

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)