Department of Biology Tutorial Center

Application Deadlines:

Fall –July 1

Summer – April 1

Spring – November 1

Overview:

The Biology Department is seeking undergraduate students to serve as tutors for several of our introductory courses including, BIOL 1103, BIOL 1104, BIOL1110, BIOL1120, BIOL2107, BIOL2108, BIOL3800, BIOL 3840, and BIOL 3900. Tutors will be available to meet with students, individually or in groups, to cover course content. Tutorial sessions are open to all students enrolled in the above courses and are provided on a walk-in basis.

To apply for a Biology Tutor position, you must:

- Maintain an overall Institutional GPA of a 3.0 or higher
- Complete the course you are tutoring with an A- or higher
- Possess Excellent communication skills
- Include Recommendations from two GSU science faculty members; at least one from a Biology faculty member
- Submit a copy of a current, unofficial GSU transcript
- ***Complete an interview in the tutorial center prior to being hired***

Biology Tutor Duties:

- Commit to tutor at least two hours per week in the tutoring lab
- Track attendance at tutoring sessions
- Meet with Tutorial Center administrators biweekly
- Be a role model of effective behavior of successful students
- Maintain a professional attitude at all times

Compensation:

$10 per hour; minimum 2 hours per week.

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Application Packet

Applicant Information

Full Name: _____ Panther ID #_____

Full Address: _____

Contact # _____

GSU Campus ID: _____ Estimated Graduation Date: _____

Major: _____ Overall Institutional GPA:_____ Degree (B.S., Etc.)_____

Are you eligible for a Pell Grant or Federal Work Study? _____ Yes _____ No

Are you currently employed at GSU? _____ Yes _____ No

If so, please provide the job title and department:

_____

Emergency Contact: _____

        (First and Last Name)   Contact Phone Number   Relationship

Applicant Availability

Please indicate course availability (Check all that apply):

_____ Introductory Biology I/II (BIOL 1103/1104)

_____ Human Anatomy and Physiology I/II (BIOL 1110/1120)

_____ Principles of Biology I/II (BIOL 2107/2108)

_____ Molecular Cell Biology (BIOL 3800)

_____ Animal Biology (BIOL 3840)

_____ Microbiology (BIOL 3880)

_____ Genetics (BIOL 3900)

Applicant Questionnaire

Why are you interested in becoming a tutor, and what makes you an excellent candidate?

_____

_____

_____

_____

Identify one difficult concept encountered in a biology courses, and describe how you mastered that concept.

_____

_____

_____

_____

What are your future plans and goals?

_____

_____

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Faculty Reference Form

The following individual has applied for a tutoring position with our Biology Tutoring Center. Please evaluate the candidate in the following areas identified below. Only Georgia State University faculty should complete this evaluation. Please complete the form in its entirety and place in a sealed envelope. Faculty evaluations should be submitted with the completed application. In the additional comments section, please add any information you feel would be helpful in the selection process. If there are any questions or concerns, please contact Dr. Kyla Ross (kross@gsu.edu) or Kathy Rockwell (krockwell@gsu.edu) directly.

Candidate's Name: _____

Course(s): _____

1 – No basis for rating   2 – Below average   3 – Average   4 – Above average   5 – Superior

1. Academic performance and knowledge of subject

    1   2   3   4   5

2. Effective oral communication

    1   2   3   4   5

3. Effective written communication

    1   2   3   4   5

4. Ability to grasp new ideas and concepts

    1   2   3   4   5

5. Initiative and self-motivation

    1   2   3   4   5

6. Quality of course work

    1   2   3   4   5

7. Dependability and promptness

   1   2   3   4   5

8. Ability to express ideas in an appropriate and positive, constructive manner

   1   2   3   4   5

9. Social sensitivity, tolerance, and understanding of individuals with diverse backgrounds

   1   2   3   4   5

10. Would you recommend this person for a tutoring position? _____ Yes   _____ No

11. Please add any additional comments that will assist in evaluating this applicant.

   _____

   _____

   _____

_____   _____   _____

Printed Name   Signature   Date

_____   _____

Department   Email Address

_____

Phone Number