



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 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 Facebook

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 School (K-3) – America Reads
Rosa Parks
Marshall

Middle Schools (6-8) – America Counts
Bell
Horace Mann
O’Farrell
Monroe Clark
Wilson

High Schools (9-12) – America Counts
Castle Park
Crawford
Hoover
Lincoln
Montgomery
Morse
O’Farrell
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 7 hour 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 ED201)
- 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, which is part of your financial aid package, we pay a competitive rate of \$13 per hour. Raises are given for superior job performance
- Tutoring will be assigned according to student demand, 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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