recommendation. Please contact me. |

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| Comments: |
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Instructor's Signature

Date

Instructor Recommendation Form

Date: _____

To: _____

School: _____

From: Elizabeth Kozel, Tutorial Center Coordinator, ASC

Subject: Verification of Subject Area Competence of ASC Tutor Applicant

The Academic Success Center policy requires that candidates for tutorial positions demonstrate academic competence in the subject area they wish to tutor by having received a grade of "B" or above. A SWC faculty member in this discipline must recommend tutors for employment.

You can assist us by completing the information below and returning it to the ASC Office, 420 M, at your earliest convenience.

As always, I am available at extension 5373 should you have any questions, concerns, or comments. Thank you for your assistance and continued support of the Academic Success Center.

.....

To: Elizabeth Kozel, Tutorial Center Coordinator

From: _____ **Ext:** _____

(Please print)

Subject: Student Recommendation for Employment as an ASC Tutor

| | |
|------------------------|--|
| Student's Name: | |
| Course(s): | |

| | |
|--|--|
| | I endorse this student to tutor the above subject(s). |
| | I do not endorse this student to tutor the above subject(s). |
| | I wish to further discuss this recommendation. Please contact me. |

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| Comments: |
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Instructor's Signature

Date

Survey for Future Availability for Tutoring Employment

To: All New and Returning Tutors

From: Elizabeth Kozel, Tutorial Center Coordinator, ASC

In order to plan for the up-coming semesters, the following information is needed. Please complete the form below and return it to the ASC office, as soon as possible.

Tutors will be selected for future positions based upon the courses being offered and funding. Even if you are not currently working with the ASC, you may be considered for future employment. Future employment is based upon satisfactory evaluations and available funding; employment with LAS is not guaranteed.

Please remember that Level I positions require that you be enrolled in at least six (6) units for both the Spring and Fall semesters as well as the Summer sessions.

Name: _____ Date: _____

❖ I am applying to tutor for the following semester(s) (please check):

| | | | | | |
|---------------|--|---------------|--|-------------|--|
| Summer | | Spring | | Fall | |
|---------------|--|---------------|--|-------------|--|

❖ I would prefer to tutor the following number of hours (please check):

| | | | | | |
|---------------|--|---------------|--|-------------|--|
| Summer | | Spring | | Fall | |
|---------------|--|---------------|--|-------------|--|

❖ I will not be available to tutor in the future starting on _____ for the following reason (please check):

| | | | | | |
|-----------------|--|-----------------|--|--------------|--|
| Transfer | | Resigned | | Other | |
|-----------------|--|-----------------|--|--------------|--|

❖ I would like to tutor the following subjects.

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ASC Tutor Applicant Worksheet

Name: _____

Date: _____

Please print.

| Course | Grade Received | Instructor Name | SWC Instructor | Other College (College Name) |
|--------|----------------|-----------------|----------------|------------------------------|
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For Office Use Only

| Date Called | Instructor's Phone | Confirmation | Comments |
|-------------|--------------------|--------------|----------|
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ASC Tutor Applicant Biography Form

Please take the time to complete the following form, responding with complete sentences. Should you have any questions, please contact Elizabeth Kozel at ext. 5373. Thank you.

Name: _____ Number of Semesters at SWC: _____

Current Educational Status:

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Educational Goals:

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Career Goals:

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Completed College Level Courses:

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Previous or Current Tutoring Experience:

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About Me:

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Hire Process

Should you be selected to work for the LAS program you will be hired as a student worker under Student Employment Services (SES) or as an hourly through Human Resources (HR).

SES Hires

Call Student Employment Services office, 421-6700 x5389 S208, and schedule and appointment with Mr. Sergio Soriano, One Stop Cesar Chavez building, S208.

- Bring a picture ID and your Social Security card to the appointment
- You must be enrolled and complete a minimum of 6 units each semester and summer session
- After you have signed the SES forms, bring your clearance work sheet and timesheet to the ASC and give it to Maria Esquivel, 420K. Maria is available Monday—Friday from 10:00 a.m. to 4:30 p.m. If Maria is not here, any of the other front counter clerks can assist you. Please ensure the weekly tutor diary process is explained to you and well as where the forms are located for your future use.

HR Hires

Call SWC Human Resources office, 421-6700 x 6331 and schedule an appointment with Cynthia Carreño, room 1670.

- You must download and complete the Human Resources hiring packet and bring these forms when you see Cynthia. The forms are found on the SWC website, Human Resources, New Hire Packet
<http://www.swccd.edu/index.aspx?page=669>
- Complete a TB test; the test can be administered by the SWC Campus Nurse, Health Services room 601F, ext. 6354 or 5350
- Bring a picture ID, completed and signed forms and your Social Security card to the HR appointment
- After your HR process, come to the ASC and ask for Maria Esquivel, 420K. let her know you are a new hire. Maria is available Monday—Friday from 10:00 a.m. to 4:30 p.m. If Maria is not here, any of the other front counter clerks can

assist you. Please ensure the weekly tutor diary process is explained to you and well as where the forms are located for your future use.

Office use only
Do not write below

| | |
|---------------------------------------|--|
| GPA Verification completed on: | |
| Hours per week assigned: | |
| Tutor Box #: | |
| Tutor code for Access: | |

| Work Location | Work Schedule | Total Hours p/Week |
|---------------|---------------|--------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
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Notes or Comments:

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