



Writing Center
Ellison Hall 206
Roswitha M. Shelton
Coordinator
RMShelton@vuu.edu
804.257.5638

Tutor Requirements

The Writing Center requires student tutors to meet the following criteria:

- Must be a strong communicator/writer and work well with students and the entire Writing Center
- Have *at least* an overall GPA of 3.0 or higher
- Must be flexible with regard to their schedule
- Must complete a writing test successfully
- Observe one to two tutoring sessions
- Be observed for a tutoring session
- Complete a tutor orientation session
- Participate in tutor training workshops throughout the semester

Tutor Training Workshops

Even though students may have mastered the subject areas they tutor, they will still need to develop other skills to ensure they will be effective tutors. The training workshops will teach tutors the following:

- How to promote independent learning and set boundaries with students
- How to be respectful of individual differences within students
- How to recognize learning styles and possible learning obstacles and strategies to address those
- How to motivate students
- How to help students manage complex assignments
- How to listen well and prioritize
- Content-specific tips
- Business/work protocols and how to work in a team environment

Interested Students: To apply, see the Writing Center Coordinator, Roswitha M. Shelton, in Ellison 206.

Faculty: If you have students in your classes with strong academic skills who have excellent writing and grammar skills and are interested in helping other students, the Writing Center welcomes them to apply for tutor positions.