**Chemistry Department General Application**

**for Tutors and Learning Assistants**

**Position Descriptions**

**Chemistry Tutors**

Lead three weekly sessions in any of the following courses = CHEM 101, CHEM 102, CHEM 351, CHEM 352. Prepare an independent session plan that includes ample problem-solving. Answer student questions about problems and concepts as necessary. Work with the director and other tutors to ensure that all groups are covered by a tutor. Some tutors may also provide walk-in help for these classes in lieu of one of the three weekly sessions.

Minimum requirements: Completion of CHEM 101, 102, 351 and 352 with A or B grades.

**CHEM 351 Learning Assistant**

Attend class and participate in problem-solving and discussion with current students. Assist the instructor in class by providing feedback about student difficulties. Attend a weekly meeting with the instructor and other Learning Assistants to review the prior week and plan for the upcoming week. Staff walk-in help sessions approximately once every three weeks.

Minimum requirements: Completion of CHEM 351 and 352 with A grades.

**CHEM 101 & 102 Discovery Learning Assistant**

Guide students in at least 2 sections of Discovery per week (up to 4 sections per week) as they work on documents. Prepare for CHEM 101 and 102 sessions for each week by working documents ahead of time for instructor approval. Attend a training session on how to guide students through questions. Attend a weekly meeting with the instructor and other Teaching Assistants.

Minimum requirements: Completion of CHEM 101 and 102 with A grades.

**CHEM 101 or 102 Lecture Learning Assistant**

Attend class and participate in problem-solving and discussion with current students. Assist the instructor in class by providing feedback about student difficulties. Attend a weekly meeting with the instructor and other Learning Assistants to review the prior week and plan for the upcoming week. Staff walk-in help sessions approximately once every three weeks.

Minimum requirements: Completion of CHEM 101 and 102 with A grades.

Completed applications are due by 5 PM on Monday, 4/18.

E-mailed applications will not be accepted.

Hard copies of the application should be turned in to Dr. Carpenter for CHEM 101 and 102 positions and to Dr. Gierasch for CHEM 351 or tutoring. Mailboxes are located in Fine Arts 010.

**Chemistry Department General Application**

**for Tutors and Learning Assistants**

**Please print clearly.**

Name:

Campus ID:

Major:

Planned Graduation Date:

Provide your letter grade for any course that you have completed.

If you have not taken the course, leave the box blank. If you are currently in the course, please put an X in that box.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 101 | 102 | 300 | 351 | 352 |
|  |  |  |  |  |

Indicate which of the following positions you are interested in.

If you are not interested or not qualified, leave the box blank.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1st choice | 2nd choice | 3rd choice | 4th choice |
| CHEM 101/102/351/352Tutor  |  |  |  |  |
| CHEM 351Learning Assistant |  |  |  |  |
| CHEM 101/102Discovery Learning Assistant |  |  |  |  |
| CHEM 101Lecture Learning Assistant |  |  |  |  |

Name:

Indicate your availability during the Fall 2016 semester by crossing out any block that you are NOT able to do. If you are unavailable for any part of the hour, cross it out (for example, if you get out of class at 2:15, you are unavailable from 2:00-2:50).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00-8:50 |  |  |  |  |  |
| 9:00-9:50 |  |  |  |  |  |
| 10:00-10:50 |  |  |  |  |  |
| 11:00-11:50 |  |  |  |  |  |
| 12:00-12:50 |  |  |  |  |  |
| 1:00-1:50 |  |  |  |  |  |
| 2:00-2:50 |  |  |  |  |  |
| 3:00-3:50 |  |  |  |  |  |
| 4:00-4:50 |  |  |  |  |  |

Please answer the following questions with a brief paragraph description:

You may attach them on a separate piece of paper (typed or legibly hand written).

1. Describe any prior experience that is relevant for these positions.
2. Why are you interested in one (or more) of these positions?

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