

Learning Assistance Program - Academic Reference Form

Georgia Tech Residence Life

APPLICANT'S NAME (PLEASE PRINT CLEARLY): _____

To be completed by the applicant

The Family Educational Rights and Privacy Act of 1974 as amended permits the student to sign a waiver relinquishing his/her rights to inspect letters of reference. If you wish to waive these rights, please check "A" and sign your name. If you wish to review the reference, please check "B".

A ___ I waive my rights to see this reference (type/sign) _____

B ___ I do not waive my rights to see this reference (type/sign) _____

TO WHOM IT MAY CONCERN: The above named person is applying to be a tutor with the Learning Assistance Program (LAP). The LAP is a free tutoring service offered to participants of the residentially based Freshman Experience program. The LAP offers drop-in tutoring in freshman level calculus, chemistry, and physics each Sunday through Thursday between 8 pm – midnight. During the selection process we verify that students have a 3.0 GPA and that they have completed Calc I & II, Chem I, and Phys I with a grade of a B or better. Tutors must be able to tutor in all of the above subject areas. Tutors must demonstrate academic competence, be able to relate successfully to a variety of personality types, serve as positive academic role models, and adhere to the GT Honor Code. Although, we provide training in learning styles, interpersonal communication, and campus resources, we appreciate your assessment of this applicant's suitability for the position according to the criteria provided below. If you have any questions, please contact us at lap@housing.gatech.edu. Thank you for your assistance.

Name of Reference: _____ **Email address:** _____

Course(s) Taught to Applicant: _____

1: Poor 2: Needs Improvement 3: Average 4: Above Average NB: No basis for evaluation

- ___ Demonstrated a thorough knowledge of the course material.
- ___ The student was punctual, attended class, and was on time for appointments.
- ___ Makes a favorable impression.
- ___ Can communicate clearly and effectively.
- ___ Would be helpful to students seeking assistance with coursework.

Please indicate with an (X) any of the word(s) below you would use to describe the applicant .

- | | | | | | |
|-------------------|---------------|-------------------|-----------------|-------------------|-----------------|
| ___ Mature | ___ Tolerant | ___ Self-Centered | ___ Cooperative | ___ Intelligent | ___ Honest |
| ___ Conscientious | ___ Aware | ___ Sincere | ___ Credible | ___ Arrogant | ___ Shy |
| ___ Outspoken | ___ Impatient | ___ Reliable | ___ Assertive | ___ Irresponsible | ___ Helpful |
| ___ Flexible | ___ Involved | ___ Organized | ___ Responsible | ___ Negative | ___ Resourceful |

Would you recommend this individual for a position as a Tutor?

___ **Yes** ___ **No** ___ **Reservations about Hiring**

Comments:

Please send forms to: Adria Welcher (voice: 404-385-4184) Fax 404-894-0322 OR email: lap@housing.gatech.edu OR Mail Code: 0580
OR MAIL TO: Department of Housing, Learning Assistance Program, 711 Techwood Dr NW , Atlanta, GA 30332-0580