



Last Name		First Name		Email Address	
Address				Phone	
City		State		Zip	
Concentration(s)		Sac State ID Number		Class Level [check one] <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate Student	
GPA [Overall]	GPA [Sac State]	Units completed		How many units for Spring 2020?	
Are you working in any other position on or off campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many hrs/ week _____					
When will you graduate? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____					

What Courses Do You Want to Tutor? A recommendation from a faculty member in Business is **required for each course**. Use attached recommendation form. Make copies as needed or pick up extras from our office. Please list all courses that you are qualified and would like to tutor. Attach separate page if needed, using the same format.

Course Name	Course No.	Course Title	Professor	Grade
MIS	101	Computer Information Systems for Mgmt	Dr. Tom Sandman	B+

Work Schedule

- A **weekly schedule** is set for each tutor for the entire semester, based on your availability and preferences.
- What is the **maximum #** of hours you want to work each week? _____
Note: We try to assign as many hours as possible, but based on budget and courses tutored, we cannot guarantee to provide the maximum # of hours.
- Please **check the hours you are available to tutor** during the Spring 2020 Semester.

	8-9am	9-10am	10-11am	11-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm
Mon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attach a copy of the following to your completed application:

- Your Resume: include any tutoring or education related experiences, paid or volunteer
- Print-out of your unofficial transcript from My SacState
- Completed Faculty Recommendation forms

Send all materials to:

Office of Student Engagement
 Tahoe Hall Room 1030, or
 maria.anghel@csus.edu

STUDENT COMPLETES THIS SECTION

For each course that you wish to tutor, please obtain a recommendation from a faculty member in the College of Business Administration. Make additional copies of this form, or pick up additional forms from our office, Tahoe Hall 1030.

Student Name: _____ **Course to be tutored:** _____

FACULTY MEMBER COMPLETES THIS SECTION

Tutors are hired to assist students in numerous courses in business. It is the tutor's job to help students learn the material, better understand the concepts and principles taught and provide assistance with study skills.

Business Faculty Recommendation

I recommend this student as a tutor for the Business Tutoring and Study Center for the course listed above.

Name of Faculty Member _____

Course(s) you teach:

Email Address:

Would you be willing to be contacted during the semester if this tutor or another tutor has questions about your course and how to best help students taking your course? **Yes** **No**

Please comment on the following areas, being as specific as possible:

Quality of student's academic work:

Student's verbal and written communication skills:

Student's ability to get along with others:

Any additional comments:

Signature

Date