Polya / Calculus Tutor Application

Mathematics Department

2019-2020

General Description

Polya Tutors

Polya Tutors are responsible for one-on-one tutoring of Math 108 and Math 143 students, and occasionally Math 144 students. Polya Tutors assist students in successfully completing the course material by answering questions, checking students' notebook work, asking questions to help students solve problems on their own, proctoring online tests, assisting instructors with proctoring and collection of written tests, filing testing scratch paper, opening and closing the Polya Mathematic Center, and other duties as assigned by their supervisor or director.

Calculus Tutors

Calculus Tutors are responsible for one-on-one and small group tutoring of Math 160, Math 170, and Math 175 students. Calculus Tutors assist students in successfully completing the course material by answering questions and leading students in such a way as to help them solve problems on their own.

Requirements

To be considered for selection as a Polya or Calculus Tutor you must:

- Have demonstrated the ability to tutor students in mathematics
- Be enrolled as a full-time undergraduate at the University of Idaho
- Maintain a semester and cumulative GPA at or above 2.5 at the University of Idaho and be in good academic standing
- Have a clear University of Idaho judicial record (i.e. no incidents on file)
- Have excellent interpersonal, written, and verbal communication skills
- Possess strong organizational skills
- Pass a Criminal Background Check

In addition, to be considered for selection as a Polya Tutor you must have:

- Successfully completed mathematics courses up to and including College Algebra

In addition, to be considered for selection as a Calculus Tutor you must have:

- Successfully completed mathematics courses up to and including Calculus II
- Have received an A or B in all Calculus courses

Communication

Communication throughout the hiring process will be conducted mainly through e-mail and phone. It is important for you to consistently check your University of Idaho e-mail account and voicemail.

Availability

Polya and Calculus Tutors will typically work 10 – 20 hours per week on a schedule that is established around a combination of the tutor's availability and the Polya Lab / Calculus Room requirements.

I am applying for (check all that apply):

☐ Polya Tutor position

☐ Calculus Tutor position

☐ Private Tutoring

Name: _____ Student ID Number: _____

14 digit Barcode off back of Vandal Card: _____

Current Address: _____

UI E-mail Address: _____

Preferred Phone Number: _____

Current Classification:

     Freshman   Sophomore   Junior   Senior

Intended Major(s) and Minor(s):

_____

Cumulative GPA: _____   Anticipated Spring 2019 GPA: _____

Anticipated number of credits completed as of May 2019: _____

Anticipated graduation date: _____

Please check all boxes that apply to you:

Academic Achievement

☐ I have completed the equivalent of two semesters of post-secondary education

☐ I am currently a full-time undergraduate at the University of Idaho

☐ I have a cumulative GPA of 2.5 or above

☐ I have completed Calculus II and received the following grade: _____

Additional Questions

☐ I will be a full-time student at UI during the next academic year

☐ I have a clear conduct record at the University of Idaho

☐ I will be able to attend meetings on occasional Mondays, 7:30am to 8:00am

List leadership activities or employment you have had, including the time involved/employed. Include positions held, if applicable.

Additional Anticipated Commitments

List activities or employment and an approximate time commitment (hours per week) in which you intend to participate while employed as Tutor.

References

Reference Name: _____ E-mail/Phone: _____

Reference's Employer:_____ Reference's Position:_____

Reference Name: _____ E-mail/Phone: _____

Reference's Employer:_____ Reference's Position:_____

Applicant Signature

My signature authorizes the Mathematics Department to verify application information, including contact with other campus offices, confirmation of references, verification of judicial/conduct record, and use of electronic records. The information in this application is correct to the best of my knowledge. I understand that submitting any false information on the application materials could void my application.

Signature: _____ Date: _____

		Name:							
		Email:							
		Phone:							
	Desired Number of Hours:	between		and					
		Date:							

Type your **FIRST NAME** in the cells corresponding to the times you **are available** to work.

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
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