



SDSU PRE-COLLEGE INSTITUTE SERVICE-LEARNING TUTOR APPLICATION

(PLEASE CHECK A SEMESTER) FALL SPRING YEAR: _____

Name: _____ RED ID: _____

Local address: _____

Cell phone: _____ Alternate phone: _____

Email address: _____

Permanent Address: _____

REQUIRED SERVICE LEARNING COURSE & TRAINING

Enroll in one of the following service-learning courses. Schedule numbers provided to hired tutors.

TE-362 Section #1: *meets Tues/Thurs 2:00-3:30pm* Yes No **3 unit course

TE-362 Section #2: *meets Monday 4:00-6:40pm* Yes No **2 unit course

ED-201: *meets Monday 4:00-6:40pm (Fall only)* Yes No **3 unit course

FINANCIAL AID INFORMATION – Work-study paid position for those who qualify

Do you receive Financial Aid? Yes No Do you have a Federal Work Study award? Yes No

Are you willing to volunteer? Yes No. The minimum commitment is 4 hours/week, two days/week.

Major: _____ Current overall G.P.A: _____

Expected semester and year of graduation: _____ Number of completed semesters at SDSU: _____

Number of units you plan to enroll in for this semester (including this course): _____

This service-learning opportunity can count toward your **Early Fieldwork Experience (EFE)** hours for the credential program. Are you interested in EFE hours? Yes No

To complete application, please attach the following:

- Current Schedule or Wish list (please print off from web portal) in **block format**
 - o **Highlight** Preferred tutoring schedule **with available times.**
- Financial Aid - Work Study Award- found at <http://www.sa.sdsu.edu/fao> *If you qualify
- Unofficial Transcripts (Including most recent)

SIGNATURE: _____ DATE: _____

During the second stage of the hiring process please be prepared to complete or provide the following:

- 1) Current tuberculosis (TB) clearance, make an appointment with the Student Health Center
- 2) Live Scan fingerprinting clearance, paperwork will be given after tutors are hired
- 3) SDSU HR paperwork, you will need your original Social Security Card (no photo copies) or Passport

*Please complete and return application to the Pathways Office, SDSU North Education room 280
If you have any questions about the application, please email pathways@sdsu.edu*

TUTOR APPLICATION QUESTIONS

NAME: _____

- 1. Please list 3 future goals:

- 2. Are you affiliated with any SDSU campus organizations or clubs?

- 3. Explain why you believe you would be an effective tutor.

- 4. What is your preferred method of communication? ___E-mail ___Text

- 5. How did you hear about our service-learning tutoring programs? Friend - Who? _____
 Flyer Email Table/Orientation Fair Class Presentation Other: _____

- 6. Do you speak a language other than English? _Yes _No If yes, what language(s): _____
- 7. Do you plan to drive your personal car to your assigned school site? _Yes _No
- 8. Do you plan on taking public transportation? _Yes _No

- 9. Did you participate in a TRIO program in High School (Upward Bound or Educational Talent Search)?
 _____ Or other student outreach program (GEAR UP, Reality Changers, College Avenue
 Compact.)? _____. If yes, what school? _____

PARTNER SCHOOLS:

Elementary Schools (K-3) – America Reads

Rosa Parks
Marshall

Middle Schools (6-8)– America Counts

Bell
Horace Mann
Lemon Grove Academy
O’Farrell
Monroe Clark
Taft
Wilson

High Schools (9-12) – America Counts

Castle Park
Crawford
Hoover
Lincoln
Montgomery
Morse
O’Farrell
Serra
Southwest

Do you live close to one of the above schools? If so, which school(s): _____
 Are you Alumni of any of the above schools? If yes, which school? _____

SUBJECTS:

America Counts tutors are in *math and science* at the *middle and high schools*.

Math 6, Math 7, Math 8, Integrated Math I, Integrated Math II, Integrated Math III, Calculus, Statistics, power-up and support classes as well. Science 6, Science 7, Science 8, Biology, Physics

America Reads tutors work with *Kindergarten to Third Grade* to build early literacy skills.

Volunteer tutors can tutor in Math, Science, English, and Social Studies

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SERVICE-LEARNING TUTOR JOB DESCRIPTION

POSITION DESCRIPTION:

- Provide individual and small group tutoring to pre-college students in local underserved elementary, middle and high schools
- Provide high quality tutoring assistance in Math, Science, English and/or Social Studies
- Assist students in improving academic achievement by reviewing class materials, discussing the text, predicting test questions, formulating ideas for papers or working on solutions to problems
- Follow classroom rules and instructions from assigned K-12 teacher
- Tutoring is a supplement to classroom teaching. Tutors are not expected to know everything about the subject for which they tutor
- Follow all program procedures covered in tutor training
- Helping students learn positive study habits and test taking skills

RESPONSIBILITIES:

- Complete required tutor training
- Complete minimum of 4 hours of tutoring per week split into two days per week
- Check email and phone messages on a daily basis to keep up to date with program needs, reply to emails within 72 hours.
- Collect required data on students including student data forms, student logs
- Turn in accurate and complete paperwork by deadlines including monthly time sheets, required data, hiring packet, and teacher evaluations
- Be punctual for all scheduled tutoring sessions. It is your responsibility to notify the Pathways Office and your assigned teacher if you will be late or need to miss a session
- Assist with program-specific fundraisers and events
- Be professional and a good role model
- Follow dress code and cell phone policy
- Enroll in Service-Learning course (TE-362 or ED-201)
- Actively participate in monthly professional development seminar

QUALIFICATIONS:

- Be enrolled at San Diego State University
- Maintain a G.P.A. of 2.5 or higher
- Maintain a B average in subjects interested in tutoring
- Have a strong desire to work with children and help them achieve academic success
- Desire to work with people from cultural and diverse backgrounds
- Excellent communication and time management skills
- Problem solving skills
- Tutoring experience is a plus!

ASSIGNMENTS/PAY:

- Volunteer or if you qualify for work-study, we pay a competitive rate of \$13.50 per hour.
- Tutoring placements will be assigned according to school needs and tutor availability
- Up to 20 hours a week and 8 hours a day within semester dates
- Tutors are responsible for keeping track of hours

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