

Embedded Tutoring at College of San Mateo

Overview

Embedded Tutoring has proven to be one of CSM's most valuable academic support programs. What the program does is target combined Math 120, 190 and 200 courses, English 100 and 105 combined courses and a variety of other courses. An embedded tutor will attend the class lecture as an observer and take notes as well as assist students throughout the class time in group and one-on-one settings. Occasional review sessions may also be scheduled outside of the class time.

What we are looking for in candidates

- *Have strong communication skills, and feel comfortable presenting in front of a diverse group of students*
- *Dependability and friendliness*
- *Demonstrates skills of a successful college student (skills include: awareness of campus resources, good time management, note-taking skills, regularly communicates with staff and faculty etc.)*
- *Be eligible to work on campus*
- *Be 18 years of age or older*
- *Be enrolled in at least 6 units during the semester they will be working*
- *Received and A or B in the course they will work with*
- *Receive a faculty recommendation*
- *Be able to work between 6-10 hours per week*

Steps to become an embedded tutor

- *Complete an application*
- *Receive a faculty recommendation*
- *Attend an Interview*

Expectations if hired

- *Attend all assigned course lectures and keep track of attendance in a daily log.*
- *Regularly check student e-mail and Canvas for any tutoring program updates or announcements*
- *Enroll in and complete the LCTR 100 Tutor Training Course (CRN #43741)*
- *Collaborate with course instructor for in-class group activities*
- *Stay in regular communication with embedded tutoring coordinator via e-mail/in-person meetings*
- *Attend periodic meetings with the embedded tutoring coordinator.*
- *Notify ET coordinator & course instructor of any absences*

Questions?

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Embedded Tutor Employment Application

APPLICANT INFORMATION

FULL NAME	FIRST	MIDDLE	LAST
PERMANENT ADDRESS	STREET CITY STATE ZIP		
EMAIL ADDRESS	PHONE NUMBER		
CSM G NUMBER			
DEGREE CONCENTRATION/MAJOR	CURRENT GRADE POINT AVERAGE (OPTIONAL)		
ARE YOU AT LEAST 18 YRS OF AGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPECTED GRADUATION DATE
ARE YOU ELIGIBLE TO WORK IN THE US?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
FOR WHICH ACADEMIC TERM ARE YOU APPLYING TO WORK?		<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER _____ Semester Units	
HOW MANY UNITS WILL YOU BE REGISTERED DURING THIS ACADEMIC TERM?			
NOTE: Students are required to maintain a minimum enrollment in 6 units in each semester in which they are employed.			

HOURS AVAILABLE FOR WORK PER WEEK: _____

LIST ANY EXPERIENCE YOU HAVE THAT MIGHT BE RELEVANT TO THIS POSITION

HAVE YOU EVER PREVIOUSLY WORKED FOR CSM? ☐ YES ☐ NO

IF YES, GIVE NAME OF DEPARTMENT: _____

ARE YOU CURRENTLY WORKING IN A DEPARTMENT AT CSM? ☐ YES ☐ NO

DO YOU EXPECT TO RECEIVE FEDERAL WORK STUDY? ☐ YES ☐ NO

WHAT COURSE ARE APPLYING TO BE A TUTOR FOR?

LIST THE FACULTY MEMBER YOU ARE SEEKING A RECCOMENDATION
FROM _____

SUPPLEMENTAL INFORMATION

WHAT ARE YOUR REASONS AND MOTIVATIONS FOR APPLYING FOR THIS POSITION?

WHAT ARE YOUR FUTURE PLANS AFTER YOU LEAVE CSM?

APPLICANT CERTIFICATION

I certify that to the best of my knowledge the foregoing statements are correct and complete. The Learning Center Manager has my permission to verify information provided on this form.

APPLICANT'S
SIGNATURE: _____

DATE: _____