

WRITING TUTOR APPLICATION

Name: _____ Banner ID: _____

Date: _____ D.O.B: _____

Class Year: 2018 2019 2020 2021

Major: _____ Minor: _____

Home Address: _____

On-Campus Address: _____

Email: _____ Cell Phone/Campus Ext.: _____

*Do you have plans to study abroad? No Yes If so, what semester? _____

List the courses you have taken that support your proficiency in writing:

Course	Professor	Grade
1.		
2.		
3.		
4.		

Contact information of a Providence College faculty member who is willing to recommend you as a tutor:

Name: _____ Department: _____

Email: _____ Extension: _____

Signature: _____ Date: _____

**See additional requirements on reverse side.*

Personal Statement

In an attached document, please respond to the following questions using no more than two pages.

1. Why does becoming a tutor seem attractive to you and what characteristic do you possess that will make you a good tutor?
2. How do you imagine your role in helping peers to improve their writing skills? In other words, what are some general guidelines that you, as a writing tutor, would follow?

**Please also attach a graded (original or copied) piece of writing that you feel best demonstrates your writing abilities.*

Qualifications for being a Writing Tutor:

- Confidence and reasonable competence with writing
- Ability and/or desire to enter into a tutor/tutee relationship
- Punctuality, generosity, flexibility, personal organization
- Being a successful and happy student

As a Writing Tutor, your duties and responsibilities would include (but are not limited to):

- Being punctual and prepared to meet with students for hour-long appointments
- Conducting tutoring sessions where the student is actively participating and is engaged in the process
- Sharing your own successful writing/learning skills
- Keeping updated records at the end of each session
- Assisting in administrative tasks related to the Writing Center
- Conducting oneself with appropriate professionalism as a liaison of the Office of Academic Services, as well as Providence College

*Applications and/ or inquiries can be directed to:
Will Toner, Assistant Director of the Writing Center
Phillips Memorial Library, Room 219
wtoner@providence.edu
401-865-1758*