

Writing Center Application

The Wayland Baptist University Writing Center believes that competent, collegiate-level writing is important for our community to become more academically, professionally, and spiritually sound. We are therefore dedicated to increasing:

- Students' knowledge and use of best practices in writing.
- Students' knowledge of the importance of writing to their collegiate and career success.
- Faculty's knowledge and use of best writing instruction for college and career success.
- Students' and Faculty's knowledge of available writing resources.

It is our goal to serve as a focal point for all of Wayland Baptist University's writing activities in order to generate an enduring legacy of better writing.

PLEASE TYPE OR PRINT. Complete the entire application by filling out each box (do not just indicate "See Resume"). You may attach a resume, but you must still complete all questions or your application will be deemed incomplete and may not be considered.

Name: _____ Last Name: _____ WBU STUDENT ID: _____

Cell Phone Number: _____ Email Address: _____

Current GPA: _____ Major: _____ Minor: _____ Classification: _____

Do you live on or off campus? _____ CMB or mailing address: _____

WRITING SAMPLE: We require a writing sample from all prospective tutors. You may submit an essay/paper you have written for a class that you completed within the last year. **Please attach your writing sample to this application before returning to the Writing Center.**

SKILLS: Please list at least three skills that you possess that are relevant to this position. This can include computer based skills, personality traits/skills, etc.

CLASSES COMPLETED: Please indicate which of the following classes you have completed by filling out the requested information.

GRADE	PROFESSOR	CLASS
_____	_____	ART 1301. Art Appreciation
_____	_____	ENGL 1301. Composition and Rhetoric
_____	_____	ENGL 1302. Composition and Reading
_____	_____	ENGL 2301. British Literature
_____	_____	ENGL 2302. American Literature
_____	_____	ENGL 2303. World Literature
_____	_____	HIST 1303. World Civilization to 1500
_____	_____	HIST 1304. World Civilization since 1500
_____	_____	HIST 2301. United States History to 1877
_____	_____	HIST 2302. United States History since 1877
_____	_____	RLGN 1301. Old Testament History
_____	_____	RLGN 1302. New Testament History

ADDITIONAL COURSES: Use the blank spaces to list any additional courses, including upper-level and honor courses, you have completed that you feel are relevant to the position as a Writing Center tutor.

GRADE	PROFESSOR	CLASS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE: If applicable, provide information regarding your last two jobs/positions. Please note that the Writing Center reserves the right to contact all current and former employers for reference information.

Organization 1: _____ Title: _____

Supervisor's Name Title and Phone Number: _____

Primary Duties: _____

Organization 2: _____ Title: _____

Supervisor's Name Title and Phone Number: _____

Primary Duties: _____

HOURS OF AVAILABILITY: For the purposes of this application, “unavailable” should indicate times you are either in class or have another University sanctioned activity, athletic practice, for example. “Acceptable” should indicate times that are not preferred but during which you are available and have no other University functions. “Preferred” should indicate during those times which you would most like to work in the Writing Center. We cannot guarantee that you will be scheduled during all “preferred” times, but we will do our best to accommodate your requests.

As a Wayland Writing Center tutor, you will be asked to work evening and/or weekend hours. Would you be willing to do this when required? YES _____ NO _____

	P = Preferred		A = Acceptable		X = Unavailable	
Time & Day	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday
9:00 am-10:00 am						X
10:00 am -11:00 am						X
11:00 am -12:00 pm						X
12:00 pm -1:00 pm						X
1:00 pm -2:00 pm						X
2:00 pm – 3:00 pm						X
3:00 pm – 4:00 pm						X
4:00 pm-5:00 pm						X
5:00 pm – 6:00 pm						X
6:00 pm -7:00 pm						X
7:00 pm – 8:00 pm						
8:00 pm -9:00 pm						
9:00 pm-10:00 pm						

REFERENCES: Please see the attached Reference Form.

JOB DESCRIPTION, RESPONSIBILITIES, AND EXPECTATIONS: Writing Center tutors are held to a high academic and professional standard. You are a representative of the Writing Center, and you should strive to maintain a professional attitude concerning the Writing Center and the mission of the Writing Center. Remember that the impression that you create with students inside and outside of the Writing Center influences students' perceptions of the Writing Center. When you are not at work, be conscious about how you talk about writing and the Writing Center. Remember that what you say, whether positively or negatively, could influence the reputation of the Writing Center.

Tutoring is our highest priority at the Writing Center (WC). While at work, tutors are expected to put tutoring above all other concerns unless otherwise instructed by the director or assistant. There are other operations that tutors will perform to keep the WC running smoothly. In addition to tutoring both face-to-face and online papers and essays, some of these operations may include but are not limited to:

- Helping students with thank you notes
- Assisting in Writing Center workshops
- Answering and transferring telephone calls in a professional manner
- Scheduling appointments
- Some filing/paperwork

An important thing to remember is that we will all be working as a team in the Writing Center to better the Wayland Community, and a key element in any team is to communicate with your team members.

All business conducted in the University Writing Center is conducted with the understanding that our goal is to provide free and unbiased writing assistance to all members of the WBU community. As such, we believe it is very important to build a sense of trust between tutors and clients by respecting the confidentiality of sessions. We also believe that a collaborative relationship between instructors, tutors, and clients is the most conducive to writing improvement. Therefore we've developed the following guidelines:

- The content of each tutoring session is private. Tutors make brief notes on sessions but these notes are not shared with others outside of the center.
- We do not comment to clients or instructors on the grade a paper has received, nor do we speculate on what grade a paper might/should receive.
- All tutoring is free and should be done at the Writing Center. Tutors are not permitted to receive any money from Writing Center clients. If a tutor does free-lance editing or tutoring, he/she needs to make arrangements to meet those private clients at a location other than the Writing Center.
- Tutors who do private, free-lance tutoring should refrain from using the Writing Center's office location, databases, files, or client information to solicit new business. Any of these situations could seriously compromise the integrity of the Writing Center.

By signing this application, you agree to the above job description, responsibilities, and expectations, as well as certify that all of the information stated in the application is true to the best of your knowledge.

Applicant Signature: _____ Date: _____

REFERENCE FORM: To applicant: Please print your information below and give this form to a faculty member (preferably one that teaches a course for which you had to write a paper/essay-see "Classes Completed" list).

Applicant Information:

Name: _____

Cell Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

Evaluation: Thank you for helping us with this reference. The applicant is applying for the position of Writing Center Tutor. With your help, the Writing Center can be sure it is selecting the most qualified candidates for the job. Any information you provide is strictly confidential, and the applicant's file will not be reviewed until you return this form. Thank you.

Please evaluate the applicant by checking off the appropriate rating.

	Poor	Average	Good	Excellent
Leadership				
Cooperation				
Motivation				
College Performance				
Reliability				

Please give us any additional information you deem necessary (You may write on back of page):

Referent Information:

Name: _____ Title: _____

Daytime Phone Number: _____ Email Address: _____

Signature: _____ Date: _____

**PLEASE RETURN TO BRENT LYNN, WRITING CENTER DIRECTOR, VIA CAMPUS MAIL
TO: CMB 1235 OR VIA EMAIL TO: lynn@wbu.edu**