

# Writing Commons Tutor Application

Unlock the skills you never knew you had.

Strengthen your people skills!

Share your study skills!

Sharpen your writing skills!



[www.kent.edu/writingcommons](http://www.kent.edu/writingcommons), [writing@kent.edu](mailto:writing@kent.edu), (330)672-1787

## Benefits of Tutoring

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, tutoring involves much more than that because tutors “work with people, not papers.” That is, the tutor’s goal is to enable others to take charge of their own writing, not to edit for others. The skills involved in tutoring take substantial time, study, and practice to develop.

First, tutors are professionals-in-training, and must take **tutor training** by enrolling in a 3-credit-hour course prior or during their first semester 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 Commons is dependent in part on continuing 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.
  - Listening, facilitation, conflict-management, and negotiation skills.
  - Collaboration with other tutors, university staff, and faculty.
  - Teaching and public speaking skills.
- Management skills
  - Daily operation of the Writing Commons.
  - Long-term involvement in a program development.
  - Public relations, outreach, and marketing experience.
- Self-discipline
  - Working with minimal supervision.
  - Developing traits of resourcefulness and initiative.
  - Developing optimal communication skills for professional environments.

Third, tutors are a part of the **Writing Program** in the English Department at Kent State University. Tutoring is an integral part of the College Writing I and II courses in the English Department as well as a vital service offered to all other students including those in the Writing Program and in all other disciplines and to students at the regional campuses. Seeking feedback from others is an essential part of the writing process. Tutors fulfill an important role in the development of all KSU students’ writing skills and contribute to the persistence and success of all students at the university.

Finally, tutors learn that in the process of working with other students, **their own writing improves** dramatically.

## COVER SHEET: APPLICATION TO BE A WRITING TUTOR

- Fill in this Cover Sheet.
- Email your completed application in DOC, DOX or PDF format, (including a current resume, personal statement about why you want to become a Tutor, and two writing samples) to the Director of the Writing Commons, Jeanne R. Smith, at [JRSmith3@kent.edu](mailto:JRSmith3@kent.edu).
- If you prefer not to email your materials, you may print and mail your completed application to Jeanne R. Smith Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242.
- Please ensure that both writing samples are free of grades or professors' responses, and that at least one writing sample includes research and an MLA Works Cited page or an APA References list.
- Have at least two professors who know you well email a brief recommendation letter for you (or fill in the recommendation form below in the application packet) to [JRSmith3@kent.edu](mailto:JRSmith3@kent.edu).
- Recommendations should be sent to Jeanne R. Smith ([JRSmith3@kent.edu](mailto:JRSmith3@kent.edu)), Department of English, 113 Satterfield Hall, Kent State University, Kent OH, 44242. Letters should indicate in what capacity and for how long the professor has known you, and why he or she thinks you'd make a good Writing Commons Tutor.

**Applications are not complete unless your writing samples, resume, personal statement, and recommendation(s) are received in addition to this cover sheet. Incomplete files will not be considered.**

For more information about becoming a tutor, please see our website: [www.kent.edu/writingcommons](http://www.kent.edu/writingcommons)

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Current email address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

*Be sure to include city, state & zip*

Local Address: \_\_\_\_\_

Your **Current** Class Standing (circle one): Freshman / Sophomore / Junior / Senior / Graduate Student

Your Major(s): \_\_\_\_\_ Your Minor(s): \_\_\_\_\_

Current GPA: \_\_\_\_\_ (At least a 3.0 cumulative GPA is preferred).

### **Please indicate your agreement with the following statements by signing below:**

- I understand that if hired to be a Tutor, I am obligated to attend a pre-semester in-service meeting the week classes begin, a mid-semester in-service meeting, and end-of-semester professional development seminar, as well as weekly staff meetings.
- I understand that by applying, I must register for the 3-credit-hour tutor training program, ENG 39895, "Tutoring and Writing."
- I understand that if I am hired without successfully completing ENG 39895, I will be **required** to enroll in the 1-credit-course, ENG 41096, "Writing Center Theory and Practice," during my first **two** semesters of employment.
- I give the Writing Commons permission to verify my GPA & class standing and any other information provided on this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Tutor Application

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

Email: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

How did you learn of this tutor position? \_\_\_\_\_

Do you have College Work Study? \_\_\_\_\_ **CWS is not required for this position.**

If so, for how much \$ \_\_\_\_\_

Grade in College Writing I (ENG 11011 or ENG 10001/10002) \_\_ Instructor \_\_\_\_\_

Grade in College Writing II (ENG 21011) \_\_\_\_\_ Instructor \_\_\_\_\_

What documentation formats have you used in your writing? (circle all that apply):

MLA APA CBE Chicago Other \_\_\_\_\_ None

What computer applications do you use? (circle all that apply)

E-mail | Word | PowerPoint | Qualtrics | Excel | KSU Google Drive | Blackboard Learn | Publisher | Drupal

Others?: \_\_\_\_\_

Do you expect to be student teaching / studying abroad / receiving a graduate assistantship? **Yes No**

If yes, which semester(s)? \_\_\_\_\_

Do you plan to work at another job or internship while working as a writing consultant? **Yes No**

If yes, about how many hours per week will you work at your other job or internship? \_\_\_\_\_

Considering other commitments such as internships, jobs, leadership in organizations, religious groups, sports, etc., what range of hours per week would you be able to work for the Writing Commons? (You are required to work at least 5 hours per your first semester.) \_\_\_\_\_

List your most recent employer: \_\_\_\_\_

List the dates of this employment: \_\_\_\_\_

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

If not, explain why you left. \_\_\_\_\_

Please give the name/phone number of a person who knows of your work performance. \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than for traffic violations? (Circle one.) **Yes / No**

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

**Outside of KSU's College Writing sequence, what writing-intensive courses have you taken?**

**How often do you seek feedback for your writing?**

**What kinds of feedback do you request from readers on your own writing?**

**From whom do you seek feedback to your own writing?**

**Please describe any previous teaching, tutoring, or other instructional experience:**

## **Personal Statement**

Please explain why you want to become a tutor, and tell us what skills, talents, experiences, and abilities you believe make you a good fit for a tutoring position.

## Faculty Recommendation Form

Faculty Name: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

Faculty Phone Number \_\_\_\_\_

Student's Name \_\_\_\_\_

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

**Please complete this form and return it to Writing Commons Director Jeanne R. Smith  
Department of English 113 Satterfield Hall, Kent State University, Kent, OH 44242**

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. How highly would you recommend this student overall?

1                      2                      3                      4                      5  
Poor                      Average                      Excellent

Comments:

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