**Application Deadline: April 8, 2016**

**Instructions:** Please complete and return this form to the OWU Writing Center in Corns 316 OR email to mlstephe@owu.edu no later than **April 8, 2016**. Please provide one recommender, an OWU faculty member who knows your work well, with the attached recommendation form (fill out the top part) and ask that person to return the recommendation by campus mail to the Writing Center, Corns 316, OR by email to the Director of the Writing Center, Martine Stephens, at mlstephe@owu.edu.

Name_________________________________ Graduation semester and year____________________

OWU email address _____________________ Phone number _________________________________

If you are studying off campus this semester, please attach any additional information we need to reach you.

Please respond briefly to the following questions. You may expand each section or attach a separate page as needed.

1. Why would you like to be an intern in the OWU Writing Center? (200 words or less)

2. What areas of writing do you find the most challenging, and what have you done to address any challenges or concerns related to your writing? (150 words or less)

3. What particular skills do you possess that would enable you to work successfully with students, especially first-year students, on their writing? (150 words or less)
4. To verify that you meet the academic qualifications listed below, we would like to review your online OWU transcript. Please read the following statement, type or write in your name, and check the box to indicate you give us permission to check your transcript for this purpose:

I,__________________________________, give permission to the Writing Center staff to check my online transcript to verify my qualifications for the Writing Center Internship.

Applicants should have:

- Current Sophomore or Junior status
- A 3.0 or higher cumulative GPA
- Passed ENG 105 or the equivalent course with a B or higher, or have exempt status (SAT/ACT scores, AP or IB credit)
- Taken or be currently enrolled in at least one upper level non-fiction writing course (ENG 260, ENG 265, ENG 310, ENG 482) or ENG 395 [preferred, but not required]
- Earned a B or higher in at least one course with a substantive writing component outside the Humanities/Literature (Group III) distribution division [Writing intensive or “R” option outside Group III preferred, but not required]
- Completed a variety of courses across the curriculum
- Interest in tutoring and teaching of writing
- Interest in undertaking extensive research about writing, particularly Writing Center theory and pedagogy
- Ability to work effectively one-on-one with others
- Ability to work successfully both independently and collaboratively
- Ability and willingness to commit to two full semesters of work in the Writing Center, beginning in the fall term
- Ability to commit to attending a Writing Centers conference in March or April of the Spring semester

Please complete and return this form and one recommendation (form below) to the OWU Writing Center in Corns 316 OR email to mlstephe@owu.edu by April 8, 2016
Name__________________________________  Graduation semester and year____________________

OWU email address _______________________  Phone number: _______________________________

I hereby waive my right of access to this confidential material ____  OR  I hereby retain my right of access ____

Applicant’s signature: __________________________________________      Date: _____________________

(You may sign and deliver this request by hand or type your name and email this form to your recommenders. Sending this request from your email address constitutes your signature.)

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To the recommender: The above named student has applied for an internship in the OWU Writing Center for 2016-2017. If selected, this student will learn about writing center theory, practice, and pedagogy: conduct a substantive research project; and, most importantly, work one-on-one tutoring students. It is important to the success of the interns and our Writing Center programs that we select students who are motivated, mature, and responsible. Students do not have to be A+ writers, but should have at least above average written and oral communication skills. Please give your candid evaluation of the student’s suitability for this internship position. Please return this form to the Writing Center, Corns 316, or email to Martine Stephens, mlstephe@owu.edu, by April 8, 2016.

Your name: __________________________________  Your position:  ________________________________

1. How long and in what capacity have you known the applicant? ____________________________________________________________

2. Please evaluate the applicant in the following categories.

<table>
<thead>
<tr>
<th>Category</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Exceptional (Highest 10%)</th>
<th>No basis for evaluation</th>
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<tbody>
<tr>
<td>Written and oral communication skills</td>
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<td>Ability to respond positively to critique of his/her written work and to offer respectful critique to others</td>
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<td>Ability to work effectively with others</td>
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<td>Ability to carry out successful projects and research, both independent and collaborative</td>
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<td>Personal/Social Maturity</td>
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<td>Personal/Academic Responsibility</td>
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3. Overall do you:  ____ Strongly recommend this student, for the main reasons noted below or on a separate page
                      ____ Recommend this student, but with some reservations noted below or on a separate page
                      ____ Not recommend this student, for the main reasons noted below or on a separate page

Your signature: ___________________________________________  Date: __________________________

(You may sign and deliver this form through campus mail or by hand to the Writing Center, or you may type your name and email this form to mlstephe@owu.edu. Sending this completed form from your email address constitutes your signature.)

If you wish, you may send a separate letter in addition to this form to the Writing Center, Corns 316, or email to Martine Stephens, mlstephe@owu.edu. Please email or call Martine Stephens, 740-368-3926, if you have questions or would like to discuss the applicant or the internship.  Thank you for taking the time to complete this recommendation.