Each year, the Tech Learning Center (TLC) looks for a few students who excel academically and enjoy helping fellow students understand their coursework. Its focus is on SDSM&T core subjects: chemistry, computer science, English, math, and physics, as well as biology at the 100 and 200 level. Tutors tutor the subjects in which they excel and feel comfortable tutoring, but they are not expected to tutor *all* core subjects. On the subjects table on page 3 of this application, enter only the subjects that you are confident in tutoring.

TLC tutors set their own schedules according to what time they have available in their personal schedules. A good hour level usually falls between 8 and 12 hours per week. Time is calculated to the nearest quarter hour. Tutors are not paid for scheduled time if they are not present and in the TLC room available to tutor.

Candidates are chosen according to the needs of the TLC. Following is a brief list of qualities and criteria that are valued in selecting candidates for tutoring positions at the TLC:

- Tutors are academically successful (tutors must have at least a 3.00 GPA and 3.00 in their major).
- Tutors must be able to communicate well and at times may need to simplify concepts to meet the students' level of understanding.
- They are personable and enjoy helping fellow students with problem solving processes.
- Tutors must be dependable—and should be available at the TLC during their scheduled hours.
- Tutors should be responsible and mindful of their surroundings in the TLC.

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Tech Learning Center
Tutor Application Form

Please complete this application form and return it to the Tech Learning Center (TLC) office in the basement level of the Devereaux Library, room 110A or deliver (or mail) the form to the Office of the Registrar & Academic Services in the O'Harra Building, room 201.

Date: _____

PERSONAL INFORMATION:

Name: _____
Permanent Address: _____
Current Address: _____
Phone: (Home) _____ (Mobile) _____
Email: _____

ACADEMIC INFORMATION:

Declared Major: _____ Minor: _____

Below, circle your status as of the last semester completed: (must be sophomore or higher to apply).

sophomore junior senior graduate student non-traditional

As of last semester completed,
Overall GPA: _____ **Major GPA: _____**

Please list the courses & course reference numbers of the classes you are currently taking.

Course:	Course Reference #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Have you ever tutored before? **YES / NO**
If YES, when, where and in what subjects? _____
_____

Please give a brief statement about why you would like to tutor in the Tech Learning Center, and let us know when you first became aware of the TLC.

Many of our tutors specialize in tutoring two or more specific subjects. Please mark those subjects in which you excel with **S**, for *specialty* subject.

We understand that TLC tutors may not be proficient in every subject. Aside from your specialty subjects, what other subjects are you comfortable tutoring? Mark specialties with an **"S"**; any other subjects that you tutor with an "**X"**, and leave **blank** any subjects that you *are not* comfortable tutoring. Use the large blank space in the table below to include other subjects as well as computer programs that you are qualified to tutor.

Subjects you tutor		**Additional Subjects or computer programs that you might tutor** **(i.e. petrology, Maple, AutoCad, Spanish etc.).**
Math		
Algebra		
Trig		
Calc I		
Calc II		
Calc III		
Linear Algebra		
Ord. Diff Eq.		
Prob & Stat		
Numerical Analysis		
Physics		
Physics 111		
Physics I (211)		
Physics II (213)		
Chemistry		
Chem 106		
Chem 108		
Chem 112		
Chem 114		
Computer Science		
Basic Computing		
CSC 150		
Other		
English		
Grammar		
Composition		
Other Courses		
Circuits		
Statics		
Dynamics		
CENG 244		
Biology		

WORK RELATED INFORMATION:

Are you currently employed by the School of Mines? **YES / NO**
(If NO, please skip to References),

If YES, what is your employment status? **Contract / Hourly**

If hourly, how many hours per week? _____

Which Department(s)? _____

What is the name of your supervisor(s)?
_____ _____

REFERENCES:

- Please provide the names and contact information of at least two (2) personal references.
- You may include School of Mines' faculty, staff, or current TLC employees as references.
- Your personal reference should be someone who has known you for at least one (1) year and can vouch for your skills and abilities as a tutor.
- Do not include family members as reference contacts.

Personal Reference #1

Name:

Contact e-mail address:

Relation:

Personal Reference # 2

Name:

Contact e-mail address:

Relation:

If you have a resume, or printed list of references, please attach them to this application.

Name_____

Indicate hours that you **<u>are available</u>** for tutoring,

Current TLC employees will have first priority in forming the schedule. Although 8 to 12 hours per week is recommended, ALL TLC employees are limited to a maximum of 15 hrs per week.

Time	**Sun**	**Mon**	**Tues**	**Wed**	**Thurs**	**Fri**	**Sat**
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
12 p.m.							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							