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Academic Resource Center
Student Center Building
508.588.9100 Extension 1082, 1801

To: _____ Department Faculty

From: Marie McDonnell, Director of Academic Support Services

Johanna Pittman, Coordinator of the Writing and World Language Center

Kerryn Snyder, Coordinator of ARC Math Services

Date:

Subject: Tutor referrals

The ARC and Writing and World Language Center are in need of tutors for the upcoming semester who meet the standards recommended by the College Reading and Learning Association. If you know of a student who is currently/previously enrolled in your class who would be a solid candidate for tutoring, please indicate his name and subject areas and assess his potential to perform the duties of a tutor.

Tutor Name: _____

Subject area: _____

Please rate the applicant accordingly:

Communication skills	Excellent	Good	Satisfactory
Expertise in content area	Excellent	Good	Satisfactory
Dependability/Reliability	Excellent	Good	Satisfactory
Ability to work collaboratively	Excellent	Good	Satisfactory

I am recommending this person as a tutor because:

Comments: _____

Signature/Date: _____

Many thanks for your assistance!