

DVC Tutoring Center Tutor Application

Dear DVC Student:

Thank you for your interest in working for DVC Tutoring Services. In order to become a tutor, **you have to meet the following qualifications and requirements:**

- 1. Earn a 'B' grade or better in the class you want to tutor**
- 2. Receive a written recommendation from the instructor of the class you want to tutor**
- 3. Attend a two-day Tutor Training Workshop at the beginning of the semester that you are seeking employment**
- 4. Speak, write, and understand English fluently and clearly**
- 5. You should be registered for 6-DVC-units minimum to qualify as a student worker**
- 6. Your total workload at the DVC campus should not exceed 20 hours a week**
- 7. You should be eligible to work on campus**

If you meet the seven qualifications and requirements listed above and if you are passionate about helping others, please fill out the application form and submit it to the appropriate tutoring lab or center as soon as possible. Please, attach a copy of your unofficial transcripts to the application form. Provide your instructors with a *Faculty Recommendation of a Student to Become a Tutor* Form and have them send it via campus mail to the contact listed on the form.

After reviewing your application, you may be contacted for an interview. If hired, you will be required to attend the next available Tutor Training seminar. Thank you for your interest in working providing peer tutoring at DVC.

Please contact you're the appropriate tutoring lab or division office if you have any questions!

- Business Lab – Jocelyn Iannucci, ext 2905
- Chemistry/ Physical Sci. – John Rodriguez, ext 2271
- Computer Science, Robert Burns, ext 2610
- Economics – Maria Giulli, ext 2731
- English Lab – Heather Lee, ext 2446
- EOPS – Lindsay Kong, ext 2076
- Foreign Languages Lab – Milagros Ojermark, ext 2709
- Humanities –Applied &Fines Arts Division, ext 2311
- Life Sciences Lab – Dee Dee Davenport, 2734
- Math Lab – Liling Lin, 2263
- Social Sciences – Social Sciences Division, ext 2250
- SRVC--English & Biology – ext 5135; Math ext 2263

DVC Tutoring Application for Employment

Please print

Date: _____

Name: _____ Student ID #: _____

Last First

Address: _____
Street Apt # City Zip Code

Tel _____ E-mail: _____

Native Language(s): _____ Fluency in a Foreign Language _____

Classes taken at DVC

In the discipline you're applying for (With grade **B** or **Better**):

Course Title:

Instructor's name

_____	_____
_____	_____
_____	_____
_____	_____

Classes taken elsewhere:

DVC equivalent:

_____	_____
_____	_____

Tutor Training Received:

Math 140 English 140 DVC Tutor Training Workshop None Other

Check the good tutor qualities you possess:

- | | |
|---|--|
| <input type="checkbox"/> Patience | <input type="checkbox"/> Ability to work well with others |
| <input type="checkbox"/> Dependability | <input type="checkbox"/> Resourcefulness |
| <input type="checkbox"/> Friendliness | <input type="checkbox"/> Good listening skills |
| <input type="checkbox"/> Ability to follow written Instructions | <input type="checkbox"/> Good study skills |
| <input type="checkbox"/> Interest in helping others become independent learners | <input type="checkbox"/> Motivation to learn |
| | <input type="checkbox"/> Ability to explain/demonstrate concepts |

Please indicate the # of hours you are available to work per week (20 hours max): _____

Do we have your permission to access student records to verify your academic eligibility?

Yes No Signature _____

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For office use only:

Interviewed date: _____ by: _____ OK to hire: Yes No

Faculty Recommendation received: Yes No Date Hired _____

Primary Tutoring Site/# of Hrs _____ Secondary Tutoring Site/#Hrs _____

Trained – date and type _____

Retain this form in the tutoring Lab or Center and retain for 4 years.