

## Ackerman STEM Learning Center Peer Tutor General Requirements:

- Student assistants should be hired, scheduled, and ready to work when a semester begins.
- Submit applications at the end of the fall semester to work in the spring semester.
- Submit applications at the end of the spring semester to work during the summer or fall.
- Before you can work, you must have a Social Security number.
- You must agree to participate in tutor training the week before the semester begins.
- You must read, write, speak and understand English with a high level of competence.
- You must have earned a high grade (preferably an "A") in all courses you want to tutor and maintain a minimum 3.0 overall GPA.
- You must be enrolled for at least 6 credits in the semesters you plan to work. **If you wish to work in the summer, you must be registered for 6 credits in the following fall semester.**
- We strongly prefer students who will be at Montgomery College for at least one full year but will consider capable candidates who are in their final semester.
- If you are transferring into MC from a different college, foreign institution, or high school with AP classes, provide a transcript in English (an unofficial transcript is fine). You should plan on completing a full semester at MC before you can tutor. If that is your situation, you should plan on being here for at least 3 full semesters.
- You must be able to work a minimum of five hours per week, including final exam week.

### Requirements to tutor each discipline:

- Math: Completion of MATH 182. Candidates will take a math assessment during the interview. Completion of MATH 117 is an advantage.
- Chemistry: Completion of CHEM 131 and 132. Familiarity with organic chemistry is an advantage. Candidates will take a chemistry assessment during the interview.
- Biology: Completion of BIOL 150, but completion of other biology courses, specifically a 200-level BIOL course, is preferred. Candidates will take a general biology assessment during the interview.
- Physics or Engineering: Ability to tutor math plus completion of PHYS and ENES courses.
- Computer Science: Completion of CMSC 140, but completion of other CMSC courses, specifically CMSC 203 and 204, is preferred.

### The process for hiring all tutors is:

- Submit applications at the end of a semester.
- Your transcript will be checked and previous instructors contacted for references.
- Selected candidates will be contacted via email to schedule an interview (and assessment is required) between semesters.
- Final candidates will be selected and contacted via email.
- New hires will complete the HR process (can take up to two weeks) and begin work at the start of the next semester.

Questions? Contact Dr. Jeongrim Lee ([Jeongrim.Lee@montgomerycollege.edu](mailto:Jeongrim.Lee@montgomerycollege.edu)) or David Burkart ([david.burkart@montgomerycollege.edu](mailto:david.burkart@montgomerycollege.edu)); phone is (240) 567 - 5200. Thank you for your interest in the Ackerman STEM Learning Center!