

**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? \_\_\_\_\_

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

Course	Professor	Grade
1.		
2.		
3.		
4.		

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

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*\*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.*

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### 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](mailto:wtoner@providence.edu)  
401-865-1758*