Science, Math, and Related Topics Lab
Tutor Application

What is the Science Math and Related Topics (SMART) Lab?
The SMART Lab offers academic support in subjects including accounting, biology, chemistry, economics, kinesiology, mathematics, and physics.

What are the benefits of being a SMART Lab tutor?
SMART Lab tutoring is a paid position. It is also an opportunity for students to improve their communication skills, gain experience working with peers, and strengthen skills in a given academic subject. Being a SMART Lab tutor is an excellent opportunity for anyone who is interested in teaching.

Minimum Criteria Needed to Apply:

• 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 minimum grade of A.
• Must have good communication and interpersonal skills

How can I apply to be a SMART Lab tutor?

• Fill out the attached application and drop it off at the LRC in the Oviatt Library 3rd floor East wing with a copy of your unofficial transcript
• Two completed tutor recommendation forms to be filled out by previous instructors (submit with completed application)

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)
TUTOR APPLICATION

1. Print Name: ____________________________ Last  First  Middle

2. Address (campus): ____________________________ Street
                                ____________________________ Street
                                City, state, zip code  City, state, zip code

3. Phone (campus): ____________________________ Phone (permanent): ____________________________

4. Email: ____________________________ I.D. #________________________

5. How did you find out about the tutor Program? ____________________________

6. Major: ____________________________ Minor: ____________________________

7. Class level: Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate _____

8. GPA (overall): _______  GPA (major): _______

9. Work- Study: Yes: _______  No: _______

10. What courses would you like to tutor?

   Courses   Grade

   ____________________________
   ____________________________
   ____________________________
   ____________________________
   ____________________________

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

12. How many hours would you like to work? _______

13. Are or will you be working elsewhere on campus? Yes _____ No _____ # of Hrs. _______
14. List three references who can comment on your academic ability.

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

______________________________________________________________________________
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16. To complete your application, submit the following:

   A. TWO TUTOR RECOMMENDATION FORMS (have two separate recommenders complete the attached forms to be submitted along with your application)
   B. A COPY OF YOUR OFFICIAL OR UNOFFICIAL TRANSCRIPTS

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

______________________________________________________________________________  _______________________________________________________________________
Signature                                                    Date
### SMART LAB AVAILABILITY FORM

**Name:**

**Subjects Tutored** (list all that apply by course number):

**Total number of desired hours:**

**SMART Tutoring:** Our main tutoring center in the Oviatt Library 300 (3rd Floor East Wing) offers tutoring in a greater variety of subjects. Please indicate with an **X all hours for which you would be available to work.** You may then mark your **preferred times** with an **asterisk.** Please note that on Tuesdays and Wednesdays the lab closes at 6:30.

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Please mark with an **X all times you are available,** and an **asterisk** by the times you **want.**

We will make every effort to accommodate your desired hours.
SMART TUTOR APPLICATION LETTER OF RECOMMENDATION

Applicant Name: 

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I.D. or File#: ____________________________ 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 the applicant or the campus mail. Our mail code is 8325. If you are off campus, please address your letter to: CALIFORNIA STATE UNIVERSITY, NORTH RIDGE, LEARNING RESOURCE CENTER, 18111 NORDOFF STREET, NORTH RIDGE, CALIFORNIA, 91330-8325. If you have any questions or comments, our telephone is (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 ____________________________
SMART TUTOR APPLICATION LETTER OF RECOMMENDATION

Applicant Name:

_________________________  ___________________________  ___________________________
Last  First  Middle

I.D. or File#:_________________________  Date: ___________________________

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5. Rate the applicant’s ability to communicate effectively:

   Outstanding___Good___Fair___Poor_____

6. Additional Comments: ______________________________________________________________

_________________________  ___________________________
Print Name  Department

_________________________  ___________________________
Signature  Date