Grand Rapids Community College

Academic Support & Tutoring Services

TO: GRCC Instructors

FROM: Don VanOeveren
             Associate Director of Academic Support & Tutoring Services

DATE: April 2023

SUBJ: **Tutor Recommendations**

Academic Support & Tutoring Services remains committed to providing support to our students during these extraordinary times. With your ongoing involvement, our tutoring programs continue to be a vital resource for students, helping in the achievement of their academic and personal goals here at GRCC. We appreciate your help and thank you as our primary source for tutor recommendations.

We are reaching out again and asking for assistance in identifying potential tutors. Please take a moment and consider the students from your recent classes. Are there a few you would recommend as a tutor?

From our experience, the type of student who makes an effective tutor is usually one who is highly motivated, bright, a good listener, patient and a good communicator. This person may not be the traditional "A" student and may have to work hard to get a "B" (and, possibly, because of this can more easily understand the problems of the student who is seeking help). They have also demonstrated an ability to navigate classes presented in a variety of delivery modes.

Students who tutor must have an overall G.P.A. of 3.0 and a 3.0 G.P.A. in the subjects they wish to tutor.

If you have a potential tutor in mind, we will need their name along with their Student ID# (if possible), course(s) you are recommending them for, and any additional comments you would like to include. You may submit a recommendation anytime during the semester. We will contact the recommended students, explain our tutor selection process and invite them to schedule a job interview.

Thank you again for your continuing support and assistance. If you have any questions or concerns, please feel free to contact me by phone: 234-3684 or by e-mail: dvanoeve@grcc.edu

Name	ID#	Course

_____   _____
                Instructor's Signature   Date

Recommendation forms can be returned to: **Academic Support & Tutoring Services, 2nd floor Library, Room 232**