Instructor Recommendation Form

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| **Date** |  |
| **Applicant Name** |  |
| **Instructor Name** |  |
| **Department / School** |  |
| **Telephone (or SWC extension)** |  |
| **Recommended courses for tutoring** |  |

**From:** [Andrew Rempt](mailto:arempt@swccd.edu)**,** Learning Assistance Services Faculty Coordinator

**Elizabeth Kozel** District Tutorial Coordinator

**To: Recommending Instructor**

Learning Assistance Services (LAS) relies on faculty recommendations as a vital aspect of tutor applications. Our policy requires that applicants 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 in relating to our students.

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 SWC Tutor Applications ([SWCTutorApplications@swccd.edu](mailto:SWCTutorApplications@swccd.edu)).

Thank you for your assistance and continued support.

**Please list course(s) and level(s) recommended for tutoring:**

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**How has the student demonstrated leadership in the classroom? (helping others, taking initiative, asking questions, etc.)**

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**What in particular would make the student a good tutor? (understanding of concepts, clarity, etc.)**

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**How would you describe the student’s interpersonal skills? (How do they communicate with other students in the class? Are they sensitive to and respectful of others?)**

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**Please evaluate the student on the following scale:**

1 (not at all), 2 (somewhat), 3 (often), 4 (most of the time), 5 (absolutely).

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| Follows directions | 1 Not at all |
| Gets along well with others | 1 Not at all |
| Demonstrates dependability | 1 Not at all |
| Motivates self and others | 1 Not at all |
| Demonstrates responsibility | 1 Not at all |
| Strives for excellence | 1 Not at all |
| Arrives on time and completes tasks on time | 1 Not at all |
| Respects others | 1 Not at all |
| Practices inclusion | 1 Not at all |
| Demonstrates integrity and honesty | 1 Not at all |
| Respects self | 1 Not at all |
| Demonstrates awareness of personal space and boundaries | 1 Not at all |

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

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**Please type your name and the date as your electronic signature.**

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