Thank you for your interest in being a tutor for Learning Assistance Services (LAS)!

Tutors play a crucial role in student success, serving as an ally, coach, and role model for their tutees. Tutoring can also benefit you, the tutor, by allowing you to gain depth in your subject area(s) and develop stronger interpersonal skills and strategies.

Here's a checklist of everything you need in order to complete this application:

All applicants:

☐ Completed application form

☐ Resumé of your recent employment experience

☐ Unofficial academic transcripts from all accredited institutions attended

☐ Essay of approximately 500 words on one of three topics:
   o 1) why you would like to be an SWC tutor
   o 2) your interest in working with SWC students
   o 3) your future education goals and how tutoring will help you meet them

   This essay needs to be typed, double-spaced, and should use a traditional 12-point font such as Helvetica or Times. Focus primarily on presenting your ideas clearly and concisely with a clear thesis and concrete details for support.

Current SWC students:

☐ 2 completed faculty recommendation forms, including at least one from the area you wish to tutor

All others:

☐ 2 recommendation forms from previous employers, instructors, or advisors

Submission of Application Packet:

▪ Email completed packet to LAS Coordinator Andrew C. Rempt at arempt@swccd.edu. Applications for open positions are considered in the order in which they are received.

▪ Submission of this application does not guarantee employment with LAS.

If you have any questions, please contact Andrew C. Rempt at (619) 421-6700 (6579) or arempt@swccd.edu.

Note: All hires must successfully complete Education 100, a 2-unit credit course, within the first year of employment to remain eligible.

LAS Application Form

Date			SWC ID	
Applying for	Fall ☐	Spring ☐	Summer ☐	**Year** Enter Year.
Name				
Address				

City		Zip Code	
Home Phone		Cell Phone	

Email address

SWC students only: complete the boxes immediately below

Overall SWC GPA	SWC GPA in Major	Major

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

AA Degree Yes☐ No☐ Discipline	College	Year
Bachelor's Degree Yes☐ No☐ Discipline	University	Year
Master's Degree Yes☐ No☐ Discipline	University	Year
Certificates		
Other		

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

	Beginning☐	Intermediate☐	Advanced☐	Expert☐
	Beginning☐	Intermediate☐	Advanced☐	Expert☐
	Beginning☐	Intermediate☐	Advanced☐	Expert☐

All tutors must be legally eligible to work in the United States.

Resumé

Please list all formal and informal tutoring and other related work or leadership experience.

Dates	Position/Description of Duties	Supervisor's Name and Phone

Recent Employment Experience

Please list your three most recent employment experiences.

	Employer 1	Employer 2	Employer 3
Start/End Dates			
Employer			
Supervisor Name			
Supervisor Telephone Number			
Reason for Leaving			
Job Title			
Job Duties			

LAS Southwestern College
Learning Assistance Services

List SWC Courses You Can Tutor (please check SWC Cataloge for correct courses
https://www.swccd.edu/classes-and-registration/catalog/index.aspx)

Course	Grade Received	Instructor Name	SWC Instructor	Other College (College Name)

LAS Southwestern College
Learning Assistance Services

Instructor Recommendation Form

Date	
Student Name (Applicant)	
SWC extension	**Telephone**
Instructor Name Recommending Student	
Department/School	

From: Andrew Rempt, Learning Assistance Services Faculty Coordinator

To: Recommending instructor

Learning Assistance Services relies on faculty recommendations as a vital aspect of tutor applications. Our policy requires that candidates for tutorial positions demonstrate academic competence in the subject area by earning a final grade of "B" or above. Additionally, we rely on your assessment of an applicant's emotional intelligence.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to arempt@swccd.edu.

As always, I am available at (619) 421-6700 (6579) and via email should you have any questions or concerns.

Thank you for your assistance and continued support.

Course(s) and level(s) recommended for tutoring: Click here to enter text.

How has the student demonstrated leadership in the classroom? (helping others, taking initiative, asking questions)

LAS Southwestern College
Learning Assistance Services

What in particular would make the student a good tutor? (understanding of concepts, clarity, etc.)

How would you describe the student's interpersonal skills? (How do they communicate with other students in the class?)

Please evaluate the student on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.

Follows directions	1☐ 2☐ 3☐ 4☐ 5☐
Gets along well with others	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates dependability	1☐ 2☐ 3☐ 4☐ 5☐
Motivates self and others	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates responsibility	1☐ 2☐ 3☐ 4☐ 5☐
Strives for excellence	1☐ 2☐ 3☐ 4☐ 5☐
Arrives on time and completes tasks on time	1☐ 2☐ 3☐ 4☐ 5☐
Respects others	1☐ 2☐ 3☐ 4☐ 5☐
Practices inclusion	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates integrity and honesty	1☐ 2☐ 3☐ 4☐ 5☐
Respects self	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates awareness of personal space and boundaries	1☐ 2☐ 3☐ 4☐ 5☐

Please provide additional comments about the student that you would like to share.

_____   _____
Instructor's Signature   **Date**

LAS Southwestern College
Learning Assistance Services

Professional Recommendation Form

Date	
Student Name (Applicant)	
SWC extension	**Telephone**
Instructor Name Recommending Student	
Department/School	

From: Andrew C. Rempt, Learning Assistance Services Faculty Coordinator

To: Recommending individual

Learning Assistance Services asks for personal recommendations for tutor applications to speak to the applicant's traits. We look for applicants with high emotional intelligence, character, and dependability.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to arempt@swccd.edu.

I am available at (619) 421-6700 (6579) and via email should you have any questions or concerns.

Thank you for your assistance and continued support.

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Course(s) and level(s) recommended for tutoring: Click here to enter text.

How has the applicant demonstrated leadership? (helping others, taking initiative, asking questions)

What in particular would make the applicant a good tutor? (understanding of concepts, clarity, etc.)

How would you describe the applicant's interpersonal skills? (How do they communicate with other students in the class?)

Please evaluate the applicant on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.

Follows directions	1☐ 2☐ 3☐ 4☐ 5☐
Gets along well with others	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates dependability	1☐ 2☐ 3☐ 4☐ 5☐
Motivates self and others	1☐ 2☐ 3☐ 4☐ 5☐
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Demonstrates integrity and honesty	1☐ 2☐ 3☐ 4☐ 5☐
Respects self	1☐ 2☐ 3☐ 4☐ 5☐
Demonstrates awareness of personal space and boundaries	1☐ 2☐ 3☐ 4☐ 5☐

Please provide additional comments about the applicant that you would like to share.

_____   _____
                Signature   **Date**