



# Center for Writing and Speaking

## T NO. 3 IN THE CENTER FOR WRITING AND SPEAKING HANDOUT SERIES

### Preparing to Become a Center for Writing and Speaking Tutor

*The Center for Writing and Speaking at Agnes Scott College offers a collaborative learning environment to students from all disciplines. In the center, peer tutors from a variety of majors work with other students, helping them to develop their critical thinking skills and express their ideas in writing and oral presentations. The tutors also benefit from their work in the CWS. Because they constantly reflect on thinking, writing and speaking processes, they experience dramatic changes in their own abilities*

*Every year in the spring, the CWS hires students—rising sophomores, juniors, and seniors—to be tutors. The application process is competitive, but there are several steps you can take to help ensure that your application is strong.*

**Get tutored!** We strongly encourage applicants to work with tutors in the CWS multiple times. All writers and speakers, no matter how talented and proficient, will benefit from an outside perspective and the exchange of questions and ideas. The best way to learn to be a good tutor is to be a good tutee! Good tutors can put themselves in the shoes of tutees and understand the different stages in their thinking processes.

**Hang out in the Center for Writing and Speaking.** Talk to our friendly staff, come to workshops, pick out a favorite computer to use for writing all of your papers and preparing your presentation materials. Notice our methodology—how do the tutors work with students? The more time you spend in the CWS, the more opportunities we'll have to recognize your strengths, and the more time you'll have to learn what we do.

**Talk to the tutors.** Let them know that you're interested in the job; ask them to tell you what it's like to be a tutor. Hearing about their experiences will help you decide if tutoring is for you.

**Take writing and speaking intensive courses.** When you apply, we'll ask you for two writing samples and a brief oral presentation, so you'll want to build your skill sets in these areas. Note that these courses do not have to be in English. We want to hire tutors who are strong writers and speakers in a variety of disciplines.

**Introduce yourself to Dr. Christine Cozzens, the Center for Writing and Speaking director, and to the coordinator, Mina Ivanova.** It's very easy—just sign up for Dr. Cozzens' office hours on the schedule posted on her office door (Buttrick G-7) or introduce yourself to her on campus! To make an appointment with Mina, please e-mail her at [mivanova@agnesscott.edu](mailto:mivanova@agnesscott.edu). Bring questions about the job, a piece of writing, or a speech in progress.

**Apply!** The all-electronic hiring process for the next academic year begins with announcements and flyers; tutor selections are announced at the end of the semester. At the beginning of January, Mina Ivanova will send an email to all students detailing the application process. For 2017, applications are due on February 22. Here's a sneak peak at what we will be asking for!

1. A letter expressing your interest and qualifications for the job.
2. Two writing samples (academic papers for ASC courses).
3. Any additional materials you choose to provide.

(continued on reverse)

# AGNES SCOTT



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4. Two interviews: one informal interview with a tutor and one with the director and the coordinator.
5. Names of two faculty members who can recommend you.
6. Your Resume
7. A brief oral presentation (you will receive details about this step after you apply)

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