**Professional Writing Tutor Application CHECKLIST**

🞎 *Completed* Professional Tutor Application

🞎 Recommendation Form 1 in sealed envelope

🞎 Recommendation Form 2 in sealed envelope

🞎 3-5 page writing sample

**Please submit all materials to The Writing Center -  
Helen T. Chick, 216-B.**

If you have any questions, contact Monica Torres at   
(910) 672-2456 or mtorres7@uncfsu.edu.

**Professional Writing Tutor Application**  
*Please type or print neatly*

This completed application, with required recommendation forms, and a 3-5 page writing sample must be submitted to Helen T. Chick Building, Room 216-B.

*Section 1: Personal and Academic Information*

|  |  |
| --- | --- |
| Full Name (*First, MI, Last)* | Banner ID # |
| Permanent Address (Including Zip Code) | |
| Permanent Phone # & Cell # | FSU E-mail address |
| What will be your classification next semester?  🞎 Freshman 🞎Sophomore 🞎 Junior 🞎 Senior 🞎 Grad student 🞎 Other | |
| Academic Major (if applicable) | Academic Minor (if applicable) |

Section II: Employment History

Please list the last three positions you have held, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates of Employment** | **Positions/Responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |

Section III: References

Please list the names, email addresses, and phone numbers of the individuals who will prepare recommendations for you. Please give a copy of the provided recommendation form to each individual.

|  |  |  |
| --- | --- | --- |
| **Name** | **Email Address** | **Phone #** |
|  |  |  |
|  |  |  |

Section IV: Questions *(attach a separate sheet if necessary)*

**1) Please describe any formal tutoring experience you have had. If you have never tutored before, what is your experience working with other students or helping others?**

|  |
| --- |
|  |

**2) As a potential Professinal Writing Tutor, what are two important qualities you have that would support your performance in this position? Explain how.**

|  |
| --- |
|  |

**3) Please list and explain any/all activities/clubs/jobs/obligations you would have next semester in addition to working with The Writing Center. (Please include the time commitments involved with each). Please attach a copy of your current schedule to this application.**

|  |
| --- |
|  |

**4) What is it about writing that makes it so challenging for some students?**

|  |
| --- |
|  |

**5) A student comes into The Writing Center and has no idea what her professor wants her to do on her upcoming assignment. She comes in flustered and upset. How would you handle this student and her situation?**

|  |
| --- |
|  |

***With my signature below, I affirm that 1) I have read and understand the requirements and responsibilities of a Professional Writing Tutor; 2) All of the information provided here is complete and accurate; and 3) If selected for this program, I understand that I must attend all training sessions, including the Initial Training Workshop.***

|  |  |
| --- | --- |
|  |  |

Signature Date

**Professional Writing Tutor Application – Recommendation Form 1**  
*Please type or print neatly*

**To the student:** *Complete Section I of this form and submit it to an individual qualified to evaluate your potential as a Professional Writing Tutor. After completing the form, the individual should return the form to you in* ***a sealed envelope with his or her signature across******the sealed flap****. You should submit the completed recommendation form with your application.*

*Section I:*Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I 🞎 waive / 🞎 do not waive my right to review this document.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the individual completing this form:** *The above named student has applied for a position with The Writing Center. Please complete the following evaluation of his or her potential to serve effectively as Professinal Writing Tutor.*

How long have you known this student? \_\_\_\_\_\_ In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this student completed a course you taught? \_\_\_\_Yes \_\_\_\_No

If “yes,” what was the course and final grade? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the student on each of the following characteristics:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Good** | **Excellent** |
| **Academic Ability** |  |  |  |  |
| **Dependability** |  |  |  |  |
| **Maturity** |  |  |  |  |
| **Communication Skills** |  |  |  |  |
| **Ability to work with others** |  |  |  |  |
| **Overall evaluation** |  |  |  |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please place this completed form in an envelope, seal the envelope, and sign over the sealed flap.**

Return the sealed envelope to the student for submission with the application. If you have any questions, please contact Briana Murrell at ext. 2455 or bmurrel1@uncfsu.edu. Thank you.

**Professional Writing Tutor Application – Recommendation Form 2**  
*Please type or print neatly*

**To the student:** *Complete Section I of this form and submit it to an individual qualified to evaluate your potential as a Professional Writing Tutor. After completing the form, the individual should return the form to you in* ***a sealed envelope with his or her signature across******the sealed flap****. You should submit the completed recommendation form with your application.*

*Section I:*Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I 🞎 waive / 🞎 do not waive my right to review this document.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the individual completing this form:** *The above named student has applied for a position with The Writing Center. Please complete the following evaluation of his or her potential to serve effectively as Professinal Writing Tutor.*

How long have you known this student? \_\_\_\_\_\_ In what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this student completed a course you taught? \_\_\_\_Yes \_\_\_\_No

If “yes,” what was the course and final grade? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the student on each of the following characteristics:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Good** | **Excellent** |
| **Academic Ability** |  |  |  |  |
| **Dependability** |  |  |  |  |
| **Maturity** |  |  |  |  |
| **Communication Skills** |  |  |  |  |
| **Ability to work with others** |  |  |  |  |
| **Overall evaluation** |  |  |  |  |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please place this completed form in an envelope, seal the envelope, and sign over the sealed flap.**

Return the sealed envelope to the student for submission with the application. If you have any questions, please contact Monica Torres at ext. 2456 or mtorres7@uncfsu.edu. Thank you.