



PEER TUTOR APPLICATION

WRITING CENTER

English Department

Peer Tutor Applicant:

Thank you for your interest in working with the Writing Center (WC) at West Valley College (WVC). The faculty and staff of the English Department invest in Peer Tutors as valued members of the department, for many go on to become credentialed teachers at all levels of education.

To become a Peer Tutor, you must submit this application and the indicated attachments and arrange for a WVC English instructor to complete your Faculty Peer Tutor Recommendation Form. **Applicants must also have passed or be enrolled in IS 40E: Tutor Training – Writing at the time of interview.** Peer Tutors earn \$12.75/hr in their first semester and \$13.75-15.75 in subsequent semesters. However, there is no guarantee that you will be hired to tutor after completing IS 40E.

In order to apply to become a WC Peer Tutor, you must:

1. Have earned a "B" or better in ENGL 1A
2. Have submitted a Faculty Peer Tutor Recommendation Form from a WVC English instructor
3. Have passed or be enrolled in IS 40E: Tutor Training – Writing (1.0 unit)
4. Speak, write, and understand English fluently and clearly
5. Limit your WVC work hours to no more than 20 hrs/wk no matter the number of positions or departments
6. Be eligible to work on campus
7. Intend to register for a minimum of 6 units at WVC in any semester that you are employed as a Peer Tutor

If you meet all the requirements above and are eager to help others, please complete an application form, including attachments, and submit it to the Vida or Leslie in person or to Leslie via email. Likewise, please arrange for an English instructor to complete your Faculty Peer Tutor Recommendation Form. If you have any questions, feel free to consult Vida Sabouri, Writing Center Instructional Lab Technician, at vida_sabouri@wvm.edu or Leslie Saito-Liu at leslie_saito@wvm.edu.

Thank you for your interest in becoming a Peer Tutor at West Valley!

Leslie Saito-Liu
Writing Center Coordinator
English Department

**Peer Tutor Application
Writing Center
West Valley College**

Student: _____ **WVC I.D. #** _____

Cell Phone: _____ **Email:** _____

If you passed IS 40E: Tutor Training—Writing, in what semester did you complete it? _____

If you have not taken IS 40E, are you currently enrolled in the course? _____

Attachments: The following items must be attached at the time of submission. Missing items will disqualify your application.

- Your complete unofficial WVC transcript with your full name preprinted on it.
- One *argument-based, possibly persuasive* writing sample previously submitted in a WVC English course. (Clearly indicate the course, semester and year, and instructor.)
- A second *argument-based, possibly persuasive* writing sample previously submitted in any WVC course. (Clearly indicate the course, semester and year, and instructor.)
- Your printed, typed, double-spaced resume or list of current and prior employers, addresses (city and state), dates of employment, and duties.
- Your printed, typed, double-spaced responses to the short answer questions below.

Short Answer Questions: please type, double-space, and print your answers to the following questions on separate paper. Your responses will be rated on content and style. Maximum per response: 200 words.

1. What interests you most about the writing Peer Tutor position? Why?
2. What do you believe the challenges of a writing Peer Tutor include? Why?
3. Describe previous experiences, including relevant classroom work or other work/extracurricular activities, that relate to your ability to tutor.
4. What do you expect students to gain from a tutoring experience with a Peer Tutor? Why?
5. Describe your basic educational plan, including your major or primary area of interest, your timeline, the career in which you will participate, and how you plan to reach these goals. (It is ok to be a bit uncertain, but please be as clear as possible with where you are now and what your plans are for the future.)

English Courses: List the English courses you have completed or are taking at WVC, the instructors, corresponding semesters and years, and the grades earned. Attach extra paper if you run out of space below.

English Course	Instructor	Semester & Year	Final Letter Grade

Faculty Peer Tutor Recommendation Form
Writing Center
West Valley College

Part I: The applicant for the Peer Tutor position should fill in the information immediately below, and then give this form to a WVC English instructor who can address the applicant's qualifications in Part II below. The instructor must submit this form directly as described in Part II.

Student: _____ **WVC I.D. #** _____

Cell Phone: _____ **Email:** _____

Part II: An English instructor should complete the section below. Though selected applicants for Peer Tutor positions will be trained, please consider the criteria of the student's ability to tutor in the subject matter, reliability, verbal communication skills, and attitude about teaching and learning. Please directly submit this form to Leslie Saito-Liu via email or to her LA mailbox or drop it off with Vida Sabouri in the WC as soon as possible. Please direct questions to leslie_saito@wvm.edu or vida_sabouri@wvm.edu.

Do you recommend this student to be hired as a WC Peer Tutor? (See criteria above in Part II.)

Yes (Please explain the student's strengths and needs as a potential tutor.)

Strengths: _____

Needs: _____

No (Please explain. The applicant will not have access to your comments.)

I do not feel informed enough to assess this student's potential as a tutor. (Please explain if necessary. The applicant will not have access to your comments.)

Instructor's Name _____ **Date:** _____

Signature _____