**Texas Woman's University**

**Supplemental Instruction/Tutoring (SIT) Program**

**Letter of Recommendation Form for**

**Prospective Course Assistants**

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

**TWU CSSP Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Supplemental Instruction/Tutoring (SIT) is a hybrid version the traditional supplemental instruction (SI) model created in the 1970’s at University of Missouri at Kansas City (UMKC). The SIT program is structured to help mitigate academic and other risk factors which may impede academic success for students in these courses. The focus of SIT is to increase the success rate in Introduction to Chemistry (CHEM 1013), Algebra (MATH 1303), Statistics (MATH 1703), and Microbiology (BACT 1003).

In SIT-supported courses we place Course assistants (CA’s) attend class, offer hybrid supplemental instruction and tutoring sessions, and peer mentoring to the students within their course. The CA’s also facilitate in-class activities and, at times, lead class review sessions. We request that you evaluate the Applicant’s abilities to fulfill the requirements and expectations for the position of Course Assistant.

Recommender: please evaluate the applicant on the scale below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional | Outstanding | Good | Average | Poor | NA |
| Knowledge of Subject |  |  |  |  |  |  |
| Ability to Explain Subject |  |  |  |  |  |  |
| Ability to Mentor others |  |  |  |  |  |  |
| Leadership/Role Model |  |  |  |  |  |  |
| Responsibility |  |  |  |  |  |  |
| Reliability |  |  |  |  |  |  |
| Attention to Detail |  |  |  |  |  |  |
| Organizational Skills |  |  |  |  |  |  |
| Time Management |  |  |  |  |  |  |

Please make any additional comments you feel may be helpful in assessing the candidacy of the applicant on the back of this form.

Recommender Signature & Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You may email your recommendation directly to [sit@twu.edu](mailto:sit@twu.edu) or seal your recommendation in an envelope, sign across the seal and send to Dr. Bev Carlsen-Landy, Math & Computer Science, MCL 412.