

BAKER CENTER For LEARNING Tutor Application

Semester Applying to Work: Fall Spring Summer

Name:

TC3 Email:

Credits Taking this Semester:

Other Email:

Cell Phone:

Texting OK?

Strengths Quest top Five Talents: (if you haven't taken the inventory for StrengthsQuest, you will do so upon hiring.)

Other Phone:

Semesters at TC3:

Eligible for Work Study?

Subject Desired to Tutor:

	Math	Writing	Accounting	Computer Science	Other

Please list relevant college courses, grades, and instructors:

Course	Grade	Where Taken	When	Instructor

Please list prior work experience:

Place	Dates	Position	Supervisor	Phone

Baker Center Tutor - Times Available to Work

Name:

Semester Applying For:

TC3 Program:

No. Hours Desired/Week:

Indicate the times you are available to work by placing an "A" in the appropriate time blocks. Do not put your classes on this sheet. We prefer minimum of 2-hr shifts & min. 4 hrs/week.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:30					
9:30 - 10:00					
10:00 - 10:30					
10:30 - 11:00					
11:00 - 11:30					
11:30 - 12:00					
12:00 - 12:30					
12:30 - 1:00					
1:00 - 1:30					
1:30 - 2:00					
2:00 - 2:30					
2:30 - 3:00					
3:00 - 3:30					
3:30 - 4:00					
4:00 - 4:30					
4:30 - 5:00					
5:00 - 5:30					
5:30 - 6:00					
6:00 - 6:30					
6:30 - 7:00					

Put a Y by Classes You Can Help With!

ACCT101		Principles of Accounting I
ACCT102		Principles of Accounting II
ACCT120		Accounting on Microcomputers
ACCT203		Intermediate Accounting I
ACCT204		Intermediate Accounting II
ACCT205		Cost Accounting
ACCT207		Income Taxation
ANTH201		Introduction to Anthropology
ANTH202		Cultural Anthropology
ANTH220		Dev Anthro/ Globalizing World
ART 101		History and Appreciation of Art I
ART 102		History and Appreciation of Art II
ART 104		History: Photography&Video
ART 109		Graphic Design
ART 110		Design I
ART 111		Photography I
ART 112		Photography II
ART 114		Design II
ART 115		Painting I
ART 116		Painting II
ART 117		Visual Design for Electronic Media
ART 117		Design I for Electronic Media
ART 120		Drawing I
ART 122		Drawing II
ART 180		Typography
ART 200		Illustration
ART 212		Digital Photography
ART 213		Dynamic Media I
ART 214		Dynamic Media II
ART 222		Advanced Digital Photography
ART 233		Animation
ART 248		Word & Photographic Image
ART 254		Advanced Media Design
ART 255		Lighting Principles
ART 270		Computer Graphics I
ART 271		Computer Graphics II
ART 276		Independent Art Studio-Ceramics
ART 290		Independent Art Studio-
ASTR101		Introductory Astronomy
BIOL100		Human Biology
BIOL101		Principles of Biology I
BIOL102		Principles of Biology II
BIOL104		General Biology I
BIOL105		General Biology II
BIOL112		Essentials of Medical Microbiology
BIOL114		Essentials of Nutrition
BIOL115		Field Natural History
BIOL116		Tropical Field Natural History
BIOL119		Botany
BIOL125		Biology&Earth Science-Teachers
BIOL131		Princ of Human Anatomy & Physiolo I
BIOL132		Princ of Human Anatomy & Physiolo II
BIOL201		Human Anatomy and Physiology I
BIOL202		Human Anatomy and Physiology II
BIOL205		General Genetics
BIOL206		Molecular Genetic Techniques
BIOL211		Ecology
BIOL215		Tropical Field Ecology
BIOL216		General Microbiology
BIOL220		Cell Biology
BIOL221		Cell Culture Techniques
BIOL232		Exercise Physiology
BIOL249		Special Topics In Biology
BIOT101		Introduction to Biotechnology
BUAD103		Entrepreneurship I
BUAD106		Foundations of Business
BUAD108		Sales and Sales Management
BUAD109		Personal Money Management
BUAD111		International Business
BUAD201		Business Law I
BUAD202		Business Law II
BUAD203		Business Communications
BUAD204		Principles of Marketing
BUAD207		Entrepreneurship II
BUAD208		Principles of Management
BUAD212		Quality Customer Service
BUAD215		International Marketing
BUAD217		Fundamentals of Exporting
BUAD219		Human Resource Management
CAPS111		Introduction to Word Processing
CAPS121		Introduction to Spreadsheets
CAPS123		Advanced Spreadsheets
CAPS131		Introduction to Databases
CAPS133		Advanced Databases
CAPS152		Web Page Design
CDSC101		Introduction to Chemical Dependency
CDSC201		Counseling Theories & Interventions I
CDSC225		Counseling Theories & Interventions II
CHEM102		Principles of Chemistry II
CHEM107		General Chemistry I
CHEM108		General Chemistry II
CHEM205		Organic Chemistry I
CHEM206		Organic Chemistry II
CHEM228		Biochemistry
CIS 108		Intro to Computer Information Systems
CIS 132		Network Design
CIS 213		Programming in C++
CIS 214		Systems Analysis and Design
CIS 215		Operating Systems
CIS 220		Database Concepts
CIS 223		Programming in C++ Advanced Topics
CIS 225		JAVA
CIS 227		Web Programming & Design
CIS 240		Offensive Security
COMM100		Creating Online Media
COMM101		Mass Media
COMM105		Careers in Audio/Music
COMM110		Aesthetics/Techniques Video&FilmEditing
COMM111		Foundations of Digital Editing
COMM112		Foundations of Motion Graphics
COMM115		Introduction to Digital Video
COMM120		Broadcast Operations
COMM127		Audio Production I
COMM135		Recording Technology I
COMM140		Introduction to Field Production
COMM160		Media Writing
COMM170		Broadcast Copywriting
COMM210		Production and Direction
COMM225		Communication Law/Ethics
COMM227		Audio Production II
COMM235		Recording Technology II
COMM240		Non Fiction & Fiction Field Production
COMM245		Professional Video Ed & Post Production
COMM270		Hollywood: On Location
COMM285		Radio & Digital News Production
COMM290		Television News Production
COMM295		TV Production/Origation
CONT107		Construction Materials
CONT115		Construction Estimating and Planning
CONT202		Surveying
CONT208		Construction Management and Regulation
CONT210		Structural Design

Put a Y by Classes You Can Help With!

CONT216		Materials Testing	ENGL149		Shakespeare in Text & Performance	GEOL125		Biology and Earth Science for Teachers
CRJU104		Introduction to Corrections	ENGL200		Screenwriting	HLTH104		Medical Terminology
CRJU105		Introduction to Criminal Justice	ENGL201		Public Speaking	HLTH126		Health and Fitness
CRJU110		Introduction to Policing	ENGL201		Fundamentals of Speech	HLTH135		Therapeutic Touch: Massage Techniques
CRJU205		Concepts of Criminal Law	ENGL204		Interpersonal Communication	HLTH205		First Aid and Safety Education
CRJU210		Introduction to Criminal	ENGL204		Fundamentals of Interpersonal	HLTH206		Personal Health
CRJU212		Community Corrections	ENGL212		Fiction Writing	HLTH207		Drug Studies
CRJU215		Legal Aspects of Evidence	ENGL215		Short Fiction	HLTH208		Alcohol and Alcoholism
CSCI160		Computer Science I	ENGL216		Advanced Screenwriting	HLTH210		Consumer Health Issues
CSCI165		Computer Science II	ENGL220		Literature for Children	HLTH215		World Health Problems
CSCI205		Computer Science III/Data	ENGL227		Fundamentals of Creative Writing	HLTH216		International Health On-Site Study Abrd
CSCI210		Computer Architecture &	ENGL229		Introduction to Poetry	HRMG100		Introduction to Hospitality Industry
CSS 112		Hardware Repair and Maintenance	ENGL233		Film Analysis	HRMG101		Food Service & Preparation I
CSS 212		Help Desk and User Support	ENGL237		Journalism	HRMG103		Rooms Division Management
CULI101		Food Service and Preparation I	ENGL248		Contemporary Women Writers	HRMG105		Food Sanitation & Safety
CULI102		Food Preparation II	ENGL250		Field Studies In Literature	HRMG107		Safe Alcohol Handling
CULI120		Principles of Food Preservation	ENGL255		Writing Television Drama & Comedy	HRMG201		Hospitality Law
CULI205		Garde-Manger & Catering Kitchen	ENGL256		Playwriting	HRMG205		Hospitality Marketing
CULI270		Restaurant Ops & Front of House	ENGL258		Creative Nonfiction Writing	HRMG206		Food and Labor Cost Control
DRAF117		Architectural Drafting I	ENGL261		Visiting Writer Series	HSTY101		Development of the Western Tradition I
DRAF118		Architectural Drafting-II	ENGL262		Poetry Writing	HSTY102		Development of Western Tradition II
ECHD110		Children and the Arts	ENGL274		Marketing the Screenplay	HSTY111		World History Since 1500
ECHD125		Introd to Early Childhood Education	ENGL275		Getting Published - Prose & Poetry	HSTY201		American History to 1877
ECHD206		Infant/Toddler Environments &	ENGL280		Writing-Racial Ineq/Mass Incarceration	HSTY202		American History Since 1877
ECHD225		Early Childhood Curriculum	ENSC137		Introduction to Engineering	HSTY225		African American History
ECHD240		Tech for Observing & Rec Young	ENSC203		Electrical Science	HSTY233		Women in U.S. History
ECON101		Introduction to Economics	ENSC204		Mechanics of Materials	HSTY249		Special Topics in History
ECON120		Principles of Microeconomics	ENSC209		Engineering Mechanics: Statics	HSTY260		Topics in Modern Latin America
ECON121		Principles of Macroeconomics	ENSC212		Dynamics	HSTY261		Modern Colombia
EDUC201		Introduction to Education	ENVS107		Economy, Society & Environment	HUMN232		Introduction to World Religions
EDUC295		Foundations of Education	ENVS108		Environmental Psychology	HUMS104		Introduction to Corrections
ENVS101		Introduction to Environmental	ENVS110		Food Sys Sem I: Intro U.S. Food System	HUMS105		Introduction to Human Services
ENVS102		Technology and the Environment	ENVS110		Food Sys Sem I: Intro U.S. Food System	HUMS107		Introduction to Disability Studies
ENVS105		Environmental Ethics	ENVS110		Food Systems Sem I: Intro to US Food Sys	HUMS111		Introduction to Aging and Elder Studies
ENGL098		Support Class for ENGL100	ENVS112		Food Sys Sem III: Identity, Ethics, Cult	HUMS114		The Process of Group Communication
ENGL100		Academic Writing I	ENVS116		Soil Science	HUMS125		Intro to Early Childhood Education
ENGL100		Academic Writing I Themed	ENVS141		Agroecology	HUMS128		The Family: Strength-Based Intervention
ENGL101		Academic Writing II	ENVS202		Integrated Pest Management	HUMS200		Generalist Social Work Practice Skills
ENGL101		Academic Writing II Themed	ESL 110		Writing and Grammar II	HUMS206		Juvenile Delinquency
ENGL102		Approaches to Literature	ESL 120		Writing and Grammar III	HUMS212		Community Corrections
ENGL103		Report Writing	FREN101		Beginning French I	HUMS225		Early Childhood Curriculum Development
ENGL108		Literary Performance & the Spoken	FREN102		Beginning French II	INTD095		Int. Reading & Writing
ENGL134		Transformative Travel Writing	GEOG120		World Regional Geography	MATH090		Pre-Algebra
ENGL135		Short Narrative Film Writing	GEOL101		Introductory Geology	MATH095		Beginning Algebra

Put a Y by Classes You Can Help With!

MATH098	Quantitative Literacy
MATH109	Statistical Literacy
MATH110	Topics in Mathematics
MATH113	Mathematics for Elem School
MATH115	Mathematics for Elementary Sch
MATH120	College Algebra
MATH122	Technical Mathematics
MATH138	Precalculus Mathematics
MATH200	Statistics
MATH201	Calculus I
MATH202	Calculus II
MATH203	Calculus III
MATH206	Differential Equations
MATH208	Linear Algebra
MATH216	Discrete Mathematics
MATH249	Calc Applications
METR101	Introductory Meteorology
MUSI101	Music Appreciation
MUSI108	Music Theory I
NURS104	Medical Terminology
NURS110	Fundamentals of Nursing
NURS120	Critical Thinking Medic Surgical
NURS135	Therapeutic Touch: Massage
NURS208	Art&Sci of Nursing Across Lifespan
NURS225	Prof Practices & Complex Nursing
NURS241	Pharmacology for Nurses & Allied
OFFC203	Administrative/Automated Office
PARA101	Introduction to Paralegalism
PARA130	Legal Research and Drafting
PARA205	Litigation/Civil Procedure
PARA210	Real Estate/Property Law
PARA213	Constitutional Law
PARA215	Family Law/Domestic Relations
PARA216	Legal Aspects of Evidence
PARA220	Wills, Trusts, Estate Planning
PARC101	Introduction to Paralegalism
PARC130	Legal Research and Drafting
PARC205	Litigation/Civil Procedure
PARC210	Real Estate/Property Law
PARC213	Constitutional Law
PARC215	Family Law/Domestic Relations
PARC216	Legal Aspects of Evidence
PARC220	Wills, Trusts, Estate Planning
PHIL101	Introduction to Philosophy

PHIL201	Contemporary Moral Issues
PHSC104	General Physics I
PHSC105	General Physics II
PHSC211	Physics I (Mechanics and Heat)
PHSC212	Physics II (Electricity & Magnetism)
PHSC213	Physics III (Waves, Optics & Modern Phys)
POSC103	American National Government
POSC104	American State & Local Government
POSC107	Economy, Society & Environment
POSC213	Constitutional Law
POSC230	History of Ireland
POSC260	Topics in Modern Latin America
PSYC101	Psychology of Personal Growth
PSYC103	Introduction to Psychology
PSYC108	Environmental Psychology
PSYC200	Theories of Personality
PSYC201	Social Psychology
PSYC205	Childhood Psychology
PSYC207	Adolescent Psychology
PSYC207	Adolescent Psychology:
PSYC208	Adult Psychology
PSYC209	Abnormal Psychology
PSYC263	Development Across the Lifespan
RDNG116	College Reading and Study Skills
RECR107	Scuba Diving
RECR110	Introduction to Recreation
RECR112	Introduction to Kinesiology
RECR120	Leadership in Recreation
RECR150	Play Across Cultures
RECR210	Diversity and Inclusion in Recreation
RECR215	Recreation and the Expressive Arts
RECR220	Programming in Recreation and Leisure
RECR230	Personal Training & Aerobic Leadership
RECR232	Exercise Physiology
RUSN101	Beginning Russian I
RUSN102	Beginning Russian II
SOCE150	Play Across Cultures
SOCE200	Baseball in American Culture
SOCE201	Human Sexuality
SOCE258	Creative Nonfiction Writing
SOCI101	Introduction to Sociology
SOCI201	Sociology of the Family
SOCI203	Sociology of Race, Power and Privilege
SOCI205	Contemporary Social Problems

SOCI206	Juvenile Delinquency
SOCI207	Introduction to Criminology
SOCI220	Dev Anthropology in a Globalizing World
SOCI228	Sociology of Popular Culture
SOCI295	Foundations of Education
SPAN101	Beginning Spanish I
SPAN102	Beginning Spanish II
SPAN202	Intermediate Spanish II
SPMT150	Foundations of Sport Management
SPMT255	Sport Event Management
SPMT260	Sport Media Management
SPMT270	Sport Facilities/Venue Management
WGST100	Perspectives on Women--An Introduction
WGST120	Women and Health Care
WGST233	Women in US History
WGST248	Contemporary Women Writers
WINE120	Survey of Wine and Alcoholic Beverages
WINE130	Grape Growing and Wine Business
WINE202	Beverage Studies
WINE220	Wine Marketing and Merchandising

ROLE AND EXPECTATIONS OF BAKER CENTER STUDENT TUTORS

The role of peer tutors is to assist TC3 students in learning information and skills necessary for effective academic performance. All Baker Center employees, including students, should act as facilitators for the learning process. The goal is to help our students become independent learners and as such, we always attempt to keep them actively involved in the learning process.

As a Baker Center peer tutor, you will:

1. **Be on time for your shifts.** Students depend on you to be available at advertised times. If you must be late or absent, try to find a replacement or at the least, contact the coordinator as soon as possible.
2. **Read your TC3 email** at least once per day and respond as requested to emails from Tutorial Services.
3. **Participate in training** to learn about policies and procedures, strategies, and to share experiences and suggestions with other workers.
4. **Demonstrate knowledge in your content area**, as well as a willingness to review and learn new information throughout the semester. Understand that becoming a better tutor is a continuous learning experience and never think that you have 'learned enough'.
5. **Fill out a paper time sheet when you arrive at work and again when you leave.** No less than every two weeks, fill in the electronic time sheets so that they match the paper sheets. If there is a discrepancy, the information on the paper time sheets will prevail. A schedule of electronic time sheet due dates is available by the paper sign-in sheets.
6. **Serve as a role model for other students** and represent the Baker Center respectfully.
7. **Dress appropriately** for the work place.
8. **Follow the procedures established** for your particular job assignment.
9. **Assist with other tasks when not working with students;** ask the Baker Commons professional staff what needs to be done.
10. **As problems arise, discuss with Baker Center professional staff members.**
11. **Stay in good academic standing** with a "B" average in courses related to tutoring, a 2.5 overall GPA, satisfactory progress (S) on early progress reports, and good attendance in all classes.
12. **Come prepared to work**, not socialize, in order to maintain a positive and respectful attitude, and to provide a supportive environment for learning.
13. **Keep abreast of all news and important information** about trainings and other Baker Center happenings.
14. **Understand that failing to uphold the terms of this contract may be cause for your employment to be terminated or reevaluated.**

**Sample Only. You will sign
actual contract when hired.**