

**Writing Tutor and Teaching Assistant Application Form**  
**2017-2018**

**Deadline for submission: Friday, April 7 by 5pm.**  
Please create a single document for your materials.  
Label the document using your first and last name.  
Upload your materials [here](#).

Please check all the positions to which you are applying:

- Writing Tutor
- Teaching Assistant for Writing 201

**I. Information About You**

Name: \_\_\_\_\_ Class of \_\_\_\_\_

E-mail username: \_\_\_\_\_ Cell contact #: \_\_\_\_\_

Major (declared or anticipated): \_\_\_\_\_

Minor (if you have one): \_\_\_\_\_

Special interests, academic or other: \_\_\_\_\_

Teaching, tutoring, and/or related experience or skills (include both high school and college years): \_\_\_\_\_

Are you interested in working with multilingual students? Have you had experience working with English language learners in the past?

Please list any other jobs and volunteer positions you hold during the academic year and the number of hours for each:

## II. Faculty Reference

*List the name of one faculty member whom we may contact for a recommendation. The faculty member will not be required to write a letter, but we may ask him or her for a brief comment about your candidacy via email. Be sure to contact the referring faculty member before you submit her or his name.*

Name

Department

---

## III. Statements on writing and tutoring

1. Describe a writing experience in a course at Wellesley that has been particularly instructive to you. (~1 page)
  2. Describe what qualities you have that would make you an effective writing tutor or 201 teaching assistant and a valuable member of the staff. (~1 page)
- 

## IV. Supporting documents

1. Two samples of your academic writing. These may be papers or reports of any length, and they should be from two different courses.
2. An unofficial grade report that includes Spring 2017 courses in progress, copied from your MyWellesley account.

\*Please note: all who are offered either a tutor or teaching assistant position **must be available to attend training sessions** at the beginning of the fall and spring semesters. New 201 TAs will have a two-hour training session the Sunday before classes begin. New tutors will have nine hours of training over the first two weeks of the fall semester. The specific dates and times will be given to you prior to hiring. Meeting time is billable.

### **Writing Tutor Job Description**

Writing tutors work with students on a one-on-one basis for a 30-minute or hour-long session held in the PLTC. Tutors can help students with any English-language writing assignment for any course, including summaries, response papers, analytic essays, research papers, lab findings and reports, senior theses, and also application essays for fellowships or graduate or professional school. Students can make an appointment with a tutor at any stage of the writing process: brainstorming, drafting, re-drafting, or even reflection on a completed assignment.

The tutors' goal is to help students generate, organize, revise, and improve their writing. Tutors do not read drafts prior to the appointment, and their job is not to proofread or correct mistakes, but instead to facilitate an interactive session that provides students with concrete steps and strategies they can take to develop and present their ideas effectively.

Rising sophomores, juniors, and seniors are eligible to become writing tutors. Students from all majors are welcome to apply. There is no minimum GPA for applying, though writing tutors tend to be strong all-around students. Writing tutors have exceptional writing and communication skills, and they are able to diagnose strengths and weaknesses in others' writing. They are patient and friendly, and they have the ability to work with students from a broad range of backgrounds and preparation levels. Writing tutors are also reliable, responsible, and able to work without supervision.

Writing tutors work between 3 and 8 hours per week, at a starting rate of \$12.00/hour. Tutors work as their schedules allow between 9 am and 9 pm, Sunday through Friday. Paid training is provided at the beginning of the fall semester, and it continues periodically through the year.

### **201 Teaching Assistant Job Description**

Writing 201 builds on the skills taught in First Year Writing courses to develop a student's ability and confidence in writing. Students work with a TA in one 70-minute class meeting each week, and with a Writing professor each week in a 70-minute writing workshop with all WRIT 201 students. Like First Year Writing, the course plays out in three major essay assignments (5-9 pages), completed in three drafts each. Students submit a final portfolio of all completed essays to the TA and to the Writing Program for course credit.

Writing 201 TAs are responsible for designing a syllabus with each student at the start of the semester, according to the particular discipline and topic chosen by the student. The student and TA work together to compile a list of readings and the TA writes formal assignments based on these readings. Each week, TAs read drafts or other homework assignments and provide detailed feedback to students before the class meeting. TAs prepare lesson plans to spend classes reviewing drafts, creating pre-writing activities, in-class writing assignments, or lessons in identified problem areas.

TAs should expect to spend 3 or 4 hours for each student, each week (including class time) and may be paired with one or two students. New TAs will begin at \$12.50/hour. Two or three individual TA-supervisor meetings are required, in addition to a training session before the semester begins, and three group TA meetings during the semester to discuss pedagogical issues and devise solutions.