

Coyote First Step Math Tutor Application

Applications due 5:00 p.m. on Friday, March 3

Early Start Math (ESM) is for first-time freshmen entering CSUSB in the Fall quarter. The program gives students who scored as “less than college ready” in mathematics another chance to start college fully prepared for one the GE Mathematics courses. The program is divided into two parts:

The **ESM 15** series is for students planning to attend other CSU campuses. This series is taught in two-hour classes held Monday – Thursday four days a week. The two-hour ESM 15 sections are scheduled to begin at 8 a.m., 10:05 a.m., 12:10 p.m., 2:00 p.m. and 4:20 p.m.

Sessions are

ESM 15B	July 10 - July 20	July 24 - August 3
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ESM 15C	July 10 - July 20	July 24 - August 3
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The **Coyote First Step ESM 75A, 75B, 81 and 91** series are a residential program for students planning to attend the San Bernardino campus in Fall 2017. Classes will be held Monday – Thursday between the hours of 8:00 a.m. to 4:00 p.m. Tutors will assist at the lecture in the morning and tutor in the afternoon for two hours. There will be three sessions:

Session I

June 26 – July 18, 2017 - *Campus Closed on July 3 and 4*

ESM 75A (Basic Arithmetic)

ESM 75B (Pre-Algebra)

ESM 81 (Algebra)

ESM 91(Algebra)

Session II

July 24 – August 10, 2017

ESM 75A (Basic Arithmetic)

ESM 75B (Pre-Algebra)

ESM 81 (Algebra)

ESM 91(Algebra)

Session III

August 14 – August 31, 2017

ESM 75B (Pre-Algebra)

ESM 81 (Algebra)

ESM 91(Algebra)

Tutor Job Description:

1. Tutors for the ESM 15 series will attend the class and assist the instructor by answering student questions.
2. Tutors for the Coyote First Step courses will attend morning instruction taking notes, as needed, on methods taught by the instructor. They will assist the instructor by answering student questions. In the afternoon, tutoring sessions will occur and tutors will: review student assignments, maintain student conduct in the classroom and other duties as assigned.

Qualifications:

- Have a cumulative GPA of 3.0 or better.
- Ability to communicate clearly and effectively.
- Exhibit patience and a desire to help others learn.
- Strong listening skills.

Hours:

1. **ESM 15:** Monday –Thursday, hours to be determined based on assigned section(s).
Sections begin at 8 a.m., 10:05 a.m., 12:10 p.m., 2:00 p.m. and 4:20 p.m.
2. **Coyote First Step:** Monday—Thursday from 8:00 - 3:30 p.m. with lunch from 12:00 - 1:20 p.m.

Tutor Trainings:

Mandatory training workshops in May for all tutors. Dates and times to be announced.

Salary:

- Undergraduate - \$12.50/hour
- Graduate - \$15.50/hour

Background check is required for all new tutors who have not worked for the College of Extended Learning (CEL) in the past 12 months.

Email completed application to Joyce Ahlgren (jahlgren@csusb.edu) by 5 p.m. **Friday, March 3, 2017.**

Early Start Math Tutor Application

Name: _____ SID #: _____

Address: _____ City: _____ Zip: _____

Email Address: _____ Home phone: _____

Class Level: Freshman Sophomore Junior Senior Graduate Cell phone: _____

Major: _____ Minor: _____ GPA: _____

Are you attending summer school? Yes No If so, which session? I II III

Are you graduating in June 2017? Yes No

I am interested in tutoring in the following course(s):

ESM 15B July 10 - July 20 July 24 - August 3

ESM 15C July 10 - July 20 July 24 - August 3

	Session I	Session II	Session III
	6/26 - 7/18	7/24 - 8/10	8/14 - 8/31
ESM 75A - Basic Arithmetic	<input type="checkbox"/>	<input type="checkbox"/>	
ESM 75B - Pre-Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESM 81 - Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESM 91 - Algebra	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list your most recent math course(s) completed, term and grade(s).

1. Why you are interested in becoming a tutor? _____

2. What do you hope to learn from the experience? _____

3. What skills do you have that will aid in your ability to be an effective tutor? _____

4. Please describe any previous tutoring experience. _____

5. What do you think the role of a tutor is? _____

6. Tutors are required to be here from 8:00 a.m. - 4:00 p.m. Please let us know if you are unable to work the full day and why. _____

7. Please list anything else that is pertinent to the position. _____

Emergency Contact: _____ Relation: _____ Phone: _____

Faculty References

Name: _____ Department: _____ Extension: _____

Name: _____ Department: _____ Extension: _____

I authorize the College of Extended Learning to verify my GPA.

Signature: _____ Date: _____

OFFICE USE ONLY

Student GPA Verified: _____ Interview: _____ Scheduled Date: _____

Instructor: _____ Room: _____ Documents Processed: _____