

SLCC



## Student Writing Center

# Peer Writing Advisor Application

Peer writing advising is an excellent opportunity for you to:

- share writing experience with other students;
- learn skills to be an effective tutor;
- gain insight into teaching, tutoring, and writing; acquire valuable experience in an educational field;
- master the educational applications of the Internet;
- participate in the development of the SLCC online Writing Center;
- earn recommendations and commendations.

Peer Writing Advisors conduct one-to-one conferences with student writers. These conferences are response-oriented, and focus on learning about and through writing. To be a tutor you must have completed English 1010, or equivalent with a B or better, and have two instructors' recommendation.

### What do I need to do to become a tutor in The Learning Center?

- ✓ **You must fill out an Application for Employment for Salt Lake Community College. This can be found online at [jobs.slcc.edu](http://jobs.slcc.edu). Please print and sign a copy and submit it with this packet.**
- ✓ You must fill out a Writing Advisor Application for The Student Writing Center (*included in this packet*).
- ✓ You must include a transcript from Salt Lake Community College (or other institutions of higher learning), including your grade for English 1010. This does not need to be an official transcript. A copy from My Page is sufficient.
- ✓ You must submit two *letters of recommendation (the form included in this packet)* from instructors. The envelope containing the letter of recommendation must be sealed with the instructor's signature over the seal. The letter can be delivered in three ways:
  - **In Person:** You can drop the letter off at the front desk of the Student Writing Center in AD 218.
  - **By U.S. Postal Service:** Clint Gardner; ENG; Salt Lake Community College; P.O. Box 30808; 4600 South Redwood Road; Salt Lake City, Utah 84130-0808
  - **By SLCC Interoffice Mail:** In any of the SLCC drop off locations, you can send the envelope attention Clint Gardner, mail stop ENG.
- ✓ Fill out an availability schedule for the semester during which you wish to tutor. This form will need to be updated with every semester.

If you have questions, you are welcome to e-mail Clint Gardner at [clint.gardner@slcc.edu](mailto:clint.gardner@slcc.edu) or call 957-4893.

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**Student Writing Center**

**Official Use Only**

Interview Date:	
Accepted:	
Tutor level:	
R/D:	
Recs:	

**Peer Writing Advisor Application**

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Student Number: \_\_\_\_\_

**Writing Courses Taken**

School: _____	Course/ Instructor: _____			
From: _____ To: _____	Did you complete the class?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Grade: _____
School: _____	Course/ Instructor: _____			
From: _____ To: _____	Did you complete the class?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Grade: _____
School: _____	Course/ Instructor: _____			
From: _____ To: _____	Did you complete the class?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Grade: _____

**Previous Tutoring Experience**

Please list previous writing tutoring experience, both formal and informal.

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**Student Writing Center**

Recommendation Questionnaire

**To the applicant:**

Please complete the information above the dotted line before presenting this recommendation questionnaire to your instructor.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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To the instructor: please answer the following questions as fully as possible.

Which course did this student take with you?

What grade did this student receive in the course?

What qualifies this student to be a peer writing advisor?

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Date**

**Please Return to  
Clint Gardner  
Student Writing Center  
AD 218  
ENG**

**SLCC**



**Student Writing Center**

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Please complete the information above the dotted line before presenting this recommendation questionnaire to your instructor.

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\_\_\_\_\_ *City* *State* *ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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To the instructor: please answer the following questions as fully as possible.

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\_\_\_\_\_  
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\_\_\_\_\_  
**Date**

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