REQUIREMENTS FOR PROSPECTIVE TUTORS

This sheet is designed to answer your questions about open tutoring positions at the Polytechnic Tutoring Center (PTC) and the TRIO Scholars Program. Please read it carefully, and if you have additional questions, please ask us!

1. Why tutor?

Tutors tell us they like tutoring because:

- It is a challenging and interesting job
- It increases their own knowledge of the subject(s)
- Tutoring gives them work experience in leadership and communication
- Tutors find satisfaction in helping other students

2. What are the requirements for undergraduate peer tutors at TRIO Scholars/PTC?

- Sophomore status or above, occasional exceptions are made
- For transfer students, at least one successful semester completed at Tandon
- Strong overall GPA (3.0 or above)
- High grades in the subject(s) the applicant is interested in tutoring (A or A-)
- Enthusiasm and desire to help fellow students
- Good communication skills (listening as well as speaking!)
- Willingness to treat all students and team members with respect
- Ability to explain material to a variety of individuals (not only technical students)
- Previous experience in teaching, tutoring, or youth leadership a plus
- Must be eligible to work on the School of Engineering campus

3. What are the requirements for graduate students?

Same as above, plus:

- Familiarity with School of Engineering undergraduate curriculum and teaching methods
- Willingness to refresh/re-learn introductory level course material

4. Are there special requirements for each subject?

Yes. For both the PTC and the TRIO Scholars Program:

- More advanced coursework is a plus

Please note: PTC tutoring is a drop-in environment, so tutors must meet requirements for an entire introductory sequence. For TRIO Scholars, mastery of the entire sequence is not required, but is a plus. The course sequences are as follows:

Chemistry/Biology:

- Ability to tutor CM1003
- The ability to tutor CM1013 **and** 1023 is preferred
- Ability to tutor BMS1003 **and** BMS2004

Computer Science:

- Ability to tutor CS1114 (Python) **and** CS1134 (Data Structures & Algorithms)

Physics:

- PH1013, PH2023, **and** PH2033
- PH1213 **and** PH1223

Math (TRIO Scholars Program ONLY):

- Ability to tutor Pre-Calculus through Calculus 2 preferred but not required
- MA2034, MA2054, MA2114, MA2224
- MA2314

9. Can I tutor more than one subject?

Yes. However, most tutors are first hired in one subject. After gaining some experience they are welcome to complete the process for qualifying for an additional subject.

10. What's the process for applying? Read this document carefully!

Please note: you are applying for a position in BOTH the PTC andTRIO Scholars Program and will be paired with the program that best suits your qualifications. However, if you have a preferred program, please note it.

- Fill out a Tutor Application (attached) and answer all questions to the best of your abilities. You may include volunteer experience as well as paid experience.
- Based on your application and available openings, you may be contacted by either program to continue the hiring process. This typically includes an in-person communications and tutoring interview and a qualifying exam in each course you are approved to tutor. In some cases, a technical interview with a team leader may be required.
- Additionally, new tutors are required to attend paid training sessions and group meetings.
- If you pass all rquirements, you will be offered a position IF your available hours fit with current schedule opening and course demands of the PTC or TRIO Program.

11. Do undergraduate tutors need to have work-study status? Do graduate students need to have GA status?

- No. Ability and attitude are the most important factors. Work-study or GA status can be a plus.

12. How many hours per week can I work?

- Tutors are assigned a regular weekly schedule for daytime hours, ranging from 5-15 hours/week.
- Tutors may also work evening hours as needed
- If you work in more than one department, your total number of hours worked per week can not exceed 20.

13. How can I maximize my chances of being hired?

- Familiarize yourself with PTC and TRIO services
- Review information about both offices by reading posted fliers on campus and searching our websites: http://engineering.nyu.edu/academics/support/trio-scholars-program and www.engineering.nyu.edu/tutoring

For additional information, contact:

The Polytechnic Tutoring Center, JAB 373, John Paul Cleveland, jcleveland@nyu.edu OR
TRIO Scholars Program, Jennifer Bock, LC 254, jennifer.bock@nyu.edu

TRIO Scholars Program/PTC Peer Tutor Job Application

TODAY'S DATE:_____ NYU N #: _____

NAME: _____
Last First Middle

HOME TELEPHONE:_____ CELL PHONE:_____

NYU EMAIL ADDRESS:_____@nyu.edu

APPLICANT INFORMATION

Major:_____ Cumulative Grade Point Average (GPA): _____

Class Standing:
☐Freshman (1-31 credits) ☐Sophomore (32-63 credits) ☐Junior (64-96 credits) ☐Senior (> 96 credits)
Graduate Student: ☐1st Year MS ☐2nd Year MS ☐Ph.D. Program
Do you have Graduate Assistant Status? ☐ Yes ☐No ☐Don't Know
Graduate students must submit a copy of their undergraduate transcript with their application

Are you a transfer student? ☐YES ☐NO
If yes, what college/university did you attend? _____
Transfer students must submit a copy of their transcript from all previous institutions attended with their application

Are you currently employed at NYU? ☐Yes ☐No
If yes, which department(s) do you work for? _____
How many hours do you plan to work? (Minimum of 5 hours/week): _____
Are you Federal Work/Study eligible? ☐ Yes ☐No ☐Don't know
How did you become aware of our need for tutors? _____

EMPLOYMENT EXPERIENCE

Have you had any previous tutoring or teaching experience (paid or volunteer)? If so, please describe.

Have you had any additional paid or volunteer experience you feel would be relevant to this position? If so, please describe.

Have you had leadership experience or any other experience that you would like us to know about?

TUTOR POSITION INFORMATION

Please indicate which course(s) you are interested in tutoring:

Biology	☐ BMS1003	☐ BMS2004	☐ BMS2512		
Chemistry	☐ CM1003	☐ CM1013	☐ CM1023	☐ Organic 1	☐ Organic 2
	☐ Physical Chemistry	☐ Biochem 1	☐ Biochem 2	☐ Analytical Chemistry	
Physics	☐ PH1013	☐ PH2023	☐ PH2033	☐ PH1213	☐ PH1223
Comp. Science	☐ CS1114	☐ CS1134	☐ CS2124	☐ Digital Logic	☐ Comp Arch
	☐ Programming in C	☐ Operating Systems	☐ Analysis of Algorithms		
Math (TRIO Only)	☐ Pre-Calculus	☐ Calculus 1 & 2	☐ Calculus 3	☐ Linear/DE	☐ Data Analysis
	☐ Discrete Math	☐ Intro to Prob.	☐ Advanced Linear/Complex Var.		☐ Applied Data
CBE	☐ CBE2124	☐ CBE Thermo.	☐ Transport 1	☐ Transport 2	☐ Separation
Civil Eng.	☐ CE Statics	☐ CE Mech. Of Materials	☐ CE Fluids	☐ Structural Analysis	☐ Structural Dynamics
Electrical Eng.	☐ EE2013	☐ EE2024	☐ EE3054	☐ EE3114	☐ EE3604
Mechanical Eng.	☐ ME Statics	☐ Material Sci.	☐ CAD	☐ ME Thermo.	☐ ME Fluids
	☐ ME Mech. of Materials.	☐ Measurement Systems	☐ Machine Design	☐ Automatic Controls	
Other					

If you are applying for a Computer Science tutor position:

Do you have recent experience writing C++ code? ☐ Yes ☐ No

Have you written code using Python? ☐ Yes ☐ No

Have you written code using Matlab? ☐ Yes ☐ No

It is essential that you refer to the *Requirements for Prospective Tutors* **sheet attached to this application. It explains what the TRIO Scholars Program expects from its applicants. Please type your name to verify that you have read and understood the** *Requirements for Prospective Tutors.*

Type Name:_____ Date: _____

DO NOT WRITE BELOW - FOR OFFICE USE ONLY

Approved to Tutor:	Exam Scheduled (Day, Date, Time and Subject) or Reference Letters Required
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Interviewer(s):_____ Date _____

Hiring rating scale (circle one): 5 4 3 2 1 0

TUTORING APPLICATION WEEKLY SCHEDULE

Name_____ Date completed _____

Schedule for: ☐ Fall ☐ Spring ☐ Summer 20__ _

Please mark as follows:
X for hours in class, lab or other regular responsibilities (not available to work)
P for preferred hours to work (see #3 below)
Blank for hours that could potentially be work hours

I would like to work a minimum of_____hours and a maximum of_____hours

	Monday	Tuesday	Wednesday	Thursday	Friday
10AM - 10:30AM					
10:30AM-11AM					
11AM-11:30AM					
11:30AM-12PM					
12PM-12:30PM					
12:30PM-1PM					
1PM-1:30PM					
1:30PM-2PM					
2PM-2:30PM					
2:30PM-3PM					
3PM-3:30PM					
3:30PM-4PM					
4PM-4:30PM					
4:30PM-5PM					
5PM-5:30PM					
5:30PM-6PM					
6PM-6:30PM					
6:30PM-7PM					
7PM-7:30PM					
7:30PM-8PM					

NOTES:

1. PTC Office hours are 10 am – 6 pm. Most tutoring will take place during 11 am – 8 pm. Review sessions may be held earlier, later, or on Fridays.
2. *Please keep in mind, you may or may not be scheduled for all your preferred hours.*