

BAKER CENTER FOR LEARNING

Tutor Application

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

Name: _____ TC3 ID: _____

Address: _____ Birth Date: _____

TC3 Email: _____ Would you like us to contact you by text message? Yes No

Other Email: _____ Are you a U.S. Citizen? Yes No

Phone: _____ If NO, what type of visa do you hold? _____

Cell Phone: _____ Are you eligible for workstudy? Yes No
(through financial aid)

of semesters completed at TC3 _____

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.

Which subject are you interested in tutoring? (Other subjects are listed on back of schedule sheet.)

Accounting Math Writing Other _____

Please list prior relevant college courses, grades and instructors.

	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.					

ROLE AND EXPECTATIONS OF
BAKER COMMONS STUDENT WORKERS

The role of a student tutor or technology support person is to assist the student in learning information and skills necessary for effective academic performance. The tutor/technology support person should act as a facilitator of the learning process, at all times attempting to keep the student actively involved with the goal of helping the student to become an independent learner.

As a tutor/technology support person, 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 receptionist in advance.
2. Participate in training to learn about policies and procedures, strategies, and to share experiences and suggestions with other workers. In addition, sign the training contract.
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. Maintain good attendance in all of your classes with a "B" average in courses related to your tutoring, a "C" average in all others.
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

I fully understand and accept the above responsibilities as a student tutor/technology support person at the Baker Commons.

Signature

Date

Other Hats - What 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.

**Yes, I
can
Help** **Circle Specific Courses & Add
Comments**

Accounting-ACCT		101, 102, 120, 203, 204, 205, 207, 208
Art History-ART		101
Astronomy-ASTR		101
Biology-BIOL		100, 101, 102, 104, 105, 112, 114, 115, 131, 132, 201, 202, 205, 206, 211, 216, 220
Business Communication-BUAD		101
Business Law-BUAD		201
Business Math-BUAD		104
Chemistry-CHEM		100, 101, 102, 107, 108, 205, 206
Criminal Justice-CRJU		105
Economics-ECON		101, 120, 121
ESOL		
French-FREN		101, 102
Geology-GEOL		101
History-HSTY		101, 102, 111, 201, 202, 225, 233, 252, 253, 255
Humanities-HUMS		105
Math		135, 181, 201, 202, 203,
Meteorology-METR		101
Philosophy-PHIL		101

**Yes, I
can
Help** **Circle Specific Courses & Add
Comments**

Physics-PHSC		104, 105, 211, 212, 213
Psychology-PSYC		103
Sociology-SOCI		101
Spanish-SPAN		101, 102
Statistics-MATH		200
Writing		
Computer Related:		Circle the Course you can help with:
Word		CAPS111, CAPS113
Excel		CAPS121, CAPS123
Databases		CAPS131, CAPS133
Powerpoint		CAPS141
WebPage Design		CAPS152, CAPS153
Javascript		CAPS154
C I S		108, 132, 213, 214, 220, 225, 227
CSCI		160, 165, 210

Learning Commons Student Worker - Times AVAILABLE to Work

Name: _____ Semester Applying For: _____

Major: _____ Today's Date: _____ Phone: _____

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

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	Sunday
8 - 9 a.m.						
9 - 10 a.m.						
10 - 11 a.m.						
11 - 12 p.m.						
12 - 1 p.m.						
1 - 2 p.m.						
2 - 3 p.m.						
3 - 4 p.m.						
4 - 5 p.m.						
5 - 6 p.m.						
6 - 7 p.m.						
7 - 8 p.m.						
8 - 9 p.m.						

*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. **FYI:** The college does not allow students to work on campus for more than 15 hours per week during the fall and spring semesters.

Baker Center Math Tutor Screening

Applicant: _____

Appointment _____ (day/time) with _____

Problems Reviewed: _____

You may use any textbook as a reference, and you may use any calculator except one that does symbolic algebra (TI-89, TI-92, Casio 9970G, HP 48G, etc). Use any solution method you wish. Show WORK and expect to explain any solutions during our meeting.

(1–3) Solve the following equations.

1. $18x^2 - 3x = 6$

1. _____

2. $|2x + 1| = 7$

2. _____

3. $\frac{2x}{3} - \frac{2-x}{4} = 0$

3. _____

4. Solve for x:

$$x^2 + 121 = 0$$

4. _____

5. Rewrite in simplest radical form: $\sqrt{x^3 y^5}$

5. _____

6. Expand each of the following. Write your answer in simplest form.

$$(3x - 2y)^2$$

6. _____

7. Use the multiply and simplify:

$$\left(b^{\frac{3}{4}}\right) \left(b^{\frac{1}{4}} + ab^{-\frac{3}{4}}\right)$$

7. _____

8. Use the conjugate to rationalize the denominator: $\frac{5}{\sqrt{7} + 1}$

8. _____

9. Write the equation in $y=mx+b$ form for the line that passes through the points (2,5) and (4,7)

9. _____

10. The cosine of an angle is positive. Which quadrant(s) might the angle be in?

10. _____

11. Give the reference angle $\frac{11\pi}{4}$ in radians.

11. _____

12. Flying your kite, you let out 55 feet of string. The string makes an elevation of 65° with the ground. How far above the ground is the kite flying, to the nearest 0.1 foot?

12. _____

13. Convert 542_{10} to base 5.

13. _____

14. Write in exponential form: (one variable to a power): $f(x) = \frac{\sqrt{x}}{x}$

14. _____

15. If: $f(x) = x^2 + 1$ and $g(x) = 2x - 2$, find and simplify $f(g(x))$

(also known as $(f \circ g)(x)$)

15. _____

16. State the domain of $f(x) = \frac{\sqrt{x-6}}{x^2-81}$.

16. _____

17. Simplify: $\frac{x^4-16}{x^3+4x} * \frac{x^3+2x^2+4x}{x^3-8}$

17. _____

18. Find the equation of a line through the point (1, -2) that is perpendicular to $2x + 5y = 20$.

Write your answer in $y = mx + b$ form.

18. _____

19. Find the vertex and the line of symmetry of the parabola:

$$y = x^2 + 10x + 30$$

19. _____

20. Solve the inequality and record your answer in interval notation as well as set-builder notation:

$$|2x - 1| \geq 7$$

20. _____