Apply Now
To Become a DVC Math Lab Tutor for Fall 2017

Job announcement flyers are available in the Math Lab!

The DVC Math Lab is located in the Learning Center, Room LC 200

Information meetings are offered in the Math Lab

Make a difference for your school, your fellow classmates and yourself by applying to become a Math Tutor!

- Help fellow classmates with all levels of Math.
- Sharpen the math and people skills you already have.

- Become an important part of DVC.
- Earn money while in school.

DVC
DIABLO VALLEY COLLEGE

Math Lab, LC200

321 Golf Club Road

Pleasant Hill, CA

A Tutor for a Day Is an Inspiration for Life!

Thinking about applying? Start reviewing Algebra 2 and Trig today!

Read on to find out more about the job requirements and the application process →

Important Notes: Please read the following application instructions carefully. If after doing so you have questions that have not been addressed, you should attend one of the Meetings listed below (See item 2 in Part B).

Part A. Minimum qualifications (No exception):

Applicants must attend two pre-employment trainings (for up to 8 hours), to be scheduled from August 7 - 10, 2017.

Applicants must have passed OR be enrolled in Math 140 in Fall 2017 on Fridays (scheduled for 11 am to 2:30 pm).

Applicants must be enrolled at DVC for 6 units or more to be eligible to work as a tutor (12 units for F1-Visa Students).

Applicants **must score 80% or higher in all parts** of the Math Lab Tutor Assessment Test (see more information below).

Applicants must maintain an average of C or better GPA for all DVC units completed (B or better is preferred).

Applicants must have achieved an average of B or better for all math courses taken (A's are preferred).

Applicants must have good English skills in listening, speaking, reading, and writing. (Eligibility for English 122 is required)

A Social Security Number is **not** required to take the test. Please notify us in your registration if you do not have one.

Note: Preference will be given to applicants who can tutor multiple subjects especially Math 094, 121, 124, 142, 144, 193, 194, 195, 292, or 294.

Part B.   Application Procedures and Important Deadlines:

Procedure	Due Date/Time/Events	Special Requirements	Notes
1. Review. Do an in-depth review for **Intermediate Algebra and Trigonometry.** We recommend a **minimum of 5 hours of review.**	Review at your own time, starting today. Applicants may come to borrow books for Math 120 and Math 121 and do their review in the Math Lab. Use books written in English for the review.	You must show detailed steps in your solutions when you take the test. Math Lab Tutor Assessment Test covers Intermediate Algebra and Trigonometry ONLY. Follow steps used by examples in textbooks.	• Your review must be thorough and sufficient enough to assure 80% or above. Historically, test scores range from 29% to 98%, with an average of below 75%.
2. Meetings. Attend one of the meetings in Math Lab for information and Q & A.	Wed 04/26/17, 12:30 - 1 pm, Rm LC 205 Thu 04/27/17, 3:30 - 4 pm, Rm LC 205 Mon 05/01/17, 9:30 – 10 am, Rm LC 205 Tue 05/02/17, 1 – 1:30 pm, Rm LC 205	Just come for information. Read all sheets of this job announcement carefully before you come.	• Your attendance is strongly recommended but not required. • Be on time!
3. Plan. Register for Assessment Test by email. You are required to use **"Tutor Assessment Test Registration May 12 – Fall 2017"** as the subject line.	**05/10/17** or sooner. Late registration is discouraged but may be considered <u>if and only if</u> space is available. **Read the instructions on the left and right.**	To register for the test, send your email registration to **Liling Lin**, llin@dvc.edu Your email registration is **required.** Show your legal names as the sender.	• List your legal name, DVC ID, last 4 digits of your Social Security number (or say "no SSN"), home address, cell phones, and all math & English courses you have taken, instructors, and the grades you earned from DVC (including current semesters').
4. Test. Attend Assessment Test in Room LC206, Math Lab. **Must score 80% or higher (all parts)**	• **11:00 am – 2:00 pm, Friday, May 12, Room** LC 206 in the Math Lab.	Bring a valid DVC ID and a non-graphing scientific calculator. Trigonometry identity cards are NOT allowed.	• **Be on time!** • **Test covers Intermediate Algebra and Trigonometry.**

Please do not call or email asking for your test score or for an interview. We will contact you **after May 24, 2017**
If you score 80% and above: We will call or email you to schedule an interview. Make sure your <u>voicemail box and email</u> are working. If you pass the interview, you will receive assistance in obtaining a social security number if you do not have one already.
If you score 70-79%: We may call or email you your test result.   You could possibly be invited to retest for next semester employment depending on the Math Lab recruitment needs. We are planning to offer only one test this semester (as scheduled above).
If you score 69% and below: We may call or email you your test result. You MUST wait one semester to retest.

Part C.   Examples of Math Lab Tutor Duties:

- Tutor (not lecture) students who are currently enrolled in a DVC math class, using techniques that motivate and foster independent learning.
- Show students how to log-in/out, how to sign in for help and how to check out Math Lab textbooks.
- Complete paperwork related to employment with DVC. Attend training sessions or meetings as directed.
- Help keep Math Lab clean and orderly.

- When there are no students to tutor: review math (no other subjects), study math tutoring techniques, help prepare scratch paper or other material used in the Math Lab.
- Follow and enforce Math Lab guidelines, rules and policies. Example: do not do the students' assignments for them.
- Run errands to Computer Center, mailroom or other campus areas as directed. Help with record keeping.
- Perform related duties as directed.

PLEASE REVIEW FOR YOUR TUTORING ASSESSMENT TEST!

Important note: It is the applicants' responsibility to conduct an in-depth review for the tutor assessment test. The hiring supervisor highly recommends that you spend a **minimum of 5 hours** to review for this test. Remember you have to sore at least 80% to be invited for an interview. Historical test scores ranged from 29% to 98% with an average below 75% and a passing rate around 30%.

You may use any math textbooks or web resources to prepare for the tutor assessment test. Many web-based learning programs offer free trials. (For example, ALEKS, a web-based math assessment and learning system, offers a three-hour free trial over a course of 5 days. You may try it out as a student via their web site: http://www.aleks.com/free_trial/instructor). Some past applicants found this site very helpful.

The Math Lab Tutoring Assessment Test contains problems from the Intermediate Algebra and Trigonometry outlines below:

Intermediate Algebra

1. Real number system
   1. Set notation
   2. Interval notation
2. Polynomial expressions
   1. Review of addition, subtraction, multiplication, and division by a monomial
   2. Binomial expansion using Pascal's triangle
   3. Polynomial long division
   4. Optional material
      1. Synthetic division
      2. Factor theorem
3. Rational expressions and equations
   1. Review of addition and subtraction (unlike denominators), multiplication, and division
   2. Compound rational expressions
   3. Rational equations resulting in linear or quadratic equations, including applications
4. Exponents and radicals
   1. Review of exponent rules applied to negative exponents
   2. Review of simplifying and performing operations with square roots of numbers and variables
   3. Simplifying and performing operations with higher order roots of variables and numbers
   4. Rational exponents and their relationships with radicals, including simplifying and performing operations with rational exponents
   5. Operations with complex numbers
   6. Square root equations containing more than one radical
   7. Cube root equations
   8. Rationalizing the denominator
5. Factoring
   1. Review of factoring trinomials, difference of squares, and factoring by grouping
   2. Sum and difference of two cubes
   3. Expressions in quadratic form
6. Linear and Quadratic equations
   1. Review of linear equations with emphasis on applications
   2. Linear equations with absolute value
   3. Quadratic equations
      1. Review factoring method, square root method, and quadratic formula
      2. Completing the square
      3. Applications including max/min problems
   4. Equations reducible to quadratic
   5. Review of solving formulas for a variable
7. Linear inequalities in one variable
   1. Compound inequalities
   2. Absolute value inequalities
8. Systems of linear equations
   1. Review of methods of solution of 2 variable linear systems, including applications
   2. Inconsistent and dependent 2 variable systems
   3. Three variables; solving by elimination (Optional material: solving by row operations or solving using Cramer's Rule)
   4. Optional: Introduction to non-linear systems

9. Functions
    1. Definitions: function, domain, range
    2. Determining domain and range from
        1. Ordered pairs
        2. Equation of the function
        3. Graph of the function
    3. Operations with functions
        1. Addition, subtraction, multiplication and division
        2. Introduction to inverse functions
        3. Optional: Composition of functions
10. Logarithmic and exponential expressions and equations
    1. Evaluating and simplifying logarithmic expressions, including the use of the natural log
    2. Converting between logarithmic and exponential form
    3. The exponent property of logarithms:
    4. Solving logarithmic and exponential equations involving the exponent property of logs only
    5. Applications: either exponential growth and decay or compound interest
    6. Optional material: Other properties of logs, including solving equations using these properties
11. Cartesian coordinate system and graphing
    1. Distance and midpoint formulas
    2. Review of graphing linear equations
    3. Review of finding equations of lines
    4. Graphing linear inequalities in two variables (not systems of inequalities)
    5. Graphing quadratic functions, including using vertex form
    6. Graphing the functions
    7. Graphing circles
12. Variation: direct, inverse, joint

Also (from College Algebra)

    1. Solving inequalities of quadratics
    2. Solving inequalities of rational expressions

Trigonometry

    1. Angles - degree and radian measure
    2. Right triangle trigonometry
    3. Trigonometric functions of angles
    4. Trigonometry on the unit circle
    5. Use of hand calculators
    6. Triangles and applications
    7. Vectors and circular motion
    8. Graphs of trigonometric functions
    9. Trigonometric identities
    10. Conditional trigonometric equations
    11. Inverse trigonometric functions
    12. Complex numbers and polar coordinates