



English 390B Application Tutoring Practicum in Professional Writing

We invite you to apply for ENGL 390B, a course offered in the fall 2008 semester that prepares students to become Business Writing Consultants--peer tutors of professional writing in the Writing Lab. ENGL 390B covers professional writing genres, tutoring strategies, tutoring theory, and document design. Many of our former tutors found that their unique Writing Lab experience was impressive to employers and graduate programs.

Prerequisites

1. Complete either ENGL 203, ENGL 306, ENGL 420, or ENGL 421
2. 3.0 GPA

Once you complete ENGL 390B, you will be considered for a paid tutoring position as a Business Writing Consultant (BWC) starting in the spring semester. BWCs work at least three hours in the Writing Lab each week, attend a meeting with fellow BWCs every other week, and participate in Writing Lab projects and on-going training.

Course Requirements

1. Attend a weekly one-hour class and complete reading and writing assignments.
2. Spend 1.5 additional hours in the Writing Lab each week performing observations and mock tutorials.
3. Complete an additional writing project for an optional third credit.

Applying for the Course

1. Go to <http://owl.english.purdue.edu/writinglab/topic/undergradjobs/>, complete the application, and submit it to Tammy Conard-Salvo in the Writing Lab, HEAV 226, or via email at tcsalvo@purdue.edu by **Friday, February 15, 2008**.
2. Include a resume and cover letter explaining why you would like to take the course, your professional goals, and your strengths and weaknesses as a potential tutor.
3. Ask an instructor to fill out the recommendation form (available online) and send it to Tammy Conard-Salvo in the Writing Lab, HEAV 226, or via email at tcsalvo@purdue.edu by **Friday, February 15, 2008**.

We will review all applications and then select the strongest candidates to enroll in English 390B. We try to mail acceptance letters as soon as possible so that you can work the class into your schedule for next semester. If you would like more information concerning this practicum, contact Tammy Conard-Salvo at 494-4102 or tcsalvo@purdue.edu.

We look forward to hearing from you.



**English 390B Application
Tutoring Practicum in Professional Writing**

Name _____ Date _____

Address _____

Phone _____ Email _____

GPA _____ Classification _____

Major _____ Expected Grad Date _____

1. Indicate any courses you have taken which you feel are relevant to tutoring writing. Please list titles of courses, rather than course numbers. Also, describe any teaching, tutoring, or other relevant experience you have had.

2. Have you used the Writing Lab at Purdue? yes no

3. Please describe your experience with professional writing.

4. Describe the benefits (personal and/or professional) that you expect to receive from participating in a practicum on tutoring for professional writing). How will this class help you to achieve the goals you have for yourself?

5. What else would you like us to know about you?

Please return this form, along with a cover letter and resume, to the Writing Lab, 226 HEAV. The instructor recommendation form should be submitted by an instructor of your choice. All materials must be received by Friday, February 15, 2008.