

BAKER CENTER FOR LEARNING

Accounting Tutor Application

Semester applying to work: ___ Spring, ___ Summer, ___ Fall _____ (year)

Name: _____

TC3 ID: _____

Address: _____

Birth Date: _____

Would you like us to contact you by text message? Yes No

Are you either a U.S. citizen or permanent resident? Yes No

If "No," what type of visa do you hold? _____

TC3 Email: _____

Other Email: _____

Eligible for workstudy? (through financial aid) Yes No

Phone: _____

Cell Phone: _____

of semesters completed at TC3 _____

of credits taking this semester _____

Have you ever been convicted of a criminal offense or are there criminal charges pending? Yes No

If yes, please explain fully on reverse side or separate sheet.

Please list prior relevant college courses, grades and instructors. Include your accounting instructor(s) here.

	Course	Grade	Where Taken	When	Instructor
1.					
2.					
3.					
4.					

Please list prior work experience.

	Place of Employment	Dates Worked	Position	Supervisor	Phone
1.					
2.					
3.					

***NOTE: You must attach a printout of your unofficial transcripts to this application.**

ROLE AND EXPECTATIONS OF BAKER COMMONS STUDENT WORKERS

The role of peer tutors and student assistants is to assist TC3 students learn information and skills necessary for effective academic performance. All Baker Commons employees (including students) should act as facilitators of the learning process. Our goal is to help the students become independent learners and as such, we always attempt to keep them actively involved in the learning process.

As a Baker Commons student worker, you will:

1. Be on time for your shifts. Students depend on you to be available at advertised times. If you must be late or absent, try to find a replacement or at the least, contact the Commons secretary in advance.
2. Participate in training to learn about policies and procedures, strategies, and to share experiences and suggestions with other workers. Sign the **training contract** (sample on back).
3. Demonstrate knowledge in your content area, as well as a willingness to learn new information throughout the semester.
4. Serve as a role model for other students and represent the Baker Commons respectfully.
5. Dress appropriately for the work place.
6. Follow the procedures established for your particular job assignment.
7. Check with a supervisor, when not working with students, to determine how you can assist the Baker Commons in some other way.
8. Seek out Baker Commons professional staff members, when appropriate, to discuss problems and issues related to academic support.
9. Refer students, when appropriate, to Baker Commons' professionals or other College services.
10. Stay in good academic standing with a "B" average in courses related to tutoring, a 2.5 overall GPA, satisfactory progress (S, S+) at midterm, and good attendance in all classes.
11. Come prepared to work, **not socialize**, in order to maintain a positive and respectful attitude, and to provide a supportive environment for learning.
12. Keep abreast of all news and important information about trainings and other Baker Commons happenings.

The information I have provided on this application is accurate. I have read and understand the role and the expectations of Baker Center employee. I understand that I must be in good academic standing to work in the Commons and I hereby give permission to the Baker Commons professional staff to access my academic records and/or to talk with faculty members to confirm my continuing eligibility for employment.

Signature

Date

Baker Commons Student Worker - Times AVAILABLE to Work

Name: _____ Semester Applying For: _____

TC3 Program: _____ Today's Date: _____ Cell Phone: _____

of Hours per Week Desired: _____ **TC3 Email:** _____ @mymail.tc3.edu
(15 hrs. is College's Max.) Please Print Clearly

All applications must be accompanied by a current class schedule!

Returning Student Workers: All hoping to return, **MUST** include a copy of his/her unofficial transcript and must sign a new FERPA form (attached) each semester as well.

Indicate the times you are available and willing to work by placing an **"A"** in the appropriate time blocks. Do not put your classes on this sheet. (This is a test; please follow directions!)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 - 9 a.m.	Service Desk	Service Desk	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only
9 - 10 a.m.						Workers Only	Workers Only
10 - 11 a.m.						Workers Only	Workers Only
11 - 12 p.m.						Workers Only	Workers Only
12 - 1 p.m.							
1 - 2 p.m.							
2 - 3 p.m.							
3 - 4 p.m.							
4 - 5 p.m.					Workers Only	Workers Only	Workers Only
5 - 6 p.m.					Workers Only	Workers Only	Workers Only
6 - 7 p.m.	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only
7 - 8 p.m.	Workers Only	Service Desk	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only
8 - 9 p.m.	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only	Workers Only

*It is more useful to us if you can work in at least 2-hour blocks and if you can work a minimum of four hours per week.

Service Desk Workers Only

Other Hats - What Else Can You Help With?

Name: _____ Phone: _____ Semester: _____ Email: _____

You are applying for a position tutoring (main subject): _____

We sometimes ask our tutors to work in other areas as well. Please check all the subjects in which you feel comfortable and with which you would be able to help out on occasion.

ANTH Anthro	201	
ACCT PrinAcct I	101	
ACCT PrinAcct II	102	
ACCT Microcomps	120	
ACCT InterAcct I	203	
ACCT InterAcct II	204	
ACCT Cost Acct	205	
ACCT Taxation	207	
ART ArtHist	101	
ASTR Astron	101	
BIOL HumanBio	100	
BIOL PrinBio I	101	
BIOL PrinBio II	102	
BIOL GenBio I	104	
BIOL GenBio II	105	
BIOL MedMicro	112	
BIOL Nutrition	114	
BIOL NatHist	115	
BIOL PrinA&P I	131	
BIOL PrinA&PII	132	
BIOL A&P I	201	
BIOL A&P II	202	
BIOL Genetics	205	
BIOL MolecGen	206	
BIOL Ecology	211	
BIOL Microbio	216	
BIOL CellBio	220	
BUAD BusComm	101	
BUAD BusLaw	201	
BUAD BusMath	104	
CHEM PrinChem I	101	
CHEM PrinChem II	102	
CHEM GenChem I	107	

CHEM GenChem II	108	
CHEM OrgChem I	205	
CHEM OrgChem II	206	
CRJU CrimJust	105	
ECON IntroEcon	101	
ECON Microecon	120	
ECON Macroecon	121	
ESOL	All	
FREN I	101	
FREN II	102	
GEOL	101	
HSTY West I	101	
HSTY WestII	102	
HSTY World Hist	111	
HSTY AmerHist I	201	
HSTY AmerHist II	202	
HSTY AfrAmerHist	225	
HSTY WomUSHis	233	
HSTY NatAmerHis	252	
HSTY LaborHist	255	
HUMS	105	
MATH Precalc	135	
MATH DiscrM	181	
MATH Stats	200	
MATH Calc I	201	
MATH Calc II	202	
MATH Calc III	203	
METR	101	
PHIL	101	
PHSC GenPhys I	104	
PHSC GenPhys II	105	
PHSC Mech&Heat	211	
PHSC Elec&Mag	212	

PHSC WavesEtc.	213	
PSYC	103	
SOCE Sociology	101	
SPAN I	101	
SPAN II	102	
ENGL Writing		
Computer Related		
CAPS IntroWord	111	
CAPS AdvWord	113	
CAPS IntroExcel	121	
CAPS AdvExcel	121	
CAPS IntroAccess	131	
CAPS AdvAccess	133	
CAPS Powerpoint	141	
CAPS WebDesign	152	
CAPS AdvWeb	153	
CAPS Java	154	
CIS (VB)	108	
CIS Networks	132	
CIS C++	213	
CIS SystAnal	214	
CIS OS	220	
CIS JAVA	225	
CIS WebProg	227	
CSCI (VB)	160	
CSCI (JAVA)	165	
CSCI AssemLang	210	
Other Courses:		

We believe that it is important to help you become the best employee possible; to do that we have set certain training expectations. If you are unable to make a full commitment to this job and the associated training, you should NOT pursue employment at the Baker Commons.

If you become an employee of the Baker Commons, you will be required to sign the contract shown below.

BCL Training Contract

- _____ I will participate in the four hour training at the start of the semester or complete the make-ups.
- _____ I will finish all the online modules and/or make-ups by their due dates, and re-post to at least 2 fellow employees in each post/discussion area. I will also reply to at least one post per shift (on average) and read all posts. This employment requirement is just as important as my showing up for scheduled shifts.
- _____ I understand that if I have training still to do, I may not work on my homework. If I MUST do schoolwork, I will speak to one of the professionals about going off duty.
- _____ I understand that becoming a better worker (tutor, receptionist, rover) is a continuous learning experience, and that I should desire to gain as much training and experience as possible. I will never think that I have learned enough.
- _____ As a tutor or a rover, I will attend the hour long mentor group sessions which will be held 4 – 5 times per semester and will be part of my scheduled hours of employment.
- _____ I will discuss any scheduling issues with my mentor, as soon as the problem arises. This is especially true if the work load is affecting my school work.
- _____ I will complete a self-reflective evaluation (twice per semester) and discuss it with my mentor.
- _____ I will keep abreast of all news and important information about trainings and other Baker Commons happenings. (These will be posted through email, on Angel, in break rooms, etc.)
- _____ I understand that this job is serious and I agree to uphold its high responsibilities.
- _____ I understand that failing to uphold the terms of this contract may be cause for my employment to be terminated.