

JMU Learning Centers

Science and Math Learning Centers

Student Success Center Room 1100

738 S. Mason Street

Harrisonburg, VA 22807

(540) 568 – 3379 (phone)

(540) 568 – 2926 (fax)

**Science and Math Learning Center**

**Peer Tutor application**

**Position Summary:**

A peer tutor at the Science/Math Learning Center (SMLC) is a qualified undergraduate who assists students to an understanding of subjects in the tutor’s area of expertise. Tutors normally work 5—10 hours per week.

**Essential Tasks:**

* Attend all mandatory SMLC tutor training sessions (pre-semester training and workshops throughout the semester)
* Adhere to all policies and procedure listed in the Student Employee Handbook
* Meet periodically with supervisor for review and reflection
* Model and teach appropriate learning and study techniques to encourage independent learning
* Be committed to tutoring for the entire semester or year of employment
* Complete all record-keeping tasks in an accurate and timely manner
* Refer all problems and concerns, particularly student issues that are non-academic, to an SMLC faculty member or to the appropriate Learning Center department

**Qualifications/Special Skills Required:**

* Tutors must have attained an overall 2.75 CUM GPA or better, and have made no lower than a B in any courses in which they are intending to tutor. Applicants’ transcripts are checked as a matter of policy.
* Prior tutoring experience is an asset but is not mandatory
* Applicants are expected to demonstrate adequate knowledge in their area of expertise in a personal interview
* Tutors in a specific area must have completed the following courses:

**Math**: MATH 236 (Calculus II), completion of Math 237 (Calculus III) is preferred, but not mandatory.

**General Chemistry**: CHEM 131 and CHEM 132

**Organic Chemistry**: CHEM 241 and CHEM 242

**Physics**: PHYS 240 and PHYS 250

**Statistics**: MATH 220 (or equivalent), completion of additional statistic courses is preferred, but not mandatory.

**Submit your application to the appropriate discipline supervisor.**

**You can either email your application and supporting materials to the discipline supervisor, or you can bring your physical application and materials into the SMLC.**

**Chemistry**: Dr. Mary Tam (tammc@jmu.edu)

**Mathematics:** Jenna Guenther (guenthjc@jmu.edu)

**Statistics:** Dr. Beth Cochran (cochrabs@jmu.edu)

**Physics**: Jason Sterlace (sterlajc@jmu.edu)

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| --- | --- | --- | --- | --- |
| Last Name: Click to enter text. | First name: Click to enter text. | | | Middle Initial: Click to enter text. |
| Dukes email address: Click to enter text. | | | JACard #: Click to enter text. | |
| Major:Click to enter text. | | | | |
| Phone #:Click to enter text. | | Expected Graduation (month & year): Click to enter text. | | |
| How did you hear about the SMLC? Click to enter text. | | | | |

Discipline you wish to tutor: (check all that apply)

General Chemistry

Organic Chemistry

Physics

Math

Statistics

Are you currently employed on campus?

Yes

No

If yes, for how many hours each week? Click to enter text.

Are you applying to be a FROG?

Yes

No

Have you previously worked in the JMU Learning Centers?

Yes

No

If yes, for which center? Click to enter text.

**I am confident in my academic abilities and interpersonal skills to be a tutor for the following courses I have completed at JMU:**

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| --- | --- |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |
| Click to enter text. | Click to enter text. |

**On a separate sheet(s) of paper, please provide answers to the questions below: (Maximum: 3 pages)**

1. Why do you want to work at the SMLC as a peer tutor?
2. What qualities do you have that would make you a good tutor?
3. Describe a time when you interacted with a fellow student who had a different learning perspective than you. What did you learn from this experience?

**Required additional materials:**

* Resume with the contact information for two academic or professional references from JMU or previous employer.
* A copy of your most updated unofficial transcript (this can be downloaded from MyMadison)
* 2 Recommendation letters *(one of which must be from a professor in the discipline which you are planning to tutor)* 
  + If you already have recommendation letters, you can submit them with your application or have your reference directly submit them to the appropriate discipline supervisor (see above for contact information)
  + If you do not have recommendation letters, you will need to do the following:
    - Download the SMLC Letter of Recommendation form from the SMLC website
    - Complete the top portion of the form
    - Email or give recommendation form to your reference and ask them to complete and submit to the appropriate discipline supervisor

***I hereby attest that all information contained in this application is truthful and accurate.***

|  |  |
| --- | --- |
| Signature (or type your name): Click or tap here to enter text. | Date: Click or tap here to enter text. |

Factors considered during the hiring process include a combination of the grade received in specified course(s) at JMU, semester GPA and CUM GPA, availability, previous tutoring experience, interview, recommendations, hours attempted during the academic semester, and proof of eligibility for employment from JMU’s Student Employment Office.