Learning Resource Center
Subject Tutor Application

You must meet the following eligibility requirements in order to apply:

- completed at least three quarters or two semesters of college-level coursework

- enrolled at Cal Poly Pomona (International students must be enrolled in a minimum of 12 units and Work Study students must be enrolled in a minimum of 6 units.)

- maintain a minimum 3.0 GPA

You must submit the following documentation in **Handshake** when applying to be a tutor:

- completed Tutor Application **AND** CPP Student Employment Application

- two Tutor Recommendation Forms, completed by professional references:

  ➢ at least one must be a faculty member in the subject(s) you wish to tutor

  ➢ an administrator or previous tutor supervisor that can comment on your academic abilities and professional skills

- resume

- unofficial transcript that includes any courses that you wish to tutor (You must have a "B" or better in each of the courses you list.)

If you have any questions about the application or interview process, please e-mail the Program Coordinator, **Denise Garretson,** at deniseg@cpp.edu.

During the first year of employment, tutors are required to participate in CRLA training (Level 1 fall semester and Level 2 spring semester); trainings are paid, held weekly, and are 50-minutes each session. Tutors who are not able to participate in training will not receive a schedule or will be removed from the schedule should a conflict with training arise during the semester.

By submitting your application, you are acknowledging the training requirement of employment.

Information to consider when applying:

1. **Tutoring:**

   High-demand courses: General chemistry, organic chemistry, single- variable calculus, multi-variable calculus, business calculus, physics, and statistics.

   Business courses: We desire qualified business tutors to tutor a combination of FRL, TOM, ACC, STA 1200, and/or MAT 1250.

   Other subjects: We also need tutors for engineering, computer science, music, and foreign language. We highly encourage applicants to include these courses with eligible high-demand courses.

   Make sure to list ALL courses from your transcripts that you would like to tutor AND have received a grade of B or better.

2. **Training:**

   The LRC provides CRLA training for its tutors. To continue onto a second year of employment, tutors must complete the first year of training and fulfill a minimum of 25 hours of tutoring experience within their first year of employment.

3. **Schedules:**

   Scheduled hours can range from 0 to 20 hours.

   Scheduling for each semester is based on the tutor's list of eligible and preferred courses to tutor, their submitted shift availability, and the availability of other tutors who help with the same subjects. When providing an availability, tutors are asked to consider their class schedule, study time, travel time to and from classes, and all other obligations.

Learning Resource Center

Tutor Application

Name: _____
          LAST   **FIRST**   **MIDDLE**

Date of Application: _____

Bronco I.D. Number: _____

CONTACT INFORMATION

Cell phone: _____   Home (or alternate phone): _____

Cal Poly email _____ ; Other email _____

Permanent Address: _____
                              STREET   **CITY**   **ZIPCODE**

Current Address: _____
                              STREET   **CITY**   **ZIPCODE**

ACADEMIC INFORMATION

Major: _____   Minor (if any): _____   GPA: _____

Class level (circle one):   **Freshman**   **Sophomore**   **Junior**   **Senior**   **Graduate Student**

What is your ANTICIPATED graduation date? _____

REFERENCES

Professional Recommendation:
Please list the names from whom we will receive professional recommendations.

   1. _____   2. _____

PLEASE COMPLETE THE FOLLOWING:

1. Provide a list of Cal Poly courses that you would like to tutor. If listing courses from other colleges, please list it as the CPP equivalent (see Bronco Direct). Note: You must have received a grade of "B" or higher in any course you tutor. Be specific. (For example: MAT 2140 or TOM 3020.)

_____

_____

2. Have you ever worked as a tutor?   Yes_____No_____If yes, provide details such as for whom, where, and when.

_____

_____

3. Explain why you are interested in becoming a Subject Tutor.

_____

_____

_____

4. Do you have a tutor certification from a previous tutoring job?   Yes_____No _____

5. How did you learn about the LRC (Learning Resource Center)?

_____

6. Are you eligible for Work Study?   Yes_____No_____

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(For office use only) Date application received: _____

Learning Resource Center Tutor

The tutoring at the Learning Resource Center is a drop-in and appointment-based service, which provides individual assistance to students seeking to supplement classroom instruction. Tutoring is arranged on a one-to-one basis, and group sessions can be arranged at the students' or tutor's request if the tutees are taking the same course. Students may receive assistance in both lower and upper-division courses.

Tutors provide assistance by doing the following:

- Guide tutees to answer their own homework questions in their own original work
- Assist tutees in reviewing material for quizzes and tests
- Provide test preparation and test-taking tips
- Assist in establishing short and long-term study goals
- Review exams from previous quarters/semesters
- Help provide an overview of class topics
- Help tutees to develop independent study skills
- Assist tutees in clarifying homework problems and provide tips to assist in completion of homework (The LRC is very strict in that tutors do **not** provide answers to homework problems, but only assist with concepts for the tutee to do their own homework.)
- Help tutees understand lab reports
- Provide assistance to tutees in using calculators

While the mission of a tutoring program is to supplement classroom instruction and to increase students' academic success, the goals of the Learning Resource Center extend even further. The LRC provides academic services that help students develop confidence and acquire the skills needed to be successful in all subject areas. Serving Cal Poly Pomona as a tutor can be a dynamic experience that enhances the tutor's personal, professional, and educational development. For prospective teachers, the experience provides an opportunity to develop expertise in communicating and articulating difficult ideas. In addition, the tutoring environment prepares tutors for an array of future careers by increasing expertise in subject area(s) and enhancing the ability to communicate both in one-on-one and group situations.

The LRC strives to hire, train, and maintain highly qualified tutors for its tutoring services. Tutors are selected based on their ability to articulate and communicate ideas. Other attributes that are considered are reliability, empathy, and enthusiasm.