

Each year, the Student Success Center (SSC) looks for a few students who excel academically and enjoy helping fellow students understand their coursework. Its focus is on SD Mines core subjects: chemistry, computer science, English, math, and physics, as well as biology at the 100 and 200 levels. 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.

SSC 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 SSC room available to tutor.

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

- 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 SSC during their scheduled hours.
- Tutors should be responsible and mindful of their surroundings in the SSC.

Tutors schedules are set for the semester and not by the week.

Name _____

STUDENT SUCCESS CENTER TUTOR APPLICATION FORM

Please complete this application form and return it to the Student Success Center (SSC) office in the Surbeck Center (or email the form to thomas.mahon@sdsmt.edu)

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 Student Success Center, and let us know when you first became aware of the SSC tutoring program.

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 112	
CHEM 114	
CHEM 112L	
CHEM 114L	
Computer Science	
Basic Computing	
CSC 150	
Other	
English	
Grammar	
Composition	
Other Courses	
Circuits	
Statics	
Dynamics	
CENG 244	
Biology	

Name _____

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 SSC 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.

Indicate hours that you **are available** for tutoring,

Current SSC employees will have first priority in forming the schedule. Although 8 to 12 hours per week is recommended, ALL SSC 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.							CLOSED
1 p.m.							CLOSED
2 p.m.							CLOSED
3 p.m.							CLOSED
4 p.m.							CLOSED
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							