Dear Faculty Member:

The Student Learning Center offers all students access to writing tutors. To provide effective service, we are continually seeking qualified tutors. However, before considering a student as a tutor, we require an advanced level of writing skills and knowledge as well as a faculty member’s evaluation of the student’s qualifications. Please include as much information about this student as you consider necessary. Final consideration will be based upon the student’s written application, transcripts, interview and faculty’s recommendation. We greatly appreciate your help in evaluating this prospective tutor. Thank you.

STUDENT’S NAME: ____________________________________________

COURSES TAKEN FROM YOU: __________________________________

How do you rate the student’s writing ability?
Excellent _____ Good _____ Adequate _____ Inadequate _____

Do you think this student can clearly explain concepts to others?
Yes _____ No _____ Unknown _____

Do you recommend this student as a tutor?
Yes _____ No _____

If yes, please list additional comments about the student’s writing ability:

Print Name: _______________________________________________________________________________________
Signature: ___________________________ Date: __________________
Position: ___________________________ Phone: __________________
Department: _______________________________________________________________________________________

Please return this form to: Jennifer L Bolte, Writing Center Coordinator, at the Student Learning Center through email jlbolte@csuchico.edu.
Thank you for your prompt response.