

CSUSB Undergraduate Studies: Learning Center

TUTOR AUTHORIZATION / RECOMMENDATION

STUDENT: Name (print) _____

Present this form to all faculty members required for approval and the department chair in the area in which you wish to tutor. (One form is necessary for each department in which you wish to tutor.) Please list and have approved each subject which you wish to tutor. Tutors already working for the Learning Center may use this form to add additional classes that they may tutor.

Courses student is applying to tutor: _____

Departmental Faculty Sponsor: _____

Faculty sponsor please evaluate the student applying to be a tutor below and then circulate this form to all others required to complete the authorization portion below the evaluation portion.

	Unacceptable	Fair	Good	Excellent
1. Knowledge of subject				
2. Ability to communicate information to others				
3. Responsibility				
4. Helping attitude/disposition				
5. Overall recommendation				

Authorization: All required instructors please sign and initial the courses you approve the student to tutor for. (Students check with departmental secretary to determine departmental policy as to the number of instructors' signatures required. Some departments may require that all instructors teaching the same course need to sign for that course.)

Faculty Name (print) Faculty Signature	Course #	Course #	Course #	Course #	Course #	Course #	Course #	Course #

Student grade in comparable course								

Student's CSUSB cumulative G.P.A. _____

When the above is completed please forward this form to your department chair and ask her/him to sign and return it in a sealed envelope to the **Learning Center** Tutor Coordinator, UH - 351 / ext. 5038. (THANK YOU!) List the effective period of authorization below, if no limit write "until graduation".

Signature of department chair: _____ Date: _____

Effective period of tutor recommendation (list valid quarters) _____