Applicants must provide/meet the following criteria to apply for the following position(s) at the HSC:

- Completed application form
- Recent unofficial transcripts via my.emich
- Letter of recommendation from a professor
  - Provide professor with the guidelines on the last page of the application
- Enrolled at least half-time in EMU courses (non-International)
- Minimum class standing of first-semester sophomore (25 credits+)
  - Second-semester freshmen in the Honor’s program may be considered
- College Work-Study not required for employment but welcomed
- International Students
  - Copy of TOEFL scores with minimum of 22 on listening and 21 on speaking
    - IELTS, MELAB, and/or PTE are acceptable
  - Undergraduates (Enrolled in 6+ credits), Graduate Students (Enrolled in 8+ credits)
  - Your employer will complete the Employment Form (Form 10-1304) before you can apply for your social security number (SSN). Once hired, you must be in the process of getting your SSN.

**SUPPLEMENTAL INSTRUCTION**

SI Leaders facilitate one hour collaborative sessions focusing on course concepts and study strategies determined by student questions and professor recommendations. Students work in groups to have a stronger grasp of the course. The SI Leader works directly with the professor to prepare for sessions and attends lectures as a positive role model to stay current with course materials.

Applicants must meet the following criteria to be considered for a position with the SI Program:

- B+ or better in the class you will be leading
- Cumulative GPA of 3.2 or higher
- Letter of recommendation from the professor of the SI course

**DROP IN TUTORING**

Drop-in tutors work in HSC’s Study Tables which is located in Halle Library – South Commons.

Applicants must meet the following criteria to be considered for a position with the Drop-In Tutoring Program:

- 3.3 GPA or better in the supported subject area
- Cumulative GPA of 3.0 or higher
- Availability to work to 8-10 hrs./week
- Ability to work in high risk courses (BIO, PHY, CHEM, MATH, BUSINESS)
- Letter of recommendation from a professor

Priority Consideration for Winter 2015 to applications received by 11/14/14.
SUPPLEMENTAL INSTRUCTION
MOST WANTED CLASSES

ACCT (Accounting) 240*, 241*
ARTH (Art History) 100, 161
ASTR (Astronomy) 105
BIO (Biology) 105, 110, 251*, 252*
CHEM (Chemistry) 120*, 121*, 123, 371
DS (Decision Science) 265*
ECON (Economics) 100, 201, 202
ESSC (Earth Science) 108, 110
FIN (Finance) 350
GEOG (Geography) 107
HIST (History) 123, 124
LITR (Literature) 160
MATH (Mathematics) 104, 105, 107, 110, 120
PHIL (Philosophy) 100, 110
PLSC (Political Science) 112*, 120, 202, 211
PHY (Physics) 100*, 101*, 221, 222, 223
PSY (Psychology) 101*, 205*
SOCL (Sociology) 105, 250

OTHER HISTORICALLY SUPPORTED CLASSES

ANTH (Anthropology) 135
ARTH (Art History) 162
BIO (Biology) 120, 301, 305
CHEM (Chemistry) 101, 115*, 117, 270
CTAT (Communication Theatre Arts) 145
FRNH (French) 121
GERN (German) 121
JPNE (Japanese) 121, 122
GEOG (Geography) 110
HIST (History) 101*, 102*, 103*, 110
MATH (Mathematics) 121
PHIL (Philosophy) 120, 220
SPNH (Spanish) 121, 122

DROP-IN TUTORING
Suggested Subjects

Chemistry  Biology  Mathematics
Physics    Psychology  Economics
Statistics Accounting  Finance
**Holman Success Center Employment Application**

<table>
<thead>
<tr>
<th>Applicant Information</th>
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<tbody>
<tr>
<td>Last Name:</td>
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<tr>
<td>First Name:</td>
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<tr>
<td>US Citizen? YES ☐ NO ☐</td>
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<td>Phone#: ( ) -</td>
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<tr>
<td>Address:</td>
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<tr>
<td>City:</td>
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<td>Anticipated graduation date:</td>
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<td>GPA:</td>
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**List the courses you are comfortable providing academic support for below**  
*Must have a B+ or better*

<table>
<thead>
<tr>
<th>EXAMPLE: SUBJECT: PSY</th>
<th>EXAMPLE Course #: 101, 102, 205</th>
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| SUPPLEMENTAL INSTRUCTION – 100 to 200 level courses |
| DROP-IN TUTORING – 100 to 200 level courses |
| (See suggested course list for specific courses or talk to the SI or Tutoring GA) |

**Are you currently employed by another EMU Department?** NO ☐ YES ☐

If yes, which department:      
Number of hours per week:

How many hours per week are you able to commit to this job?

**How did you hear about employment at the Holman Success Center?**

Friend ☐   Flyer ☐   Website ☐   HSC Facebook./Blog ☐  SIL/Tutor: ________________ Other: __________

Did a professor refer you? YES ☐ NO ☐  If YES, provide the professor’s name: ____________________________
**Related Experience**

List employment or volunteer experiences that you believe may be relevant to this position. (Resume optional)

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<tr>
<th>Organization</th>
<th>Supervisor</th>
<th>Supervisor’s Contact Info</th>
<th>Position Held</th>
<th>Dates of Involvement: From / / To / /</th>
<th>Duties</th>
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**Professional References**

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<th>Name:</th>
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What attributes and abilities do you have which qualify you for this position? Attach a separate sheet if needed.

I hereby certify that the above is true, that Holman Success Center may contact any of the above listed references, and they also have my permission to access my EMU information.

Signed ___________________________ Date ____________

For office use only:

Interview Date: / / Hired YES ☐ NO ☐ Starting Semester: ________________

**SUPPLEMENTAL INSTRUCTION INFORMATION**

<table>
<thead>
<tr>
<th>Course:</th>
<th>CRN#:</th>
<th>Day/Time of Class:</th>
<th>Professor:</th>
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Pay Rate: $ Training Date: Payroll database: YES ☐ NO ☐ EPAF: YES ☐ NO ☐ 1-9 form: YES ☐ NO ☐

**DROP-IN TUTORING INFORMATION**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Departmental ☐</th>
<th>Individual ☐</th>
<th>Online ☐</th>
<th>Drop-in tutor ☐</th>
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EPAF YES ☐ NO ☐ 1-9 form: YES ☐ NO ☐ Pay Rate: $ Training Dates: ____________
Holman Success Center (HSC) provides academic support for currently registered EMU undergraduates. Our services are free and voluntary. Drop-in tutoring is available for students who are interested in additional, on-demand support in their courses. Supplemental Instruction (SI) is offered in several large general education classes to promote collaborative group learning outside of the classroom. We also have academic success coaches who work on a one-on-one basis to help students optimize their academic performance.

**Supplemental Instruction**

A letter of recommendation is required for employment as an SI Leader, per certification requirements through the College Reading & Learning Association (CRLA). Furthermore, a strong student-faculty relationship is intrinsic to the success of a Supplemental Instruction Leader, and essential to the success of the Supplemental Instruction Program.

If you are referring a student for Supplemental Instruction, please provide the course (i.e. PSY101), your course CRN(s) with the day and time, and the semester during which the applicant will be working with you.

**Drop-In Tutoring**

In order to provide the best tutoring experience possible, HSC requires a letter of recommendation be enclosed with the application of anyone interested in drop-in tutoring. The letter should address the applicant as both a student and a person. Describe, in detail, academic successes of the applicant student and how they can bring a unique perspective to the HSC.

**Some suggested points that the letter should address:**

- In what capacity do you know the applicant?
- What is your assessment of the applicant’s academic abilities and achievements in the respective field?
- What are the applicant’s overall strengths? Weaknesses?
- What is your assessment of the applicant’s ability to work independent of supervision?
- What is your assessment of the applicant’s ability to work with other individuals, or to lead groups?
- Do you have any observations about the applicant which might lead you to believe they would not be a good fit for employment at the HSC?

Please ensure that hardcopy letters are signed and sealed, and delivered to the front desk of the Holman Success Center, Room # G-04, Halle Library. Alternatively, an electronic letter of recommendation may be emailed to Judy Mack, Coordinator of Supplemental Instruction and Tutoring, at jmack@emich.edu.

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