

Writing Lab Application & Requirements 2019-2020

Lab Director & Supervisors:

Mr. Donnelly

Mrs. Francis

Mrs. Miele

Mrs. Picarelli (Peters)

Thank you for your interest in becoming a Writing Tutor in the Writing Lab for the 2019-2020 school year! Since its inception in 2016, the Writing Lab tutors help students in all areas of the writing process and in every academic discipline. The Writing Lab is open during each lunch period, and as a writing tutor, you will be assigned a particular day during your lunch to work with students.

Part of being a writing tutor also entails **mandatory once a month training sessions** that take place after school until about 3:20pm. We do our best to work around your busy schedules, but please be aware of this requirement.

As a writing tutor, you receive two activity points per marking period, but these points are contingent upon your punctuality and weekly attendance. Also, you can list your experience as a writing tutor as an example of a Leadership Position for the National Honor Society.

It is a privilege to work as a writing tutor, it is something to also list on your college applications, and we take our work in the Writing Lab seriously. We are looking for the best of the best. If you are chosen as a tutor and don't think you can fulfill your obligations, please let us know immediately.

In the past, our writing tutors have served as academic leaders in the Humanities, and we look forward to continuing to strengthen the writing skills of all students at Passaic Valley.

Tutor Selection Process:

In order to qualify to become a writing tutor you must submit a letter of interest and a writing sample (see next page for details.)

These pieces of writing will serve as the first step in the selection process. Since they are submitted anonymously with your Student ID#, the Writing Lab staff will select pieces that receive a score of 4 or above based off of the attached PARCC Writing Rubric found at the end of this packet.

Then, the writing lab staff will identify the qualifying students and look at the following criteria:

- Student's lunch period and availability
- Strength of schedule (Honors, AP courses)
- Previous tutoring experience in the Writing Lab/Seniority
- PARCC scores
- Grades in Humanities courses
- Teacher recommendations

Submit the following application requirements:

When submitting the letter of interest and the writing sample, please use your Student ID# (found in the portal and on your schedule) instead of your name.

1. Letter of Interest- In this letter of interest, please discuss the following:

- Why you want to be a writing tutor.
- What your strengths are that you would bring to the tutoring experience.
- Discuss prior experiences you have had in the Writing Lab, if applicable.
- Anything else pertinent to being a Writing Tutor.

Please address your letters to Mrs. Miele and Ms. Peters. Remember, this is part of your application and should be treated as such.

2. Writing Sample- Please submit a graded or ungraded essay that you've previously written in an academic course. Use a black sharpie marker to cross out or cut out your name and replace with your Student ID.

See attached Grading Rubric for Grading Criteria.

Both requirements are due by Friday, September 20th to either Mrs. Miele (Room 202) or Mrs. Picarelli (Peters) (Room 229).