**Program Overview:**

- The ETC Program’s mission is to increase student success, retention, and GPA in traditionally difficult course.
- The program’s goals are (1) to provide organized study sessions led by a qualified, experienced tutor, so that students may better learn the material presented in class; and (2) to create a community of learners who learn as much from the ETC Leader as from one another.
- The ETC Leader is a “model student” that acts as a facilitator who helps students to integrate course content and learning/study strategies.

**Duties:**

- Plan for and conduct weekly sessions that focus on interactive learning through collaborative learning, Socratic Method, and study skills review;
- Act as a model student in the classroom, taking notes, quizzes, assistance with test prep, and becoming familiar with course requirements and assignments;
- Work well with instructor/students;
- Articulate the goals and methods of the ETC program to the students;
- Act as liaison for students with the instructor;
- Aid the instructor in facilitating class discussions as needed;
- Meet weekly with the instructor to discuss course content and student progress;
- Meet weekly with the ETC Mentor for training, support, and evaluation of the ETC sessions;
- Promote ETC sessions in class;
- Complete necessary personnel paperwork;
- Attend monthly Program Staff meetings.

**Qualifications:**

- An overall GPA of 3.0 or above (on a 4.0 scale) is required;
- A grade of A or B in the course for which the candidate is applying to be an ETC Leader for;
- Must be a full time student (enrolled in 12 units);
- Content-competency (to be determined by the ETC Supervisor and Instructor of record);
- Good oral and written communication skills;
- Good organization and time management skills;
- Ability to solve problems and work well with faculty, students, and staff;
- Ability to work independently with indirect supervision.
Other Training/Hiring Requirements:

- Take and successfully pass a TB Test (test may be done in Student Services Building, Rm. 112 on Monday, Wednesday, and Friday from 1:00pm-4:00pm);
- IIPP Safety Training
  - Go to [www.scccd.edu](http://www.scccd.edu)
  - Click on tab: Offices and Departments
  - Drop down and click on: Environmental Health and Safety
  - Scroll down and choose Student Worker Online Safety Training
  - After watching the video, fill in title line, print, and sign
- Return both receipts to the ETC Supervisor, located in the Tutorial Center (LI-134);
- Obtain signed requisition form from the Tutorial Center prior to starting employment
  - Take requisition form, IIPP Safety Training Completion form to OAB 161. Photo ID or Driver’s License and Social Security are required
  - An “Authorization to Begin Work” will be processed by Administrative Services in order for you to begin work
  - Return the “Authorization to Begin Work” to the Tutorial Center
- Enroll in LA 1 Tutor Training Course (1 unit)

Application Procedures:

- Submit completed application and Unofficial Transcripts for all colleges attended to the ETC Supervisor in Li-134
- Submit 2 letters of recommendation (one has to be in the subject that you wish to tutor)

For Further Information:

- Please contact:
  Jessica Shadrick
  ETC Supervisor
  FCC Tutorial Center (Li-134)
  (559) 442-8668
  Jessica.shadrick@fresnocitycollege.edu

Keep page 1 & 2 for your records
Applicant Information

Full Name:  

Student ID No.:  

Address:  

Phone:  

Date Available:  

E-mail Address:  

Can you, after employment, submit verification of your legal right to work in the United States?  

Have you ever worked for Fresno City College?  

Major  

Units enrolled in:  

Year in school:  

LIST COURSE NUMBER YOU WISH TO TUTOR

Math  

Business Education:  

Biology  

FPCA  

Chemistry  

Foreign Languages  

Social Sciences:  

Other  

Availaibilty

Please mark with an “X” your hours of availability

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Previous Employment

Company: ___________________________ Phone: (____) ________
Address: ___________________________ Supervisor: ___________________________
Job Title: ___________________________ Responsibilities: ___________________________

From: __________ To: __________ Reason for Leaving: ___________________________

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: ___________________________ Phone: (____) ________
Address: ___________________________ Supervisor: ___________________________
Job Title: ___________________________ Responsibilities: ___________________________

From: __________ To: __________ Reason for Leaving: ___________________________

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Writing Sample

What qualifies you to be an ETC Leader?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: ___________________________________________ Date: __________________________

4
**FRESNO CITY COLLEGE TUTORIAL CENTER**
**FACULTY RECOMMENDATION FORM**

### Applicant Information

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<th>ID Number:</th>
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I would like to tutor the following course(s):

### Faculty Evaluation

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<th>Demonstrates knowledge of subject:</th>
<th>(5) Exceptional</th>
<th>(4) Exceeds Requirements</th>
<th>(3) Meets Requirements</th>
<th>(2) Marginal</th>
<th>(1) Unsatisfactory</th>
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<th>Verbal communication skills:</th>
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<th>Responded effectively to assignments:</th>
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<th>Met attendance requirements:</th>
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<th>Potential to facilitate content material:</th>
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<th>Interaction with other students:</th>
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### Additional Comments

I highly recommend this student for the position of tutor

I recommend this student for the position of tutor with reservations

I do not recommend this student for the position of tutor

Signature: __________________________ Date: __________

Print Name: _________________________ Phone: __________

Position/Title: ______________________

E-mail: ____________________________