

Department of Mathematical Sciences
 Student Employment Schedule – Mathematics Learning Center
 Summer Session I, 2006

Name _____ Summer Phone _____ Summer E-mail _____

If you have not worked for the mathematics department before, you must

- Have a work study referral, or
- Have a Crimson Scholar work referral, or
- Have applied for a posted position with Student Employment Services at Garcia Annex.

If you are a returning tutor, filling out this form is sufficient to continue employment.

During summer session I, the Mathematics Tutoring Center is open

	TUTORING CENTER	TESTING CENTER
Sunday	3:30 – 7:00 pm	3:30 – 7:30 pm
Monday-Thursday	8:00 am – 3:30 pm	8:00 am – 4:00 pm
Friday	8:00 – 11:30 am	8:00 am – 12:00 pm

Class times are:	8:00 -10:00 a.m.	M-TH
	10:20 am - 12:20 p.m.	M-TH
	12:40 - 02:40 p.m.	M-TH

Tutoring one class a day is 8 hours a week. Tutoring two classes a day is 16 hours a week.

The Testing Center will also be open some extra hours to accommodate students who need to take the Mathematics Placement Exam during new student orientations during June. The Testing Center will be open two Saturdays, June 3 and June 17, from 8:30 am – 1:00 pm and two Friday afternoons, June 9 and June 30, from 8:00 am – 1:00 pm.

1. How many hours do you want to work per week? (20 is the maximum) _____
2. If you are enrolled in summer school, fill in your actual class schedule (include class numbers and sections) on the back of this sheet. Also cross out any regular commitments (study groups, 2nd job, etc.). You will not be scheduled to work during these hours.
3. Are you willing to work Sunday evenings each week? yes no
4. Are you willing to work Friday mornings each week? yes no
5. Are you willing to work at least three hours on June 3? yes no
6. Are you willing to work at least three hours on June 17? yes no
7. Are you willing to work Friday afternoon on June 9? yes no
8. Are you willing to work Friday afternoon on June 30? yes no
9. What are your preferred working times?

10. Are you willing to work as a classroom tutor in a mastery class? yes no
 Are you willing to work in the Testing Center booth? yes no
 Are you willing to work as a floor tutor/grader in the Tutoring Center? yes no

Your preferences will be honored when making tutor assignments whenever possible.

Schedules for Summer I will be e-mailed on Thursday, May 18. A general staff meeting will be held at 2:00 p.m. on Tuesday, May 30 (tentatively). Classes begin on Tuesday, May 30.

Schedules for Summer II will be e-mailed on Friday, June 30. A general staff meeting will be held at 2:00 p.m. on Monday, July 10 (tentatively). Classes begin on Tuesday, July 11.

Return this form to the Supervisor or to Alyne Fulte by Monday, May 1

IF YOUR SCHEDULE CHANGES OR IF YOU DECIDE YOU DO NOT WANT SUMMER WORK PLEASE CONTACT ALYNE FULTE VIA EMAIL (afulte@nmsu.edu) IMMEDIATELY!!!

Fill in your class schedule including class numbers and sections

Name _____ E-MAIL* _____

Major _____ Classification _____ WorkStudy _____ CrimsonScholar _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:00	8:00	8:00	8:00	8:00	
	10:00	10:00	10:00	10:00		
	10:20	10:20	10:20	10:20		
	12:20	12:20	12:20	12:20	12:00	
	12:40	12:40	12:40	12:40		
	2:40	2:40	2:40	2:40		
3:30	4:30	4:30	4:30	4:30		
8:00						

*Schedules are sent out via e-mail, so make sure this is correct.

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See Other Side