REQUEST FOR WRITING TUTORS

Please return this form to Anne Greene, Director of Writing Programs, Downey #207

Tutor(s) requested by

DATE:

INSTRUCTOR:

DEPARTMENT: TEL./ EMAIL:

COURSE IN WHICH THE TUTOR(S) WILL WORK (course number and title):

OFFERED IN FALL: ____ SPRING: ____

DAY/TIME OF COURSE MEETINGS: _________________________________

ESTIMATED COURSE ENROLLMENT: ________

NUMBER OF TUTORS REQUESTED: ________
(1 tutor for every 20 students)

IS THIS COURSE OPEN TO FIRST-YEAR STUDENTS? ________

PLEASE GIVE A BRIEF DESCRIPTION OF THE TUTOR’S ROLE IN THE COURSE
and indicate how many papers or other writing exercises you will assign:

SELECTION OF STUDENTS TO SERVE AS TUTORS:

Will you select your own tutor(s)? ________

Please send me the tutors' names, and ask the tutors to get in touch with me.

Would you like me to find candidates for your position? ________

Please attach a grade sheet or class list from a previous version of your course so that I
can find tutors who know the course material.

Anne Greene (ext. 3604)