## Instructor Recommendation Form

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| **Date** | Click here to enter a date. |
| **Student Name (Applicant)** | Enter student name. |
| **SWC extension** Enter SWC ext. | **Telephone** Enter telephone. |
| **Instructor Name Recommending Student** | Enter Instructor name. |
| **Department/School** | Enter School. |

**From:** Andrew Rempt, Learning Assistance Services Faculty Coordinator

**To:** Recommending instructor

Learning Assistance Services relies on faculty recommendations as a vital aspect of tutor applications. Our policy requires that candidates for tutorial positions demonstrate academic competence in the subject area by earning a final grade of “B” or above. Additionally, we rely on your assessment of an applicant’s emotional intelligence.

Tutors play a crucial role in student success, so please be thorough in completing this form.

On completion, please email this form as an attachment to [SWCTutorApplications@swccd.edu](mailto:SWCTutorApplications@swccd.edu).

As always, I am available at (619) 421-6700 (6579) and via email at [arempt@swccd.edu](mailto:arempt@swccd.edu) should you have any questions or concerns.

Thank you for your assistance and continued support.

**Course(s) and level(s) recommended for tutoring:** **Click here to enter text.**

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| **How has the student demonstrated leadership in the classroom? (helping others, taking initiative, asking questions)** Enter comments. |
| **What in particular would make the student a good tutor? (understanding of concepts, clarity, etc.)** Enter comments. |
| **How would you describe the student’s interpersonal skills? (How do they communicate with other students in the class?)** Enter comments. |

**Please evaluate the student on a scale of 1 to 5: 1, not at all; 2, somewhat; 3, average; 4, good; 5, absolutely.**

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| Follows directions | 1☐ 2☐ 3☐ 4☐ 5☐ |
| Gets along well with others | **1 2 3 4 5** |
| Demonstrates dependability | **1 2 3 4 5** |
| Motivates self and others | **1 2 3 4 5** |
| Demonstrates responsibility | **1 2 3 4 5** |
| Strives for excellence | **1 2 3 4 5** |
| Arrives on time and completes tasks on time | **1 2 3 4 5** |
| Respects others | **1 2 3 4 5** |
| Practices inclusion | **1 2 3 4 5** |
| Demonstrates integrity and honesty | **1 2 3 4 5** |
| Respects self | **1 2 3 4 5** |
| Demonstrates awareness of personal space and boundaries | **1 2 3 4 5** |

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| **Please provide additional comments about the student that you would like to share.** Enter comments. |

**Instructor’s Signature Date**