

## Writing Assistants Needed!

The Writing Assistance Program is currently recruiting writing assistants for the spring semester. The Writing Assistance Program is designed to provide free writing tutoring to MPH and MS degree candidates in need of assistance with public health writing.

### Spring 2013 Writing Assistant Application Form

Writing assistants are BUSPH students who:

- possess strong writing skills,
- understand the challenges of the writing process,
- can provide between one and five hours per week of tutoring,
- have excellent communication skills, and
- are able to be discreet with confidential information. All information pertaining to students being assisted, the writing sessions, and student grades is confidential. Writing Assistants who relate any information to unauthorized individuals will be terminated from the program and may be subject to further disciplinary action.

Writing assistants will work in conjunction with the Tutor Coordinator and Education Office and are required to attend a training session prior to tutoring. Writing assistants will be compensated \$15 per hour.

Applications will be accepted on a rolling basis. Priority will be given to applications submitted by Tuesday, January 22, 2013.

Completed applications, including an unofficial transcript and two writing samples, should be submitted to:

Alexandra May at [sphtutor@bu.edu](mailto:sphtutor@bu.edu)  
or  
Alexandra May  
Tutor Coordinator  
Boston University School of Public Health  
715 Albany Street, Talbot 220E  
Boston, MA 02118

Paper applications must be in sealed envelopes.

Please contact Alexandra May, Tutor Coordinator, at [sphtutor@bu.edu](mailto:sphtutor@bu.edu) with any questions.

**Boston University School of Public Health**  
**Writing Assistant Employment Application Form**  
**Writing Program**  
Spring 2013

The BUSPH Writing Assistance Program provides free one-on-one peer tutoring to MPH and MS degree candidates. Writing assistants are BUSPH degree candidates who:

- possess strong writing skills,
- understand the challenges of the writing process,
- can provide between one and five hours per week of tutoring,
- have excellent communication skills, and
- are able to be discreet with confidential information. All information pertaining to students being tutored, the tutoring sessions, and student grades is confidential. Tutors who relate any information to unauthorized individuals will be terminated from the program and may be subject to further disciplinary action.

**Student Name:** \_\_\_\_\_  
(last, first)

**BU ID:** U\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Address:** \_\_\_\_\_  
(street, apt#)

\_\_\_\_\_  
(city) (state) (zip code)

**Email:** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

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**Are you a student at BUSPH?** ☐ Yes ☐ No

**Degree Program and Concentration:** \_\_\_\_\_

**Anticipated graduation date:** ☐ Jan ☐ May ☐ Sept 20\_\_\_\_

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**Citizenship:** ☐ US Citizen or Permanent Resident

☐ Foreign National (visa: ☐ F1 ☐ J1 ☐ other \_\_\_\_\_)

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**Are you currently employed by Boston University:** ☐ Yes ☐ No

If yes, in which department do you work? \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

**What type of employee are you?**

- ☐ Student
- ☐ Full-time at BU
- ☐ Part-time at BU

**Are you employed by BU Human Resources or by BU Student Employment Services?**

- ☐ BU Human Resources
- ☐ BU Student Employment Services

**Do you receive a stipend?** ☐ Yes ☐ No

If yes, how many hours is the stipend for? \_\_\_\_\_

Date of last check received: \_\_\_\_\_

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**Are you a teaching assistant (TA) for a course?** ☐ Yes ☐ No

If yes, what course? \_\_\_\_\_

What are your responsibilities as TA? \_\_\_\_\_

**Do you have writing tutoring experience?** ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Briefly describe your writing tutoring experience: \_\_\_\_\_

**Do you have any other tutoring experience?** ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

What kind of tutoring experience was it? \_\_\_\_\_

**Why do you want to be a writing tutor?**

\_\_\_\_\_

**I feel my strength(s) as a writing tutor will be in:**

- ☐ advising in planning the writing process
- ☐ assessing clarity of writing
- ☐ organization and synthesis of main points of argument
- ☐ tailoring writing assignment for specific audience
- ☐ thesis development
- ☐ writing style assessment
- ☐ other: \_\_\_\_\_

**How do you feel that your strength(s) noted above will help you provide useful feedback to SPH students?**

\_\_\_\_\_

**Mark an “X” in the boxes when you are typically available:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

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**Please attach an unofficial transcript as well as two writing samples (max. 5 pages each) to your application.** *Your first writing sample should be a professional product such as a policy memo, public health intervention strategic plan, grant proposal or journal article. For your second writing sample, attach a piece of your choice which demonstrates your ability to apply and integrate core public health concepts.*

**Reference(s):** Please submit the names of one or two faculty members who would recommend you based on your writing and style of interacting with other students.

\_\_\_\_\_

\_\_\_\_\_

Return completed applications to: Alexandra May at [sphtutor@bu.edu](mailto:sphtutor@bu.edu)

or

Alexandra May  
Tutor Coordinator  
c/o SPH Education Office  
715 Albany Street, Talbot 220E  
Boston, MA 02118