

# DEPARTMENT OF MATHEMATICAL SCIENCES

## TUTOR / GRADER APPLICATION INSTRUCTIONS

### TUTORS:

- Tutors are employed in the Mathematics Tutoring Labs on the Lincoln Park and Loop Campuses as well as on Zoom.
- 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 provide assistance 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](mailto: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](mailto:nrodrigu@depaul.edu), 773-325-4878, SAC 502).

# DEPARTMENT OF MATHEMATICAL SCIENCES

## TUTOR / GRADER APPLICATION FORM

**ALL APPLICANTS: Complete this section.**

Applying for the term(s): \_\_\_\_\_

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Major(s): \_\_\_\_\_ Expected date of graduation: \_\_\_\_\_

Math faculty who could recommend you: \_\_\_\_\_

Hours per week you would like to work: \_\_\_\_\_ Have you been employed by DePaul before? \_\_\_\_\_

**TUTORS: Indicate the times and locations you expect to be available for tutoring.**

LINCOLN PARK CAMPUS	M	Tu	W	Th	F
9:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
12:00 – 1:00					
1:00 – 2:00					
2:00 – 3:00					
3:00 – 4:00					
4:00 – 5:00					

LOOP CAMPUS	M	Tu	W	Th
10:00 – 11:00				
11:00 – 12:00				
12:00 – 1:00				
1:00 – 2:00				
2:00 – 3:00				
3:00 – 4:00				
4:00 – 5:00				

ZOOM	M	Tu	W	Th
3:00 – 4:00				
4:00 – 5:00				
5:00 – 6:00				
6:00 – 7:00				
7:00 – 8:00				

**Additional comments regarding availability:**

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

**GRADERS: Answer the following questions:**

I prefer to grade at (check one): Loop Campus \_\_\_\_\_ Lincoln Park Campus \_\_\_\_\_ Either campus \_\_\_\_\_

The maximum number of courses I would like to grade for is: \_\_\_\_\_

**ALL APPLICANTS:** Fill in the course name and number of each college-level mathematics or statistics course you have taken, the name of the course instructor, what letter grade you earned in the course, and whether you feel comfortable tutoring and/or grading for the course. For courses taken at schools other than DePaul, indicate the college or university where the course was taken, and indicate the closest equivalent course offered at DePaul.

COURSE NAME AND NUMBER	INSTRUCTOR	GRADE	CAN GRADE/TUTOR
_____	_____	_____	_____
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Submit completed application to Nydia Rodriguez (email to [nrodrigu@depaul.edu](mailto:nrodrigu@depaul.edu), or deliver hardcopy to SAC 502).