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 Giuili, ext 2731
- English Lab – Heather Lee, ext 2446
- EOPS – Lindsay Kong, ext 2076
- Foreign Languages Lab – Milagros Ojemark, 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 #: ____________________________

Address:

Last First

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 ____________________________

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________________________________________

________________________________________

________________________________________

Class taken elsewhere:

DVC equivalent:

________________________________________

________________________________________

Tutor Training Received:

☐ Math 140 ☐ English 140 ☐ DVC Tutor Training Workshop ☐ None ☐ Other

Check the good tutor qualities you possess:

☐ Patience ☐ Ability to work well with others

☐ Dependability ☐ Resourcefulness

☐ Friendliness ☐ Good listening skills

☐ Ability to follow written Instructions ☐ Good study skills

☐ Interest in helping others become ☐ Motivation to learn

independent learners ☐ 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.