

## General Information & Application

for all paid positions and credit/service opportunities

We're pleased that you're interested in joining our community of professional staff, graduate and undergraduate instructors and tutors. So that we may give your application full consideration, please read and follow carefully the instructions here and on the supplemental application forms.

### Step 1: Completing the Application

Read and complete this application and the supplemental application(s) for the discipline area(s) to which you are applying. The supplemental applications will provide you with specific details about SLC programs and will answer many of your questions about the training tutors receive and the commitment we will expect from them. Supplemental applications are available for the following SLC Programs:

Math/Statistics*	Science
Social Science	Writing
Ethnic Perspectives	Other Voices
Study Strategies	

\* Note: the **Math/Stat** Supplemental Application is included in this down-load packet\*

\* Applications are reviewed as they are received, and interviews are on-going. **Most SLC tutoring programs begin by WEEK THREE, with Tutor Orientations as early as the end of WEEK TWO**, so candidates are encouraged to submit their application materials by the second week of classes. Some positions may still be filled after these dates; check with the specific discipline area Program Coordinator for details. Applications may be turned in at any point of the semester for consideration the following semester.

\* General applications and supplement(s), including any work samples requested, must be submitted together to the SLC Reception Counter (or e-mailed to the discipline coordinator(s) if applications are downloaded from the SLC website). Applicants applying for more than one discipline area must submit a separate copy of the general application with each supplemental application submitted. All applicants must submit a faculty/advisor recommendation; this recommendation, however, may be submitted after the rest of the application.

### Step 2: Application Review

Discipline area Program Coordinators will review submitted applications and schedule interviews with applicants who satisfy the minimum requirements and who appear to meet the demands of the position (for paid positions), or who appear to possess sufficient preparation for tutor-for-credit courses.

### Step 3: Interviewing, Selection and Notification

Candidates will be contacted by the discipline area Program Coordinators regarding the status of their application. Those who are selected for interviews will be contacted by phone or e-mail to schedule their interview time.

Please retain this page for your own information.

## Information Regarding Paid Positions and Credit Opportunities

### Requirements and Restrictions:

These requirements apply to all students conducting academic support within the Student Learning Center, whether paid, enrolled in credit opportunities, or participating as auditors:

1. Students must have received a grade of "B" or better in the course(s) they will tutor (or comparable courses) and should have a cumulative GPA of at least 3.0.
2. Students cannot have more than two "Incomplete" grades.
3. Students must be in good academic standing (not on academic probation).
4. Students agree to abide by all University and SLC Policies.

Additional information specific to **paid** positions and **credit/service** opportunities is given below:

### Tutoring for Pay:

Each semester the SLC has a limited number of paid positions available, dependent on programmatic needs. Paid positions are competitive, and successful candidates generally have relevant prior experience and/or training. Employment is on a semester basis; possibility of re-hire is contingent upon satisfactory performance and SLC programmatic needs. Tutors are paid for their attendance at all required Orientations and Training meetings.

### Note:

Students may not be employed by the University more than 50% time during the fall or spring semester in any combination of titles. Students may work up to 100% time during the summer (from the end of spring semester to the beginning of the fall semester) and during the winter break.

### Tutoring for Credit and Auditors/Service Opportunities:

The SLC offers opportunities for students to explore current issues and theoretical frameworks in education while developing practical teaching skills and making a valuable contribution to the UCB student community. Students accepted into SLC Tutoring Courses, whether enrolled for credit or participating non-credit, all participate in weekly seminars which introduce students to educational theory and pedagogy, explore current issues in the field and provide structured means for students to reflect upon and analyze their SLC tutoring or teaching experience. The format and number of hours of direct work with students varies according to the number of units taken (3 hrs/unit), and is established by agreement with the Program Coordinator at the time of admission into the course. Those wishing to participate as Field Studies students without receiving credit participate fully in all aspects and requirements of the course. Through the SLC's arrangements with a various academic departments, we offer the following options for students:

- **Education 97/197 (Field Studies) Courses** (*available for Math/Stat, Other Voices, Science, Social Sciences, Study Strategies & Writing*) This option is best for students who are completing or considering a Minor in Education. Students with fewer than 60 units enroll in Education 97; upper-division students (60 or more units) enroll in Education 197. A total of 3 units satisfies the Field Studies requirement for the Education Minor.
- **Departmental 300-Series (Pedagogy) Courses** (*available for Math, Chemistry & Writing*) This option may be best for students intending to pursue teaching within their discipline. Sophomore standing or higher is required.

NB: These courses may be repeated for credit; please consult with your college advisor for details specific to your course of study.

Please retain this page for your own information.



**Faculty/Academic Advisor Recommendation Form**

To: Program Coordinator

In my professional opinion, \_\_\_\_\_  
name of applicant

has the academic background and knowledge necessary to tutor students in

\_\_\_\_\_  
subject/discipline

(Additional comments would be helpful but are not required.)

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

Name (print): \_\_\_\_\_

Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone number or e-mail address: \_\_\_\_\_

Return this form to the applicant, send via campus mail to MC 4260/Chávez Student Center, or e-mail as attachment to [mleong@berkeley.edu](mailto:mleong@berkeley.edu). As an alternative to this form, the recommendation information may be sent as an e-mail text to [mleong@berkeley.edu](mailto:mleong@berkeley.edu)

<p style="text-align: center;"><b>Student Learning Center Math/Stat Program</b> <b>Supplemental Application for Prospective Math/Stat Tutors</b></p>
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The Student Learning Center has new tutor and study group positions available to tutor the following classes:

Math 1AB, 16AB, 32, 53, 54  
Stat 2, 20, 21, 25, 134

### Prerequisites to become a tutor:

- Credit tutors must have completed first year calculus and have completed or be currently taking Math 53 or Math 54.
- Paid tutors must have completed Math 1AB, Math 53 and Math 54.
- Tutors must be qualified to tutor precalculus and 1<sup>st</sup> year calculus.
- Have earned B's or better in your lower division math and/or stat classes.
- Have a cumulative GPA of at least 3.0.
- Submit an application to the math or statistics component of the SLC (including a letter of recommendation from a faculty, TA, or academic advisor)

In addition to the above prerequisites, applicants applying for a paid position as a tutor must have at least 1 semester of tutoring or teaching experience at the collegiate level. Applicants applying for a paid position as a study group leader will only be considered if they have had at least 1 semester of teaching experience at the collegiate level including a training component.

### Tutor Responsibilities and Expectations:

- All new tutors are required to attend a **weekly tutor training seminar** and do all assignments. In the seminar, tutors will learn tutoring and teaching techniques and discuss issues involved in teaching math and statistics. This seminar will emphasize individual tutoring and group teaching. Tutors will receive feedback from both their peers and the program coordinators. There will be **two sections of this seminar; times and locations are posted on the SLC website at [http://slc.berkeley.edu/tutor/tutor\\_math.htm](http://slc.berkeley.edu/tutor/tutor_math.htm)**.
- Tutors hold **weekly** Drop-In hours for some of the math and statistics courses listed above in the Drop-in Tutoring Area.
- Keep up with the course materials for the class(es) that you are tutoring. If necessary the tutor should review the materials for any courses they are tutoring. Tutors will have access to written materials, experienced tutors, and staff.

### Specific information for Applicants wanting to tutor for pay:

The positions that are available are listed below. All pay rates are at the current UC Berkeley/UAW tutor rates, which can be found at [http://slc.berkeley.edu/tutor/tutor\\_math.htm](http://slc.berkeley.edu/tutor/tutor_math.htm).

- **Drop-in Tutor:** Pay is at the current UC Berkeley/UAW individual tutor rate..

Work 4-10 hours per week. (To be arranged.)

Work as a tutor in the Drop-in Tutoring Area.

Paid tutors may be expected to work with multiple students in the same course during a Drop-In session.

Paid tutors can tutor precalculus and 1<sup>st</sup> year calculus.

Paid tutors can tutor basic level questions in Math 53 and Math 54.

Paid tutors are sometimes asked to assist the less experienced tutors in Drop-In.

- **Study Group Leader:** Pay current UC Berkeley/UAW group rate for 2 hrs/week (class time) and current UC Berkeley/UAW individual rate for 3 hrs/week (2 hours of preparation time, and 1 hour of training/faculty meetings).

Math and statistics study group leaders coach students through some of Cal's lower division math and statistics courses through a combination of worksheets, lecturing, handouts, and directed group work. Positions will be available for Math 32, 16AB, 1AB, 53, and 54 as well as Statistics 2, 21, and 134.

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## Student Learning Center

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### Specific information for Applicants wanting to tutor for academic credit:

The tutor training course is for students who want to learn about pedagogical issues through weekly seminars, tutor lower division math and statistics courses, and who want to fulfill the field studies requirement for the Education minor.

- You can enroll in the tutor training course either through the Math department or the Education department. Math 301 is a 2-unit course with no class standing requirement. Ed 97/Ed197, which can be taken for 2 or 3 units, can be used toward satisfaction of the Education Minor. Enroll in Ed 97 if you have fewer than 60 units and enroll in Ed 197 if you have 60 or more units.
- Assignments listed in the tutor training syllabus include giving mock lectures and writing a term paper.
- The training curriculum and course requirements are identical whether taking the course through Math or Education.
- Tutors getting academic credit tutor students individually, and may elect to tutor only precalculus and 1<sup>st</sup> year calculus.
- In addition to attending the weekly seminar, the number of hours of tutoring are:
  - 5 hrs/week for 14 weeks for 2 units
  - 8 hrs/week for 14 weeks for 3 units

### Submitting an Application:

- This application must be submitted with the white "General Tutor Application" for the SLC. The letter of recommendation may be submitted separately from the rest of the application.
- Applications should be turned in to Mike Leong's mailbox in the Student Learning Center, or to his office in 101 Chávez Student Center.
- Due Dates:  
Applications are considered on a rolling basis and should be submitted as soon as possible, but definitely by Friday of the 1<sup>st</sup> week of classes. Applicants can expect to hear back regarding the status of their application no later than Friday of the 2<sup>nd</sup> week of classes.

### Questions:

For additional questions, you can email Mike Leong at [mleong@berkeley.edu](mailto:mleong@berkeley.edu) or drop by his office at 101 Chávez.

# Student Learning Center

## Student Learning Center Math/Stat Program

Fill in the schedule below to reflect the semester that you want to tutor. Answer the following questions on the back, and attach this sheet to the main (white) SLC General Application.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Use a *pencil* to fill in your schedule. You may need to update your schedule during the semester. Place an "X" for your busy times. Place a "P" for when you prefer to tutor.

Time	Mon	Tue	Wed	Thu	Fri
8 - 9					
9 - 10					
10 - 11					
11 - 12					
12 - 1					
1 - 2					
2 - 3					
3 - 4					
4 - 5					
5 - 6					
6 - 7					
7 - 8					

Please circle the courses that you feel you can tutor at Drop-In.

32, 16A, 16B, 1A, 1B, 53, 54, 55

Purves 2/21, SticiGui 2/21, 134, 135

