DEPARTMENT OF MATHEMATICAL SCIENCES TUTOR / GRADER APPLICATION INSTRUCTIONS

TUTORS:

- Tutors are employed in the Mathematics Tutoring Labs on the Lincoln Park and Loop Campuses.
- Tutors must be able to assist students with material from all lower-level courses (100-level or lower) offered by the Department of Mathematical Sciences and must be able to assist with material from some upper-level courses (200-level or higher).
- Potential tutors must be available between Weeks 2-10 of the quarter and must be able to keep the same hours throughout the quarter.
- New tutors are required to attend a training session at the start of the quarter before they may begin work.

GRADERS:

- Graders correct homework under the direction of a course instructor.
- Potential graders must be available to grade for the entire quarter and must be able to strictly
 adhere to whatever schedule for collecting and returning work is agreed upon with the course
 instructor at the start of the term.

ALL APPLICANTS:

- All applicants must be current full-time DePaul students (12 credits for undergraduates, 8 for graduate students).
- Hiring decisions will be made beginning one week prior to the start of classes for the relevant quarter. Decisions will be made based on qualifications, responsibility, availability, and seniority.
- **TO APPLY**, submit both pages of your completed application to Nydia Rodriguez (email to nrodrigu@depaul.edu, or deliver hardcopy to SAC 502). If possible, please do not include this instructions page as part of your application.
- APPLICATION DEADLINE: For full consideration, completed applications must be received at least
 one week prior to the start of classes for the relevant quarter. Late applications will be
 considered on an as-needed basis.
- For more information, contact Nydia Rodriguez (nrodrigu@depaul.edu, 773-325-4878, SAC 502).

Last updated: 2024-04-04

DEPARTMENT OF MATHEMATICAL SCIENCES TUTOR / GRADER APPLICATION FORM

LL APPLICANTS: C	<u>comple</u>	te this	<u>section</u>	<u>1.</u>		Applyir	ng for the term(s): _					
me:							ID#					
ddress:												
mail:								Phone:				
1ajor(s):						Expected date of graduation:						
/lath faculty who c	ould re	comm	end yo	u:								
							_ Have you been er					
							ailable for tutoring.		,			
OTORS: Indicate t	ne um	es and	iocatic	ns you	exped	o be ava	anable for tutoring.					
LINCOLN PARK	М	Tu	W	Th	F		LOOP CAMPUS	М	Tu	W	Th	
CAMPUS							10:00 – 11:00					
10:00 – 11:00							11:00 – 12:00					
11:00 – 12:00							12:00 – 1:00					
12:00 – 1:00							1:00 – 2:00					
1:00 – 2:00							2:00 – 3:00					
2:00 – 3:00							3:00 – 4:00					
3:00 – 4:00							4:00 - 5:00					
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4:00 – 5:00												

ALL APPPLICANTS: Complete the relevant sections on the next page of this form.

Last updated: 2024-04-04

GRADERS: Answer the following questions:						
I prefer to grade at (check one): Loop Campus	Lincoln Park Campus	Either campus	Either campus			
The maximum number of courses I would like to g	rade for is:					
ALL APPLICANTS: Fill in the course name and nu taken, the name of the course instructor, what let tutoring and/or grading for the course. For course where the course was taken, and indicate the clos	tter grade you earned in the co es taken at schools other than I	urse, and whether you feel com DePaul, indicate the college or u	nfortable			
COURSE NAME AND NUMBER	INSTRUCTOR	GRADE CAN GRADE/TU	TOR			

Submit completed application to Nydia Rodriguez (email to nrodrigu@depaul.edu, or deliver hardcopy to SAC 502).

Last updated: 2024-04-04