The Student Center for Academic Achievement (SCAA)
MATH & STATISTICS TUTOR APPLICATION

Student Center for Academic Achievement (SCAA) Overview:
Since 2001, the Student Center for Academic Achievement (SCAA) at California State University, East Bay (CSUEB) has provided tutoring and supplemental academic services for over 2,000 students a year. The heart of SCAA's work is a dedicated staff of peer tutors, online tutors, Supplemental Instruction (SI) Leaders, Writing Associates (WAs), and Receptionists. We are looking for individuals who are interested in helping their peers engage in life-long learning; possess patience and good communication skills; are sensitive to diverse student needs; are reliable, committed, and accountable; are willing to creatively and collaboratively contribute to SCAA's development; and are interested in becoming a part of a community that is passionate about student success.

Math & Statistics Tutor Responsibilities:

- Commit to 5 tutoring hours of availability per week by working with our students in math and/or statistics. Since students may come to you in a variety of courses, we expect our tutors to be familiar with the following courses:
  - For Math Tutors: College Algebra, Pre-Calculus, Calculus or Business Calculus
  - For Statistics Tutors: Elements of Statistics and Probability
- Participate in an intensive orientation at the beginning of the Fall/Spring Semester and attend monthly staff meetings and ongoing bi-weekly training activities throughout the year.
- Develop resources (videos, handouts, workshops, etc.) according to CSUEB student needs
- Use talents to assist in SCAA's development and operations in areas such as outreach, training, observations, etc.

Requirements:

- Must be enrolled as a sophomore, junior, senior or grad student at CSUEB for the academic year
- Must have availability for consistent working hours and regular meetings for a maximum of 20 hours a week
- A cumulative GPA of at least a 3.0
- A developing knowledge of tutoring approaches and an awareness of content resource materials
- An ability to interact effectively with diverse populations in individual or group settings
- A completed application (attached) with professor referral or a brief recommendation by a professor (form provided in application).

Contact Information
Dr. Shonda Goward | shonda.goward@csueastbay.edu | 510.885.4759
Pay Rates and Other Perks:

- Tutors are paid $15.00 an hour, with the opportunity for raises with each academic year you are a math/stats tutor
- Tutors are paid for all activities outlined in the “Math Tutor Responsibilities” section
- Tutors who complete all their training requirements will receive a College Reading & Learning Association (CRLA) Internationally Certified Level One Tutor credential
- Tutors become a part of the SCAA Learning Community, a group of passionate and fun peers, and are invited to several SCAA social activities. Tutors also develop professional skills transferable to future careers, including communication, organizational, and problem-solving skills.

Application Instructions:

Please fill out this application form completely and attach the following documentation:

- Referral by a Faculty Member or Faculty member recommendation letter (see attached form on page 5)
- Copy of an unofficial transcript -- if available, CSUEB transcript preferred

Submit your completed application and additional documents to Dr. Shonda Goward. You will be contacted if selected for an interview.

Equal Opportunity Employer

As an Equal Opportunity Employer, Cal State East Bay does not discriminate on the basis of any protected categories: age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran's status. The University is committed to the principles of diversity in employment and to creating a stimulating learning environment for its diverse student body.

Contact Information
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Student Employment Application for
The Student Center for Academic Achievement
(SCAA)

Application Position: ☐ Math/Stats Tutor ☐ Writing Tutor ☐ Science Tutor ☐ SI Leader ☐ Receptionist

Name: ________________________________ Date ____________________

Preferred Pronoun (He/She/They): _______________ Ethnicity (optional): ______________________

Multilingual? Yes ☐ No ☐ If Yes, what language(s) do you speak? ______________________________

Preferred email: ____________________________________________________________

Phone number, most accessible: _________________________________________________

Do you receive college work study funds (FWS)? Yes ___ No ___ How much? __________

EDUCATION:

Major: ____________________ Minor: ________________

Academic Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Educational Experience:

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<th>College</th>
<th>Dates Attended</th>
<th>GPA</th>
<th>Degree</th>
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Expected Graduation Gate (Quarter, Year): ______________________________

Hours available to work per week: _____________

How did you find out about this opportunity? _________________________________

This section will be filled out by our staff members if you are invited to an interview:

Last 4 digits of SS No. ___________ Net ID ____________________

US Citizen: Yes ☐ No ☐ If No, does student have a Work Permit? Yes ☐ No ☐

Contact Information
Dr. Shonda Goward | shonda.goward@csueastbay.edu | 510.885.4759
1. Please list the subjects and courses (including course numbers relevant to courses offered at CSUEB) that you wish to tutor. You must have received at least a grade of B to tutor a subject. You must be able to feel comfortable tutoring up to calculus. Please refer to Mathematics and Statistics Departments’ list of courses: [http://tinyurl.com/l5kq9xl](http://tinyurl.com/l5kq9xl)

2. Please describe how your work experiences in tutoring and/or other previous experiences will assist you in becoming an effective SCAA Math/Stats Tutor. (150 words or less)

3. Please explain why you would like to be a SCAA Math/Stats Tutor. How do you imagine you will be helping students with mathematics and statistics in this position? (150 words or less)

4. Please describe your approach to time management, and how you would apply that to your work in the SCAA.
Faculty Member Recommendation Letter

To applicants: Please ask your professors either at California State University, East Bay (CSUEB) or another academic institution that you have attended to write a recommendation. Please allow your recommenders enough time to write a thoughtful narrative of your ability to be a tutor. This recommendation is a requirement to complete your application. A physical copy of the letter must be included with other materials in your application.

Applicant’s Name ___________________________ Student NetID __________________

Dear Faculty Member:

This student has applied for a Science Tutor position at the Student Center for Academic Achievement (SCAA) and would like to list you as a reference. The SCAA provides content tutoring and supplemental academic services for over 2,000 students a year. We are looking for individuals who are passionate, creative, collaborative, patient, excellent communicators, and genuinely interested in engaging with their peers in the learning process. Please describe your experience with this student and assess the student’s potential and/or existing ability to work with students in biology, physics, or chemistry for college courses. You may write in the space below or attach a document to this form.

Faculty Name ___________________________ Department __________________________
E-Mail ___________________________ Phone Number: __________________________
Faculty Signature ___________________________ Date __________________________

After completing this form, please return it to the student so that they may include it in their application.

Contact Information
Dr. Shonda Goward | shonda.goward@csueastbay.edu | 510.885.4759
Your Name: ___________________________

I am a (Writing/Math/Stats/Science) ___________________________ Tutor

AVAILABILITY FOR ___________ (Semester/Year)

PLEASE PUT A “Y” ON HOURS YOU CAN WORK and “C” on those hours you’re in class. For WAs, please indicate WA for all your WA hours only and Y and C for the rest. For OWL Tutors, indicate the number of papers/week you intend to work on.

When you give us your proposed tutoring hours, we will expect you to be available during those times throughout the semester.

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<th>Time</th>
<th>Monday</th>
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<td>Fridays 10-1</td>
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Number of OWL papers per week

The number of hours per week that you would like to work as a Peer Tutor (face to face tutoring)

Notes (potential vacations, anticipated absences, other jobs we should be aware of, etc.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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-- Math/Stats/Science Tutors Flip Over for Course Selection --
For Math/Stats/Science Tutors: Please check off all the courses you can tutor in your subject. You will be assigned those courses for table. If you would like to take on appointments in other subjects, please check off additional courses outside your subject area.

### Math Courses
- ☐ MATH 115 (Algebra)
- ☐ MATH 118 (Mathematics for the Arts and Humanities)
- ☐ MATH 120 (Pre-Calculus)
- ☐ MATH 125 (Pre-Calculus with Algebra)
- ☐ MATH 130 (Calculus I)
- ☐ MATH 131 (Calculus II)
- ☐ MATH 180 (Mathematics for Business with Calculus)
- ☐ MATH 210 (Linear Algebra with Differential Equations)
- ☐ MATH 211 (Discrete Structures)
- ☐ MATH 225 (Numerical Algorithms and Linear Algebra for Computer Science)
- ☐ MATH 230 (Calculus III)
- ☐ MATH 300 (Introduction to Mathematical Proof)
- ☐ MATH 310 (Linear Algebra Theory)

Other Courses (Please Specify):

### Stats Courses
- ☐ STAT 100 (Elements of Statistics and Probability)
- ☐ STAT 101 (Statistics of Everyday Life)
- ☐ STAT 110 (Elements of Statistics for Business and Economics)
- ☐ STAT 303 (Statistical Methods in Biology)
- ☐ STAT 305 (From Data to Decisions)
- ☐ STAT 310 (Statistical Methods in Social Sciences)
- ☐ STAT 315 (Exploring and Analyzing Data)
- ☐ STAT 316 (Stats/Probability for Science/Engineering)
- ☐ STAT 320 (Intro to Probability Theory)

#### Programs:
- ☐ SAS
- ☐ R/RStudio
- ☐ SPSS
- ☐ MiniTab
- ☐ Excel

Other Courses (Please Specify):

### Science Courses

#### Biology:
- ☐ BIOL 100 (Biology in the Real World)
- ☐ BIOL 101 (Introduction to Biology)
- ☐ BIOL 140A (Principles of Cell and Molecular Biology)
- ☐ BIOL 140B (Principles of Organismal Biology)
- ☐ BIOL 270/1 (Anatomy and Physiology)
- ☐ BIOL 310 (Genetic Analysis I)
- ☐ BIOL 315 (General Microbiology)
- ☐ BIOL 450 (Cell and Molecular Biology)

Other Courses (Please Specify):

#### Chemistry:
- ☐ CHEM 100 (Introduction to College Chemistry)
- ☐ CHEM 110 General Chemistry for Engineering
- ☐ CHEM 111 (General Chemistry I)
- ☐ CHEM 112 (General Chemistry II)
- ☐ CHEM 161 (Basic Chemistry for Health Sciences)
- ☐ CHEM 230 (Survey of Organic Chemistry)
- ☐ CHEM 233 (Fundamentals of Organic Chemistry)
- ☐ CHEM 331 (Organic Chemistry I)
- ☐ CHEM 332 (Organic Chemistry II)

Other Courses (Please Specify):

#### Physics:
- ☐ PHYS 115 (Elementary Physics)
- ☐ PHYS 125 (Principles of Physics I)
- ☐ PHYS 126 (Principles of Physics II)
- ☐ PHYS 135 (Physics for Scientists and Engineers I)
- ☐ PHYS 136 (Physics for Scientists and Engineers II)
- ☐ PHYS 137 (Physics for Scientists and Engineers III)
- ☐ PHYS 303 (Biophysics)
- ☐ PHYS 350 (Quantum Mechanics I)
- ☐ PHYS 351 (Quantum Mechanics II)

Other Courses (Please Specify):

#### Computer Science:
- ☐ CS 100 (Programming for Everyone)
- ☐ CS 101 (Computer Science I)
- ☐ CS 200 (Advanced Programming for Everyone)
- ☐ CS 201 (Computer Science II)
- ☐ CS 211 (Discrete Structures)
- ☐ CS 221 (Assembly Language and Computer Architecture)
- ☐ CS 250 (Introduction to Web Programming)
- ☐ CS 301 (Data Structures and Algorithms)

Other Courses (Please Specify):