Applicant Name: _____

Language:

Applying for Fall YEAR | **Spring** YEAR | **Student ID:** _____

World Languages and Cultures: Miller Language Lab

Tutor Application

IMPORTANT

- A new application must be **submitted every semester**.
- *Returning tutors* are not required to submit a new essay or sample of their foreign language writing skills.
- **ALL** tutors applying must receive recommendation from a faculty member. *(See page 3.)*
- **Tutors who receive more than three complaints** from either student learners or faculty will be terminated.
- Hours available to tutor in the lab are limited and not all tutors will work the same number of hours.
- **Security equipment is now in use. The language lab is under 24-hour surveillance.**
- **Positions will not be automatically renewed and can be terminated at any time.**

PLEASE PRINT YOUR INFORMATION LEGIBLY ON THIS APPLICATION.

CONTACT INFORMATION	
Full Name	
Year	
School	
Major/Minor	
Email	
Cell Phone	

BACKGROUND INFORMATION				
First Language?				
GPA at USI?		**GPA in foreign language courses?**		
Are you working another job this semester? ☐ **No** ☐ **Yes**			**If yes, how many hours?**	

What is your availability to work at the language lab this semester? **The lab is open between 9:00am - 4:30pm M-F**

MONDAY (M)	TUESDAY (T)	WEDNESDAY (W)	THURSDAY (R)	FRIDAY (F)

Applicant Name: _____

Miller Language Lab Tutor Application

What courses are you taking this semester?

Course Title	Instructor

Coursework in Foreign Language

Provide a detailed list of when and where you have taken courses in the foreign language. Include courses that you are currently taking.

Course Title	Location/Instructor	Year	Final Grade

ESSAY

Please attach a one page, double-spaced essay in ENGLISH that describes:

a. Your interest in and motivation for tutoring
b. Your background in this foreign language
c. How you believe this work experience will contribute to your professional goals

SAMPLE OF WRITING IN FOREIGN LANGUAGE

Please attach a ½ page sample of your writing in the foreign language. If you have taken a language course at USI, please attach a graded version with instructor comments. **This sample must be representative of <u>your own work</u>!**

Applicant Name: _____

Miller Language Lab Tutor Application

FACULTY RECOMMENDATION

All applicants (new or returning) **must receive an endorsement from a faculty member.**

If you do not know a faculty member in the Department of World Languages and Cultures, visit the link below to find an instructor in your language. Email that instructor to set up an appointment.

usi.edu/liberal-arts/world-languages/faculty/

To be completed by a faculty member in the USI Department of World Languages and Cultures	
Faculty Name	
◯	**Highly Recommend**
◯	**Recommend**
◯	**Recommend with reservation (please specify below)**
RESERVATIONS	
Please state the course(s) that this student may tutor:	

STUDENT - Please submit your completed application in person or to the mailbox of: Dr. David Hitchcock

LA 3071 dhitchcoc@usi.edu **812-461-5380**