

# Welcome to the Learning Connection!

## New Tutor Information Checklist and Application

**NOTE: This page is for your records. Please print or save a copy for you to refer to if needed.**

Thank you for your interest in becoming a **Learning Connection Scholar**! A Learning Connection Scholar is any Chabot student who is hired as a Student Assistant to work within the Learning Connection program. Please take a moment to read over the information below to help you decide if this job is a good fit for you. We ask you to evaluate yourself, your schedule for the upcoming semester, and your strengths objectively before you apply to become a Learning Connection Scholar.

In the Learning Connection, we hire and train Chabot students to work in a variety of capacities, including as tutors, study group leaders, or in the classroom as Learning Assistants. Students may apply through this self-referral process for positions as **tutors**; study group leaders and Learning Assistants must be recommended by their instructor and invited to apply.

### **What does a LC Scholar working as a Tutor do?**

Our tutors provide individual/small group tutoring to students by appointment and/or on a drop-in basis at one of our on-campus centers (Comm Lab, ESL Language Center, STEM Center, LC Center, or WRAC Center). They assist students in improving academic achievement by meeting with them to clarify concepts and skills needed for success. Assistance might include: reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems. Tutoring is a supplement to teaching and tutors are not expected to know everything. All Learning Connection tutors are peer tutors who must be recommended by a Chabot College instructor.

### **Do LC Scholars have any additional responsibilities?**

**Yes! As a LC Scholars, you must:**

- Commit to being available to tutor at least 5 hours per week for the entire semester.
- Attend and pass required tutor training classes (see TUTOR 1 and TUTOR 2 schedule [here](#); subject to change).
- Check Canvas and your Zonemail email daily for information and notices.
- Check the LCS Bulletin Board in the LC (rm. 108) when you are on campus for new information and announcements, in addition to checking your schedule online each night.
- Be punctual for all scheduled tutoring sessions or drop-in hours. It is your responsibility to notify us as soon as possible if you cannot meet with your students as scheduled.
- Complete and hand in all required paperwork, including time sheets, work availability, class schedule, etc.

### **How do I become a Learning Connection Scholar?**

In order to become a LC Scholar, you must have the following qualifications:

- Receive an A or B grade and a recommendation from your instructor in the course(s) you want to tutor.
- Be responsible, dependable, and mature.
- Be friendly, patient, and sensitive to a diversity of students.
- Have good interpersonal and communication skills.
- Be a current Chabot student enrolled in a minimum of three academic units.
- Be eligible to work in the US.
- You must also complete the Application/Interview Process, outlined on the back of this page.

## **What is the Application/Interview process?**

The application/interview process takes place once a semester. We collect self-referred applications all semester and follow up with your instructor(s) for your recommendation. We follow up with all self-referred applicants in mid-November (for spring semester start) or late April (for fall semester start) to let you know next steps.

If selected for an interview, you will need to come sign up for a first-level interview slot with the Program Coordinator. First-level interviews are group interviews with up to about 10 students. They last about 45-60 minutes and typically take place during the last three weeks of the semester. Depending on your subject area, you may also be required to come in for a second-level interview with the discipline lead. Discipline leads will contact you to schedule your interview, but if you're not sure if you will have one, you can ask the Learning Connection staff (see below for contact information).

Once all first- and second-level interviews have been completed, we send notifications to all students who applied for a position to let them know whether or not we will be able to hire them.

If offered a position, students must complete HR hiring paperwork (including TB test & I-9 employment eligibility verification), enroll in classes at Chabot for the upcoming semester, and enroll in the required tutor training courses before the upcoming semester begins. More information about completing HR hiring paperwork will be provided at the interview.

A student does not become a Learning Connection Scholar until the application and interview processes are completed, including HR hiring paperwork processing and approval

For questions regarding the application process please contact the LC at 510-723-7246 or 510-723-6920.

## **So, is this the right job for you?**

- I will be a Chabot student next semester, enrolled in at least 3.0 academic units at Chabot
- I can commit to being available for at least 5.0 hours per week for the entire semester
- I can attend and pass the two required tutor training courses next semester (TUTR 1A and TUTR 2A, as appropriate based on the subject you tutor)
- I can be punctual for all trainings, TUTR classes, and scheduled tutoring hours, **AND** I can communicate in a timely manner with my instructors and/or LC staff if I am unable to attend for any reason
- I can turn in all required paperwork, including application and hiring packets, TUTR class assignments, work availability, and time sheets by the specified deadlines
- I am interested in working to support my peers in a friendly, patient, and sensitive manner

**If you responded “YES!” to all the questions above, we encourage you to fill out the application on the next page!**

Turn in your completed application (including supplemental questions) by emailing it as an attachment to [learningconnection@chabotcollege.edu](mailto:learningconnection@chabotcollege.edu) or bringing it to any LC staff member in the STEM Center (rm. 3906) or LC Center (rm. 108).

**Questions?** Please email, call, or stop by one of our centers to speak with our staff – we're so excited about your interest!



# Learning Connection Scholar Application

For use by **SELF-REFERRED** Chabot College Learning Connection Scholar Applicants

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

If you prefer to be called by another name, please let us know: \_\_\_\_\_

W#: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
(PLEASE PRINT NEATLY AND CLEARLY!)

Home Address: \_\_\_\_\_  
Street Address City Zip Code

Major: \_\_\_\_\_ Number of units will be enrolled in next semester: \_\_\_\_\_

- How many years of college have you had?  Over 2 Years  2 Years  1 Year  Under 1 Year
- When do you expect to finish your studies at Chabot College? \_\_\_\_\_
- Have you been recommended for a Learning Connection scholarship or tutoring position before?  Yes  No  
If "Yes," when were you recommended? \_\_\_\_\_ For which subject(s)? \_\_\_\_\_
- English Speaking Fluency:  Native Speaker  Very Fluent  Somewhat Fluent  Not Yet Fluent
- If we are unable to offer you a position at this time, would you like us to hold your application for the following semester?  
 Yes, please hold my application  No, please do not hold my application
- I understand that all Learning Connection Scholars are required to enroll in the appropriate training course(s)\*:  Yes  
**\*\*Proof of enrollment will be required in order to work in the program.\*\***

**Please list the course(s) you are interested in tutoring in the boxes below.** You must have received a grade of A or B and will need to be recommended by your instructor in order to be selected for an interview.

Course (ex: ENGL 1A)	Grade	Instructor	Completed (ex. Fall 2017)	Notes/Additional Info

On a **separate piece of paper**, please respond to the following questions in writing:

1. Describe any previous tutoring and/or teaching experience you have had.
2. What are your reasons and motivations for accepting a position as a Learning Connection Scholar (tutoring, leading workshops, supporting students in the classroom, etc...)?
3. What are your plans after you leave Chabot College?

**NOTE:**

I understand that I am applying to work in Chabot College's Learning Connection program, and must be chosen for an interview and selected for the position. If I am interviewed and if I am offered a position, I understand that I must complete the hiring requirements which will be sent with the position offer. I understand that I am responsible for gathering the necessary signatures needed to verify that I have fulfilled my responsibilities and have met the position requirements.

**My signature below indicates that I have read, understood, and agree to the above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Information about the required training courses is posted on our website with this application; additional information may be provided at the interview.