The Center of Writing and Learning at Oakton: Students helping students become critical thinkers, collaborative communicators, creative innovators and engaged citizens

The Center Class¹ Tutor Application
School Year 2015 - 2016

We are glad that you are interested in becoming a tutor at the Oakton Center for Writing and Learning!

The Center is a service-learning, student-driven class. The Center tutors are people who have the following traits:

- Has a sincere and genuine desire to help peers; kindness and compassion
- Is committed to an organization and a peer group
- Has personal responsibility, excellent time management, self-motivation and self-direction
- Is a leader and self-starter in class and is a dependable member of small group projects
- Is an excellent communicator who can communicate effectively with peers and adults
- Is a peer who acts as a coach or guide, interested in helping others figure out an answer rather than telling someone an answer
- Exhibits advanced critical thinking in one or more of the following disciplines
  - Writing -- identify qualities of writing that meet a high standard and the requirements of the assignment; write consistently to a high standard across disciplines and utilize the revision process on your own writing in order to improve
  - Advanced math and problem-solving abilities
  - Significant understanding of scientific content and scientific method

Benefits of Becoming a Tutor

- Improved critical thinking, questioning, communication, and writing skills
- Friendship and a class community of like-minded learners
- Leadership opportunities and responsibility as an intellectual leader
- Continuing a culture of honor and dedication contributing to Oakton’s future

¹*The Class: Advanced Composition is a higher-level English elective course. However, the class has involved to incorporate the administration of the Center. The Center was formally known as the “writing center” and is now a “literacy and learning center” that includes tutors in the class who can tutor in ALL disciplines.
Tutor Commitment and Responsibilities

▪ **Dedication:** Student tutors are dedicated to help other students and contribute to The Center. Running The Center requires energy, dedication, and flexibility. If you are selected, we expect that while you are tutoring, you are committed to your tutee and that you are an ongoing advocate for the Center as a part of the school culture. Some of your daily responsibilities of a tutor are to **show up to tutor as scheduled, complete tutor logs well, and clearly communicate with teachers.**

▪ **Time:** You are expected to tutor **one Collaboration Wednesday a month**, at least **three Cougar Times a month**, and **some Wednesdays after school**. You also tutor during class time (because class meets during 5th/6th block).

▪ **Class assignments:** complete class assignments in order to learn about, be prepared for, and reflect on tutoring.

▪ **Center responsibilities:** complete jobs for your assigned team as determined by the class, managers, and director to help keep the center running smoothly and efficiently.

**FAQ:** Can I Be a Tutor and Not Take the Advanced Composition class?

- Volunteer tutors are only accepted through the science, math, history and English and history honor societies. If you are in one of these societies, you will be able to apply as a volunteer tutor next year. **We will be limiting honor society volunteer tutor spots for the 2015 – 2016 school year. We encourage you to take the class!**

**Application Steps, Materials & Deadline:**

▪ The application document and recommendation forms are available on Blackboard in the Center Organization Site, on our blog (https://ohsthecenter.wordpress.com/), and the Oakton website under “Activities → The Center.”

▪ **TYPE** your responses into the Word document and **print it out**. Be sure to attach a writing sample.

▪ Give two teachers (one math or science / one history or English) a nomination form AT LEAST TWO WEEKS BEFORE THE APPLICATION IS DUE to complete. Provide the teacher with an envelope.

▪ Return the typed, completed application with sealed and signed recommendations in a folder to room 230 no later than Monday, March 2nd.

You will be notified if you have been selected for an interview by March 20th. Interviews will occur between April 7th and 20th. A final notification will be provided by May 1st. *If you register for classes before you know if you are accepted please enroll in a 2nd choice class. If you are accepted, notify your counselor ASAP to change your schedule. If you are not accepted, you will be enrolled in your 2nd choice class automatically.*

We hope you will join us in The Center!

*Ms. Blankenship, Ms. August, & The Center Tutors*
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The Center (Advanced Composition) Class Application
Application for The Center 2015 – 2016

TYPE your responses below each question and print this out. Be clear and provide specific examples when appropriate.

Name:

Grade Level in the 2015 – 2016 School Year:

Advisory Teacher:

Email: Do You Regularly Check this Email? Yes No

Please provide complete, thoughtful responses to the following questions.

• Why are you applying to be a Center Tutor?

• What do you find most enjoyable about writing and learning?

• Are your strengths concentrated in Math/Science or the Humanities?

• What do you have to offer to the subject(s) that are you are not particularly strong in?

• What are your strengths as a critical thinker?

• What are your strengths as a student?

• What are your strengths as a communicator?

• What role do you usually take in a group project situation?

• What "advanced" writing courses have you taken?

• What "advanced" science and math courses have you taken? What specific courses and levels of Math/Science can you tutor?

• What kinds of assignments do you think you could be most helpful with and why?

• What experience have you had with tutoring in the past?

• What other clubs and activities are you involved in?

• What leadership positions have you had in school or outside of school?

• Please describe the most effective tutoring/peer critique situation you have experienced at The Center or in a class at Oakton.

Please attach a sample of your writing which you feel represents you best as a writer and thinker.
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Teacher Recommendation ~ Center Tutor

MATH OR SCIENCE TEACHER RECOMMENDATION

To the Teacher: The Center is a service-learning, student-driven class at Oakton. As such, Center tutors are people who have the following traits:

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  - Significant understanding of scientific content and scientific method

Student Name: ___________________________ Current Grade Level ________

Please rate the student on the characteristics and place in the envelope the student provided.

Excellent    Above Average    Average    Below Average

1. Responsibility and dependability  4    3    2    1
2. Maturity  4    3    2    1
3. Interpersonal skills  4    3    2    1
4. Critical Thinking ability  4    3    2    1
5. Writing ability  4    3    2    1

Additional Comments (optional):

Teacher Name: _______________________________ Signature: _______________________________
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Teacher Recommendation ~ Center Tutor

ENGLISH OR HISTORY TEACHER RECOMMENDATION

To the Teacher: The Center is a service-learning, student-driven class at Oakton. As such, Center tutors are people who have the following traits:

- Has a *sincere and genuine desire* to help peers; kindness and compassion
- Is committed to an organization and a peer group
- Has personal responsibility, excellent time management, self-motivation and self-direction
- Is a leader and self-starter in class and is a dependable member of small group projects
- Is an excellent communicator who can communicate effectively with peers and adults
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