



The Evergreen State College Writing Center  
Library, Room 2304  
360-867-6420  
[www.evergreen.edu/writingcenter](http://www.evergreen.edu/writingcenter)

## Spring 2017 Application for Cultivating Voice: A Writing Tutor's Craft

This application packet is for students interested in taking the class *Cultivating Voice: A Writing Tutor's Craft*. This class is a prerequisite for becoming a tutor in the Writing Center, but is also useful for students who are interested in teaching, writing, and writing pedagogy. Students interested in becoming tutors should have completed at least one quarter at Evergreen. Entry into the class does not guarantee a position as a writing tutor.

### Timeline & Process

- There will be an information session about *Cultivating Voice* on Wednesday, February 22, at 1:30pm in SEM II A2109.
- Applications for *Cultivating Voice* are due Monday, March 13 (Week 10) by 5pm. Please submit a Letter of Application and representative samples of your writing to Sandy Yannonne, the Director of the Writing Center, via email ([yannons@evergreen.edu](mailto:yannons@evergreen.edu)) with the subject heading "Cultivating Voice Application" or directly at the Writing Center. You can give your application to the front desk receptionist or the Assistants to the Director in room 2304F.
- You will be contacted by Monday, March 20 (Eval Week) to let you know if you can register for the class.
- Because entry to the class is by application only, you will not be at risk of losing entrance to the class during registration. Once admitted into the class, you will be given permission to register through your my.evergreen account.
- *Cultivating Voice* will meet Thursday evenings 4:00 - 6:00 PM during Spring Quarter 2017.
- Students of *Cultivating Voice* have the option to sign up during week 10 of Spring Quarter to be interviewed for the fall internship, the second half of the process for becoming a tutor at the Writing Center. Students invited to become interns will enroll in the 2-credit internship, *Cultivating Voice II*, in Fall 2017, consisting of bi-weekly classes alongside weekly tutoring shifts in the Writing Center.

### Application Guidelines

#### Letter of Application

Please craft a letter of application responding to the following questions in whatever order feels appropriate. Please be sure to include your name and current contact information, including phone number and email address.

- Are you currently an Evergreen student?
- If so, do you qualify for Work Study?
- What class standing will you be (freshman, sophomore, junior, senior) in Fall 2017?
- What programs have you completed at Evergreen or other institutions?
- What previous contact have you had with the Writing Center?
- What interests you about *Cultivating Voice: A Writing Tutor's Craft*?
- What experience do you have working directly with the public, including diverse populations?
- What tutoring or teaching experience have you had?
- What particular qualities or skills would you bring to the Writing Center?
- Please explain anything else you would like us to know about you.

To assist you in preparing your application, we recommend that you visit our digital archive of *Inkwell: A Student Guide to Writing at The Evergreen State College* ([www.evergreen.edu/writingcenter/inkwell/index.htm](http://www.evergreen.edu/writingcenter/inkwell/index.htm)), and in particular read “Tutoring as a Radical Act” by Victoria Larkin to get a sense of the Writing Center and its tutoring philosophy. As an additional introduction to our core philosophy of anti-oppression work at the Writing Center, we recommend reading “Understanding Oppression: Strategies in Addressing Power and Privilege” by Leticia Nieto and Margot F. Boyer which is available under the Cultivating Voice section of our website (<http://www.evergreen.edu/writingcenter/cultivatingvoice>). We also recommend that you make appointments in the Writing Center to get a sense of how tutoring and the Center work. In fact, we welcome and encourage you to have a session to work on your application.

## References

Please provide the names and contact information of 2-3 references either from Evergreen or other institutions. (This may be included in your letter of application.)

## Writing Sample

Please provide a 4-6 page representative sample of your writing. Please include writing you’ve done in an academic setting. You are also welcome and encouraged to submit writing that you have done outside of your academic work to further demonstrate your range and engagement with other genres.

## Internship Description

At the end of the 10-week class *Cultivating Voice*, you may interview to enroll in an unpaid 2-credit internship for the fall of 2017 in the Writing Center. Duties include:

- Work one-on-one with undergraduate or graduate students across a wide spectrum of writing experience and ability
- Participate in workgroup meetings in the Center
- Complete reading and writing assignments
- Participate in all-staff meetings every other week (currently scheduled for Friday mornings)
- Participate in class meetings with your internship cohort (currently scheduled for Friday mornings on off-weeks between staff meetings)
- Maintain the Writing Center facility and its resources
- Desk reception as needed

Tutors are available to work with student writers on any type of writing, at any point in its development. Students often bring in self-evaluations and faculty evaluations, Academic Statements, seminar papers,

research papers, personal narratives, literary analysis, creative fiction and nonfiction, science writing and lab reports, scholarship and graduate school applications, resumes and cover letters, and independent learning contracts.

Desired Qualifications:

- Prior experience working with student writers on their writing (formal or informal)
- Strong writing skills and the ability to articulate yourself clearly through writing
- Experience writing in college-level programs
- Experience working with a diverse population of learners
- Excellent public relations and customer service skills, both in person and over the phone
- Excellent listening skills and patience
- A strong desire to learn and grow