Curious About Becoming a Tutor at the AAC?

The Academic Achievement Center (AAC) provides free tutoring and academic assistance to all Columbia College students. Some of our services include one-on-one tutoring in multiple subjects, by-appointment and drop-in assistance with papers and writing skills, Supplemental Instruction (SI) and embedded tutoring for various courses, and help developing study skills while promoting student learning and success.

The benefits of tutoring are numerous, including:

- increased understanding of subject material
- helping others
- work experience
- interaction with faculty and inclusion in campus life
- strengthening leadership skills
- flexible scheduling
- paid position (District Student Wage $10.00/hour)

To apply as an AAC Tutor, return the completed AAC Application and other documents to the AAC. The AAC considers various criteria when selecting new tutors, including whether the applicant

*****has met all requirements (pg. 2), including enrollment in the Peer Tutor Training course
*****can tutor courses that match the tutoring needs of the AAC
*****has a schedule that matches the scheduling needs of the AAC
*****seems to be a fit for the AAC

Please note: Taking the Tutor Training Course does not guarantee employment at the AAC. Although there are many applicants who would probably make great tutors, the AAC must consider all criteria above when hiring. If you apply and we are unable to hire you at the time of application, check back throughout the semester to see whether our needs have changed. They often do!

When the AAC is interested in hiring a new tutor, the applicant must complete a YCCD (Yosemite Community College District) Employment Packet which includes a mandatory criminal background check to be paid by the student. All applicants must receive YCCD approval before being hired to work at the AAC.

Although most students fit in with the AAC's philosophy and become part of our cohesive staff, a few do not. For this reason, we hire staff on a probationary basis.

Other useful information:

The AAC's hours vary by semester, but we are usually open Monday – Thursday 8am-5pm and Fridays 9am-4pm. We are located in **Tamarack, 2nd Floor**, above the Library.

Main AAC Appointment Line	**588-5088**
AAC Coordinator, *Lindsay Laney*	588-5176
Instructional Tech, *Jessica Shapiro*	588-5177
AAC Website:	www.gocolumbia.edu/aac/

Academic Achievement Center (AAC)
Tutor Application

Thank you for your interest in tutoring at the AAC! Before we can consider you for employment, **you must first meet/complete these four requirements:**

- ☐ **1.** Include 1 copy of your current class schedule to verify that you are enrolled in at least 6 units.
- ☐ **2.** Attach a copy of your most current unofficial Columbia transcript from connect*Columbia* showing proof of a 3.0 cumulative GPA. **IMPORTANT:** Highlight all courses in which you received a "B" or better **and** write the instructor's name.
- ☐ **3.** Enroll in INDIS 110, the 1-unit Peer Tutor Training course. *If INDIS 110 is not offered in the semester of application, you must agree to take it at its first available offering (see page 4). Enrollment in INDIS 110 does not guarantee employment at the AAC.*
- ☐ **4.** Provide a recommendation from a Columbia College faculty member for the course(s) you wish to tutor, using the attached *AAC Faculty Recommendation Form* (print additional forms as needed). Although it is best to have all recommendations when submitting an application, it is okay to turn in additional recommendations after submitting application.
- ☐ **5.** I am applying for the position of: □ AAC Tutor □ Embedded Tutor □ SI leader

If you qualify, return the completed application to the AAC (Tamarack, 2nd Floor).
We review applications every few weeks and as needs arise.

Name *(include middle initial)* _____ **Date**_____

Cum GPA *(from your attached connectColumbia transcript)* _____ **Columbia College W#** _____

Phone (C) _____ **Phone (H)** _____ **E-mail**_____

What is the best way to reach you? (home phone, cell, e-mail)_____

Mailing Address *(use address on file at the College Business Office):*

_____

Supplemental Questions:

1. Why would you like to work at the AAC? *(If you were referred, please include who referred you.)*

_____

_____

2. **As a successful student, what study skills do you rely on most (at least 3):**

_____

_____

3. In what campus activities are you involved? If you are already a student-worker on campus, please list department and hours:_____

_____

4. List all course(s) for which you will provide faculty recommendations:

_____ _____ _____

_____ _____ _____

5. How many semesters do you have remaining at Columbia? _____

Interdisciplinary Studies 110 (INDIS 110)

In order to tutor at the AAC, students must complete the 1-unit Peer Tutoring Course:

> **INDIS 110:** Provides students with techniques and strategies for peer tutoring. Students will study learning styles, multiple intelligence theory, learning disabilities, as well as effective communication skills, planning and structuring a tutor session, questioning techniques and multicultural perspectives. Studying these topics will lead to clarifying the nature of an effective tutor. This course meets state regulations for peer tutoring training and College Reading and Learning Association (CRLA) certification. *Offered for Credit/No Credit grading only.*

Dates and times for this course are listed in the Schedule of Classes. Students may purchase the required textbook in the bookstore at the beginning of the semester.

Students who have completed INDIS 110 and who are hired at the AAC become eligible for Level 1 Tutor Certification by the College Reading and Learning Association (CRLA), an internationally acknowledged certification that could serve as a great tool in later years. Please be aware however, that completion of the class does not guarantee employment at the AAC.

Address all questions about this course, including those regarding time conflicts, to the AAC Coordinator, Lindsay Laney: laneyl@yosemite.edu

INDIS 110 Completion:

Sign the statement that applies to you:

❖ **If you have not yet taken INDIS 110 or if INDIS 110 is not currently being offered:**

I am fully aware that **I must take INDIS 110 at the next available offering** and that failure to take and complete this class at its next available offering will result in the termination of my employment at the AAC. I also understand that until I have completed INDIS 110, I am a probationary employee at the AAC. *I have read and agree to the above statement.*

Name_____ Signature_____ Date_____

OR

❖ **I have completed INDIS 110 (provide semester and year): _____**

Name_____ Signature_____ Date_____

Faculty Recommendation

*For **Tutoring** at the **A**cademic **A**chievement **C**enter*

Dear Instructor,

The following student has applied to work as a tutor in the Academic Achievement Center (AAC).

_____
(Student's name)

As part of the AAC application process, students are required to provide a recommendation from a Columbia College Instructor for each course they tutor. **If you would like to recommend this student as a tutor, please complete this form and give to the student to return.**

Write the name/number of the course you would like to tutor and give to the instructor for signature.

Courses for which the student is applying to tutor:

_____

_____

_____

Instructor's Name:_____

_____I **recommend** this student as a tutor for the following courses:

_____

_____

_____

Instructor's Signature_____**Date:** _____

To the student: If an instructor has given you this recommendation, please bring it to the AAC for more information.

Academic Achievement Center
Tamarack, 2nd Floor 588-5088