

SLAC LAB TUTOR OR PRIVATE TUTOR REFERENCE FORM

NOTE: Please keep this form confidential.

The purpose of this form is to assist the Student Learning Assistance Center in evaluating applicants. We want to offer the best service possible to Texas State students, and your candid evaluation of the applicant is an important part of our selection process.

THIS SECTION COMPLETED BY APPLICANT

Name of Applicant _____ Phone _____ Date _____

Position Applying for: Student Tutor _____ Private Tutor _____

List of courses/subjects you wish to tutor:

Name of person completing this form _____

THIS SECTION COMPLETED BY REFERENCE

Title _____ Department _____

Address _____ Phone _____

Student tutors complete extensive training and work in the SLAC Lab. Their services are free to Texas State students. Private tutors are placed on a referral list. Their names and phone numbers are available for those students who would like to hire a private tutor.

How long, and in what capacity, have you known the applicant?

ACADEMIC

What specific course(s) do you feel the applicant can tutor effectively?

Using a 5-point scale, please rate the applicant on the following items.

1 -- Excellent; 2 -- Good; 3 -- Fair; 4 -- Poor; 5 -- Unable to Judge

	Rating	Comments
1. Learns new information quickly	_____	
2. Turns in assignments on time	_____	
3. Demonstrates knowledge of subject	_____	
4. Applies knowledge of subject	_____	
5. Accepts constructive criticism	_____	

PROFESSIONAL

1. Completes duties in a professional manner	_____	
2. Exhibits a sense of responsibility	_____	
3. Organizes and completes tasks competently	_____	
4. Honors appointments and is punctual	_____	
5. Confronts people in unpleasant situations	_____	
6. Relates to authority	_____	
7. Represents Texas State in a mature and informative manner		

PERSONAL

1. Initial impression he/she makes on others	_____	
2. Confidence	_____	
3. Patience	_____	
4. Sense of humor	_____	
5. Willingness to perform less than glamorous tasks	_____	
6. Communication skills	_____	

7. Ability to work within a group _____

8. Ability to work with individuals one-to-one _____

9. Motivation _____

Please attach any additional comments.

____ I recommend the applicant without reservation.

____ I recommend the applicant, but I have these reservations

____ I have substantial doubts about the applicant's ability to be an effective student counselor or private tutor.

____ I would like to discuss the applicant's qualifications over the phone. Please call me at _____.

Signature _____ Date _____

Please mail this reference to: Lab Coordinator, Texas State University-San Marcos, Student Learning Assistance Center, San Marcos, TX 78666