



San José State  
UNIVERSITY

**Learning Assistance Resource Center (LARC)  
Undergraduate Studies  
Tutor Application  
Faculty Recommendation Letter**

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above named individual has applied to work as a tutor in LARC. I would appreciate your thoughtful evaluation of the applicant's potential tutoring ability. Please assist me in this application process by responding to the questions below. If you need more space, please use the back of this sheet, and return this form as quickly as possible. Thank you for your assistance!

**Academic**

1. What course(s) has the applicant taken with you? \_\_\_\_\_

2. To what extent, if any, have you had contact with the applicant outside of the class(es) mentioned above?  
\_\_\_\_\_  
\_\_\_\_\_

3. The stated academic qualifications for an LARC tutor are as follows: 1) Enrollment at SJSU, and taking a minimum of 6 credits (undergraduate) or 4 credits (graduate) while employed; 2) Attainment of at least 3.0 GPA overall or an overall 3.0 GPA for the 2 semesters prior to the submission of this application; 3) At least a "B" grade in the course(s) being tutored. If we find that the applicant does not meet these standard qualifications, are there other factors that you recommend we consider? Please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What course(s) in your discipline would you recommend this applicant tutor? Are there any courses you would recommend this student not tutor? Please specify.  
\_\_\_\_\_  
\_\_\_\_\_

**Personal**

5. Tutoring has been shown to be more effective when the tutor has the following characteristics: Enthusiasm, imagination, patience, good communication skills, leadership skills, ability to relate to students culturally and academically different from him/herself, and a sense of responsibility. Based on your association with the applicant, please comment on these attributes and on any others that you feel are important to this applicant's qualification for this position.  
\_\_\_\_\_  
\_\_\_\_\_

6. Would you recommend this applicant be hired as a tutor with LARC?  
\_\_\_\_\_  
\_\_\_\_\_

Please return this form via  
campus mail or in person to:  
Karin E. Winnard, Tutorial Coordinator  
LARC (Learning Assistance Resource Center)  
Student Services Center. Rm 600. Ext. 0198  
(408) 924-3346 (karin.winnard@sjsu.edu)

\_\_\_\_\_  
(Faculty Member's Signature)

\_\_\_\_\_  
(Faculty Member's Name)

\_\_\_\_\_  
(Department Office Extension)



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