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)
1. Name: _______________________________  Date: ____________

2. Address (campus):
   ________________________________
   ________________________________
   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. ______
15. List two references who can comment on your academic ability.

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

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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
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.

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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.
SMART TUTOR APPLICATION RECOMMENDATION FORM

Applicant Name: ________________________________________________________________

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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:
   __________________________________________________________________________
   __________________________________________________________________________
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   __________________________________________________________________________

Print Name ___________________________ Department ___________________________

Signature ___________________________ Date ___________________________
SMART TUTOR APPLICATION RECOMMENDATION FORM

Applicant Name: __________________________________________

Last                                   First                                 Middle

I.D.: __________________________________________ Date: ____________

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6. Additional Comments:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

Print Name __________________________________________ Department ______________________

Signature ______________________ Date ______________________
FOR DEPARTMENTAL USE:

Interview By: ____________________________     Interview Date: _______________

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

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

COMMENTS:
____________________________________________________________________________
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