Valencia College, East Campus
Academic Success Center
Tutor Application

Date: _____

Contact Information: (Please Print Clearly)

Name:		Phone:
Email:	Street Address:	
VID (If applicable):	City/State/Zip:	

Start Date:

Please list desired start date. Applications are kept on file for 6 months. If you'd like it to stay on file longer, inform the ASC Front Desk.

General Information:

Education:

Institution:	Degree:	Area of Study:	Graduated:	
			[ ] Yes	[ ] No
			[ ] Yes	[ ] No
			[ ] Yes	[ ] No

Previous Tutoring/Teaching Experience:

Have you ever been a tutor before?

[ ] Yes   [ ] No

If so, at what institution?

Briefly describe your previous tutoring experience:

_____
_____
_____
_____
_____
_____

Do you have any certifications (i.e. tutoring/teaching certifications)?

[ ] Yes   [ ] No

If so, what association/state?

Briefly describe why you want to be a tutor:

_____
_____
_____
_____
_____
_____

Career Goals:

Briefly describe your career goals:

_____
_____
_____
_____
_____
_____

Agreement and Signature:

By submitting this application, I affirm that the facts set forth are true and complete. If selected for an interview, I will be asked to provide additional information.

If hired, you will be required to take the Tutor National Certification (CRLA) course within in a year from your hire date.

Name (Printed):	
Signature:	
Date:	

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Place a check next to each center you'd like to work in.	

☐	**Communications Center:**

*The Communications Center focuses on assisting students with writing assignments from **all** disciplines. They help students to improve writing and communications skills, focusing on English Composition I & II, ESL/EAP (English as a second language), Speech, and Reading courses.*

<u>Requirements:</u> Bachelor's degree (or higher) in English or TESOL, a cover letter, and a resume.

☐	**Foreign Language:**

The Foreign Language Lab assists students enrolled in foreign language courses such as Spanish, French, and German. Tutoring and workshops are available to help students grasp core concepts in order to become successful in their foreign language courses.

<u>Requirements:</u> applicants will be asked to take a placement test to determine proficiency level.

Below, indicate the languages you're comfortable tutoring:

☐ **French**	☐ **Spanish**	☐ **German**	☐ **Latin**

☐	**Math Center:**

☐	**Math Support Center (MSC):**

The Math Support Center assists students with college-level math skills. MSC tutors provide college-level support for all students, including help with test corrections, PERT review assistance, and homework.

☐	**Specialized Preparatory Area (SPA):**

The SPA assists students with developmental math skills leading up to college-level. They help students with coursework and preparing for competency exams by utilizing a variety of resources such as hands-on manipulatives, various technologies, and topic-based workshops.

Highest level of math completed:

Have you taken basic Statistics?

List the calculators you're familiar working with:

☐	**General Tutoring Center:**

The General Tutoring Center assists students in a variety of subjects with walk-in tutoring. Tutors help students improve their knowledge of a subject and give them tips to become a successful student.

<u>Requirements:</u> *attach your unofficial transcripts to this form. Be prepared to hand in a letter of recommendation upon request.*

The classes each subject encompasses are listed below. Tutors are expected to have taken and be able to tutor in all the classes noted below the selected subject.

☐ **Chemistry** Intro to Chemistry, General Chemistry I & II, and Organic Chemistry I & II	☐ **Physics** Physics I & II with Calculus and Statics (not required, but preferred)
☐ **Biology and A&P** Biology I & II, A&P I & II, and Microbiology (not required)	☐ **American Sign Language (ASL)** ASL I - IV
☐ **Accounting** Managerial and Financial	☐ **Economics** Micro and Macro
☐ **Music Theory** Music Theory I - IV	☐ **Humanities**
☐ **Political Science**	☐ **History**
☐ **Office Systems Technology (OST)**	☐ **Psychology**
☐ **Computer Programming Languages** Intro to Programming Concepts, Intro to Visual Basics, Visual Basic Programming, Java, Advanced Java, C, C++, C#, Linux Shell Scripting, MS SQL Server, Scripting Languages, and Web Site Development	☐ **Other (Please List):**