Science, Math, and Related Topics Lab
Tutor Application

What is the Science Math and Related Topics (SMART) Lab?

The SMART Lab offers tutoring in subjects including accounting, biology, chemistry, economics, geography, kinesiology, mathematics, physics, sociology, statistics, and many more.

What are the benefits of being a SMART Lab tutor?

SMART Lab tutoring is a paid position in a pleasant, informal environment. We will work with you to create your optimal schedule. It looks impressive on a resume and it's an opportunity for students to improve their ability to communicate, gain experience working with peers, and strengthen their skills in a given academic subject.

Minimum Criteria Needed to Apply:

- **Sophomore, Junior, Senior, or Graduate students preferred**
- **Must have an overall GPA of 3.0 or higher**
- **Must have previously taken the course to be tutored and received a grade of B^+ or better**
- **Must have good communication and interpersonal skills**

How can I apply to be a SMART Lab tutor?

- Fill out the application below, including attachments of your unofficial transcript and a copy of your class schedule, and email it to siandsmart@gmail.com or drop off your application off at the LRC on the 3rd floor of the Oviatt Library, East Wing.
- Two tutor recommendation forms or email recommendations must also be submitted by a professor, which can be emailed directly to Karen Abramowitz or put in the campus mail.

California State University, Northridge
Learning Resource Center
Tutor Program

SMART Lab tutors are hired every semester.

For more information contact: Karen Abramowitz, SI/Tutor Coordinator
Location: OV 300;
E-mail: karen.j.abramowitz@csun.edu Phone: (818) 677-2033
California State University, Northridge
Learning Resource Center (LRC)

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SMART LAB TUTOR APPLICATION

1. Name: _____

2. Address (**campus**): Address (**permanent**):

_____ _____
Street Street

_____ _____
City, state, zip code City, state, zip code

3. Phone: _____

4. Email: _____ I.D. # _____

5. How did you find out about the SMART Lab? _____

6. Major: _____

7. Class level: Freshman _____Sophomore_____ Junior _____ Senior____Graduate_____

8. Planned Graduation Date: _____

9. GPA (overall):_____ GPA (major): _____

10. What courses would you like to tutor?

Courses	Grade

11. Work- Study: Yes:_____ No: _____

12. How many units are you taking or plan to take?

13. How many hours would you like to work? _____

14. Are or will you be working elsewhere on campus? Yes_____ No_____ # of Hrs. _____

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15. List two references who can comment on your academic ability.

_____
Name Department

_____
Name Department

16. In the space below, write one or two paragraphs explaining why you believe you will make an effective tutor.

17. To complete your application, submit the following:

A. TWO TUTOR RECOMMENDATION FORMS (submitted by a professor)
B. A COPY OF YOUR UNOFFICIAL TRANSCRIPTS
C. A COPY OF YOUR CLASS SCHEDULE FOR THE UPCOMING SEMESTER

18. ***To the best of my knowledge the above statements are true and accurate***.

_____ _____
Signature Date

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SMART Lab Availability Form

Name:_____

Subjects Tutored (list all subjects you can tutor by course number): _____

_____

_____

Total number of desired hours:_____

The SMART Tutor Lab (LRC Oviatt Library 300 3rd Floor East Wing) offers tutoring in a great variety of subjects. Please indicate with an **X all hours you are available to work**. Then mark your **preferred times** with an **asterisk**. Please note that on Tuesdays, Wednesdays, and Thursdays the lab closes at 6:30pm.

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

We will make every effort to accommodate your desired hours

*Tutors are required to work at least 2 hours and not more than 3 hours per shift.

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SMART TUTOR APPLICATION RECOMMENDATION FORM

Applicant Name: _____
Last **First** **Middle**

I.D.:_____ Date: _____

To Recommender: The above named applicant is applying to the Learning Resource Center (LRC) as a tutor in the Science, Math and Related Topics Lab. As a tutor, the applicant will provide services to any CSUN student seeking help in the applicant's subject area(s). Please complete this form and make any comments you deem appropriate.

You may return this form via email or compose an email addressing the questions below to Karen Abramowitz at karen.j.abramowitz@csun.edu or siandsmart@gmail.com. If you have any questions or comments, please call (818) 677-2033.

1. How long have you known the applicant and in what capacity? _____
_____

2. What course(s) did the applicant take with you? **[Indicate course(s) and grade(s)]** _

3. What levels do you think the applicant can tutor? 100___200___300___400___

4. Rate the applicant's understanding of the material:
Outstanding_____Good_____Fair_____Poor____

5. Rate the applicant's ability to communicate effectively:
Outstanding____Good____Fair____Poor_____

6. Additional Comments:

_____
_____
_____
_____
_____
_____

_____
Print Name **Department**

_____
Signature **Date**

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6. Additional Comments:
_____
_____
_____
_____
_____
_____

_____
Print Name **Department**

_____
Signature **Date**

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FOR DEPARTMENTAL USE:

Interview By: _____ Interview Date: _____

Hired? Yes ☐ No ☐ SMART Lab ☐ SI Leader ☐

SUBMITTED:
Completed Application ☐
Unofficial Transcript ☐
Class Schedule ☐
Recommendation Form ☐

COMMENTS:_____
_____
_____
_____
_____
_____