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 and TRIO 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 requirements, 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 #: ___________________________

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:

<table>
<thead>
<tr>
<th>Biology</th>
<th>BMS1003</th>
<th>BMS2004</th>
<th>BMS2512</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>CM1003</td>
<td>CM1013</td>
<td>CM1023</td>
</tr>
<tr>
<td>Physical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>PH1013</td>
<td>PH2023</td>
<td>PH2033</td>
</tr>
<tr>
<td>Comp. Science</td>
<td>CS1114</td>
<td>CS134</td>
<td>CS2124</td>
</tr>
<tr>
<td>Math (TRIO Only)</td>
<td>Pre-Calculus</td>
<td>Calculus 1 &amp; 2</td>
<td>Calculus 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBE</td>
<td>CBE2124</td>
<td>CBE Thermo.</td>
<td>Transport 1</td>
</tr>
<tr>
<td>Civil Eng.</td>
<td>CE Statics</td>
<td>CE Mech. Of Materials</td>
<td>CE Fluids</td>
</tr>
<tr>
<td>Electrical Eng.</td>
<td>EE2013</td>
<td>EE2024</td>
<td>EE3054</td>
</tr>
<tr>
<td>Mechanical Eng.</td>
<td>ME Statics</td>
<td>Material Sci.</td>
<td>CAD</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
<tr>
<th>Approved to Tutor:</th>
<th>Exam Scheduled (Day, Date, Time and Subject) or Reference Letters Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
<td>3.</td>
</tr>
<tr>
<td>4.</td>
<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>5.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>10AM - 10:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:30AM-11AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11AM-11:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30AM-12PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12PM-12:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:30PM-1PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1PM-1:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30PM-2PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2PM-2:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30PM-3PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3PM-3:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30PM-4PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4PM-4:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:30PM-5PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5PM-5:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:30PM-6PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6PM-6:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30PM-7PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7PM-7:30PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:30PM-8PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.