



Application Packet

Writing Center

Learning Resource Center

This application packet includes a Writing Center Tutoring Application and two Tutor Recommendation forms. Please make additional copies of the attached Tutor Recommendation form if needed.

You must meet the following eligibility requirements in order to apply:

- completion of at least three quarters or two semesters of college-level coursework
- enrollment at Cal Poly Pomona (International students must be enrolled in a minimum of 12 units and Work Study students must be enrolled in a minimum of 6 units.)
- a minimum 3.0 GPA

You must submit the following documentation to **Handshake** when applying to be a tutor:

- a completed Writing Center Application **and** CPP Student Employment Application
- two Tutor Recommendation forms completed by faculty members who can evaluate your writing skills and ability to tutor writing (Faculty may email their recommendations directly to the coordinator.)
- an unofficial transcript (that includes proof of passing the GWT, if taken)
- Proof of passing score on the GWT or a writing sample (if the GWT has not been taken)

Email Len Vandegrift, the Writing Center Program Coordinator, after submitting your documentation to inquire about the testing and interview process (lkvandegrift@cpp.edu).

Information to consider before applying:

During the first year of employment, tutors are required to participate in CRLA training (Level 1 fall semester and Level 2 spring semester); trainings are paid, held weekly, and are 50-minutes each session. Tutors who are not able to participate in training will not receive a schedule or will be removed from the schedule should a conflict with training arise during the semester.

By submitting your application, you are acknowledging the training requirement of employment.

1. Hiring:

Hiring is conducted on an ongoing basis throughout the year, as tutors are needed. There are no deadlines for submitting the application paperwork. Applications are kept on file for one year from date of submission.

Transfer students are considered for hire. You may ask your instructors from your community college/former school to complete the recommendation forms.

2. Certification:

The Learning Resource Center provides CRLA (College Reading and Learning Association) certification for all tutors. CRLA certification requirements are as follows:

- Attendance at tutor training workshops
- Two terms of tutoring experience
- At least 25 hours of tutoring in the first semester and at least 25 hours of tutoring in the second semester.

Tutors must be Level Two certified by the end of their first year of employment with the LRC.

3. Pay:

Tutors are paid once per month, usually around the 15th. The starting hourly rate is \$13.50. Tutors are assigned shifts and are only paid for time worked. (Alternate work will be assigned when tutees no show.)

4. Tutoring schedules:

Scheduling is based on a tutor's availability and must be submitted to the program coordinator prior to the beginning of each term. The schedule is designed to optimize tutoring availability for high traffic days and times. Once the schedule has been set, no changes are allowed.

5. Policies:

- Tutors are expected to adhere to the policies of the Learning Resource Center and Writing Center Tutoring Program at all times.

For additional information, please refer to the *Tutor Training Handbook*.

6. Testing:

- Qualified applicants will be given a proofreading test where a minimum score of 80% is required.
- Qualified applicants will need to provide written responses to a sample student paper.



Learning Resource Center

**Writing Center Tutoring Program
TUTOR APPLICATION**

Name: _____
 LAST FIRST MIDDLE

Date of Application: _____

Bronco I.D. Number: _____

CONTACT INFORMATION

Cell phone: _____ Home (or alternate phone): _____

Cal Poly email: _____ Other email: _____

Permanent Address: _____
 STREET CITY ZIP CODE

Current Address: _____
 STREET CITY ZIP CODE

ACADEMIC INFORMATION

Major _____ GPA _____ GWT Score (if taken): _____

Class level (circle one): **Freshman** **Sophomore** **Junior** **Senior** **Graduate Student**

What is your ANTICIPATED graduation date? _____

REFERENCES

Personal Reference:

Name: _____ Relationship: _____ Phone: _____

Professional (Faculty) Recommendation:

Please list the names of the two faculty members from whom we will receive recommendations.

1. _____
2. _____

PLEASE COMPLETE THE FOLLOWING:

1. Provide a list of Composition courses that you have taken:

<u>Course Title and Number</u>	<u>Course Grade</u>
_____	_____
_____	_____
_____	_____

2. Have you ever worked as a tutor? Yes _____ No _____ If yes, provide details, such as where, when, and for whom.

3. Explain why you are interested in becoming a Writing Center Tutor.

4. Please list other work experience (not tutoring). Give most recent first.

EMPLOYER	POSITION (OR DESCRIBE JOB)	START DATE (mo/yr)	END DATE (mo/yr)
_____	_____	_____	_____
EMPLOYER	POSITION (OR DESCRIBE JOB)	START DATE (mo/yr)	END DATE (mo/yr)

5. Do you have tutor certification from a previous tutoring job? Yes _____ No _____

6. Do you have a permanent e-mail address for us to contact you after graduation? Yes _____ No _____
If yes, please provide the email address: _____

7. How did you learn about the LRC (Learning Resource Center)?

8. Are you receiving financial aid? Yes ___ No ___ If yes, are you eligible for Work Study? Yes ___ No ___

9. Can you speak fluently any language other than English? Yes ___ No ___ If yes, specify language(s).

10. Describe any college course work, as well as any teaching, tutoring or peer counseling experience, you have had in the following subject areas. Please, include information about the types of students you worked with, the type of work you did, and when and where this took place.

Study Skills ◆ Basic Writing ◆ Reading

11. Please write a short paragraph about yourself, describing your interests, personal characteristics, and goals as they relate to this position. Make sure to use complete sentences.

I certify that the information on this application is true and complete to the best of my knowledge. I understand that any misrepresentation of facts may be cause for disqualification.

Applicant's Signature _____ Date _____

(For office use only) Date application received: _____



TUTOR RECOMMENDATION FORM

Learning Resource Center

Writing Center

Date: _____

From: Leonard Vandegrift (15-2919A), Writing Center Tutoring Program Coordinator
Learning Resource Center, University Library

RE: Name of Tutor Applicant _____

The above named student has submitted an application to work as a tutor in the Writing Center Tutoring Program within the Learning Resource Center and has given your name as a reference. Writing Center tutors meet with Cal Poly Pomona students in 30 minute one-on-one conferences to help them improve their writing skills. Please take a few moments to evaluate the qualifications of this student for this job.

If you have any questions, please contact

Len Vandegrift at 909-869-5310 or lkvandegrift@cpp.edu.

Thank you for your time and for supporting our program.

What course or courses did this student take with you?

How would you rate the writing ability of this student?

exceptional good average poor don't know

How would you rate the ability of this student to interact with others?

exceptional good average poor don't know

How would you rate this student's knowledge of the technical aspects of writing: grammar, punctuation, sentence structure, organizational patterns, etc.?

exceptional good average poor don't know

How strongly do you recommend this student for a tutoring position?

very highly highly somewhat don't recommend don't know

Comments (Use other side if necessary):

FACULTY INFORMATION:

Name (Please Print) _____ **Department** _____

Signature _____

IF RECOMMENDATION IS FROM A SCHOOL OTHER THAN CAL POLY POMONA, PLEASE PROVIDE THOROUGH CONTACT INFORMATION ON BACK.

Return via campus mail to the Learning Resource Center addressed as **Attn: Writing Center (Len Vandegrift)**, or you may fax to 909-869-5154.



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