

Writing Center Tutor Application

Unlock the skills you
never knew you had.

Strengthen your people skills.

Share your study skills.

Sharpen your writing skills.

Writing Center

Kent State University, 672-1787

Job Description of a Tutor

Students who are interested in working as tutors often assume that tutoring is similar to the peer editing that they did in their writing classes or have done for their friends. However, they need to know that it involves much more than that.

First, tutors are professionals-in-training, and are encouraged to enroll in a **tutor-training course** by taking a 3-credit-hour course during the first semester of employment, or by enrolling in a 1-credit-hour individual investigation during their first two semesters of tutoring, with the option of continuing. Advancement in the Writing Center is dependent in part on a commitment to professional development.

Second, tutors acquire many of the **professional skills** needed for a career after graduation.

- Interpersonal skills
 - One-to-one interaction between employee and client.
 - Working collaboratively with other tutors.
- Management skills
 - The daily operation of the writing center.
 - Long-term involvement in a program development.
- Self-discipline
 - Working with minimal supervision.
 - Developing traits of resourcefulness and taking the initiative.

Third, tutors are **a part of the Writing Program** in the English Department at Kent State University. Tutoring is an integral part of the Introduction to College Writing and College Writing I Stretch courses in the English Department as well as a service offered to all other students including those in the Writing Program and in all other disciplines. Seeking feedback from others is an essential part of the writing process. As an added bonus, tutors learn that in the process of working with other students, their own writing improves dramatically.

Application for work as a Tutor in the Writing Center on the Kent campus

- A **cover letter or narrative essay** explaining the reasons you would like to become a tutor. Include the background or experience that you have relevant to tutoring. Describe the qualities that you have that enable you to respond effectively to your peers. Describe the writing you have done in courses beyond the Writing Program sequence.
- **Letters of reference** from two of your professors, preferably in a writing-intensive course. Each professor should seal his or her letter in an envelope and sign it across the flap. (The **Faculty Recommendation Form** at the end of the application may be substituted for the letter of reference.)
- **Three graded papers**, five pages or longer, from classes you have taken recently.
- A current **resume**.
- The **application**.

Place **all of the above** in an envelope and address to: **Director of the Writing Center, Department of English, Kent State University, P.O. Box 5190, Kent OH 44242-0001.**

Tutor Application

Name: _____

Email: _____ Student ID: XXX-XX- _____

Phone: _____ Best time to call: _____

Local Address: _____

Permanent address: _____

Emergency Contact: _____

Class rank at the end of this semester: Freshman Sophomore Junior Senior Grad

Anticipated date of graduation: spring fall summer year: _____

Major(s): _____

How did you learn of this tutor position? _____

How many hours would you like to work in the Writing Center per week? _____

Do you have College Work Study? _____ CWS is **not** required for this position.
If so, for how much \$ _____

Grade in College English I (11011 or ENG 10001) _____ Instructor _____

Grade in College English II (12011 or ENG 10002) _____ Instructor _____

What documentation formats have you used in your writing?

MLA APA CBE Chicago Other _____ None

What computer applications do you use?

E-mail Word PowerPoint Access Excel Internet Browser Publisher FrontPage

Others: _____

List any courses you have taken at Kent State University beyond the Writing Program sequence which required intensive writing.

Course _____ Dept. _____ Semester/year _____ Instructor: _____

Course _____ Dept. _____ Semester/year _____ Instructor: _____

Course _____ Dept. _____ Semester/year _____ Instructor: _____

Are you willing to take a one-credit-hour training course during the first two semesters of your first year of work -- regardless of your experience? Y N

Are you willing to enroll in a 3-credit-hour training course during the fall of your first year of employment in the Writing Center? Y N

Your most recent employer: _____

The dates of this employment: _____

If you are still employed, list the hours that you work. _____

If not, explain why you left. _____

Give the name/phone of a person who knows of your work performance. _____

Have you ever been convicted of a felony or misdemeanor other than for traffic violations? Y / N

If yes, please explain. _____

Faculty Recommendation for Student Tutors

Instructor's Name: _____ Email: _____

Instructor's phone # _____

Student's Name: _____ Email: _____

Student's phone # (if available): _____

Please complete this form and return it to Jeanne R. Smith.

Jeanne R. Smith
Writing Center
318 Satterfield Hall
Kent State University
Kent, OH 44242

SFH 318, 2-1788)

jrsmith3@kent.edu

Thank you for your comments!

How long have you known this student and in what capacity? _____

1. How would you rate this student in terms of patience with a diverse group of students?

1	2	3	4	5
Poor		Average		Excellent

Comments:

2. How would you rate this student's communication skills?

1	2	3	4	5
Poor		Average		Excellent

Comments:

3. How would you rate this student's reliability? (You might consider the student's attendance, assignment completion, meeting course requirements.)

1	2	3	4	5
Poor		Average		Excellent

Comments:

4. How would you rate this student's research, writing, and revising skills?

1	2	3	4	5
Poor		Average		Excellent

Comments:

5. On a scale of 1-10 with 1 being low and 10 high, how highly would you recommend this student overall?

1	2	3	4	5	6	7	8	9	10
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Comments:

Faculty Signature: _____ Date: _____

Faculty Recommendation for Student Tutors

Instructor's Name: _____ Email: _____

Instructor's phone # _____

Student's Name: _____ Email: _____

Student's phone # (if available): _____

Please complete this form and return it to Jeanne R. Smith

Jeanne R. Smith
Writing Center
318 Satterfield Hall
Kent State University
Kent, OH 44242

SFH 318, 2-1788)

jrsmith3@kent.edu

Thank you for your comments!

How long have you known this student and in what capacity? _____

6. How would you rate this student in terms of patience with a diverse group of students?

1	2	3	4	5
Poor		Average		Excellent

Comments:

7. How would you rate this student's communication skills?

1	2	3	4	5
Poor		Average		Excellent

Comments:

8. How would you rate this student's reliability? (You might consider the student's attendance, assignment completion, meeting course requirements.)

1	2	3	4	5
Poor		Average		Excellent

Comments:

9. How would you rate this student's research, writing, and revising skills?

1	2	3	4	5
Poor		Average		Excellent

Comments:

10. On a scale of 1-10 with 1 being low and 10 high, how highly would you recommend this student overall?

1	2	3	4	5	6	7	8	9	10
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Comments:

Faculty Signature: _____ Date: _____