



San José State
UNIVERSITY

Tutor Application

Learning Assistance Resource Center (LARC) Student Academic Success Services

SJSU is an Equal Opportunity/Affirmative Action Employer committed to nondiscrimination on the bases of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty, and staff as well as University programs and activities. Reasonable accommodations are made for applicants with disabilities who self-disclose.

The latest San José State University Safety 101 Uniform Campus Crime and Security Report is available. You may request a copy of San José State University's annual safety report by contacting the University Police Department at (408) 924-2222 or by visiting the website at www.sjsu.edu/safetyreport.

Application Process:

This is to be completed after you have passed the preliminary interview.

- Complete this application and remove the two Faculty Recommendation Letter forms.
- Bring or send (*not* through email) the remaining part of the application with a copy of your most recent unofficial college transcript to LARC.
- Ask two faculty members currently teaching at SJSU, who are in the discipline(s) you wish to tutor, to complete the forms.
- Request that these two faculty members return the forms through campus mail to LARC (Student Services Center, Rm. 600. Ext. 0198) or that they bring them to LARC directly. **You are not to bring these completed forms to the Tutorial Coordinator yourself since they are confidential.**
- All applications that meet the minimum qualifications will be reviewed. If the candidate meets these qualifications and there is a need for his/her services, the applicant will be notified to come in and start the interview process.

Your application, interview, and letters of recommendation will be fully considered in this decision. If you have any questions, please contact Karin Winnard, Tutorial Coordinator, LARC (408-924-3346) or karin.winnard@sjsu.edu.



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Today's Date: _____ SJSU ID#: _____

Name: _____
Last First Initial SJSU email address

Address: _____
Street Town/City Zip Code

Home Telephone: _____ Cell Phone: _____
Area Code + 7 Digit Number Area Code + 7 Digit Number

Major: _____ Class Level: _____

Current GPA or GPA for last two semesters (Circle One and write GPA): _____

Number of credits completed (include transfer credits) since attending college: _____

Number of semesters completed at San José State University: _____

Are you a transfer student? _____

If yes, where did you transfer from? _____

SUBJECTS YOU ARE QUALIFIED TO TUTOR

(List in order of preference)

(If you received at least a "B" in the course at another institution, list the equivalent course number at San José State University.)

SJSU Course Name And Number	Grade Received	Professor of Course	Taken Where?	Semester and Year Course Completed

Office Use Only:

Number of Hours: Minimum: 6 Maximum: _____

Number of completed credits at SJSU: _____

Instructions: Please hand- write your answers to the following questions using the limited space provided.

- 1) How did you learn of the Tutorial Program's need for qualified tutors?

- 2) Why are you interested in becoming a tutor at LARC?

- 3) What do you believe are the 3 most important skills that a peer tutor can use in a session?

- 4) List any previous tutoring, teaching, counseling experience, and training you have had that you believe would assist you in being an effective LARC tutor. Provide the dates and location.

- 5) List any jobs you have held, other than those listed above, that relate to your major.

- 6) Additional information you would like to provide:

- 7) List the two faculty members from SJSU who will be completing the attached letters of recommendation. It is your responsibility to make sure these letters are returned to LARC as quickly as possible so that a decision regarding your hiring can be expedited.

Faculty Member's Name	Department	Office Phone Number
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1) _____

2) _____



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**Learning Assistance Resource Center (LARC)
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Tutor Application
Faculty Recommendation Letter**

Applicant's Name: _____ **Date:** _____

The above named individual has applied to work as a tutor in LARC. I would appreciate your thoughtful evaluation of the applicant's potential tutoring ability. Please assist me in this application process by responding to the questions below. If you need more space, please use the back of this sheet, and return this form as quickly as possible. Thank you for your assistance!

Academic

1. What course(s) has the applicant taken with you? _____

2. To what extent, if any, have you had contact with the applicant outside of the class(es) mentioned above?

3. The stated academic qualifications for an LARC tutor are as follows: 1) Enrollment at SJSU, and taking a minimum of 6 credits (undergraduate) or 4 credits (graduate) while employed; 2) Attainment of at least 3.0 GPA overall or an overall 3.0 GPA for the 2 semesters prior to the submission of this application; 3) At least a "B" grade in the course(s) being tutored. If we find that the applicant does not meet these standard qualifications, are there other factors that you recommend we consider? Please explain.

4. What course(s) in your discipline would you recommend this applicant tutor? Are there any courses you would recommend this student not tutor? Please specify.

Personal/Student Development

5. Tutoring has been shown to be more effective when the tutor has the following characteristics: Enthusiasm, imagination, patience, good communication skills, leadership skills, ability to relate to students culturally and academically different from him/herself, and a sense of responsibility. Based on your association with the applicant, please comment on these attributes and on any others that you feel are important to this applicant's qualification for this position.

6. Would you recommend this applicant be hired as a tutor with LARC?

Please return this form via
campus mail or in person to:
Karin E. Winnard, Tutorial Coordinator
LARC (Learning Assistance Resource Center)
Student Services Center. Rm 600. Ext. 0198
(408) 924-3346 (karin.winnard@sjsu.edu)

(Faculty Member's Signature)

(Faculty Member's Name)

(Department Office Extension)



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