

**Learning Center**  
**Faculty Letter of Recommendation**

Dear Faculty,

Before we consider hiring a student as a tutor, we need a letter of recommendation from the instructor who taught the student and/or is familiar with the student's abilities in a particular subject. Please complete the recommendation below, and either email it or inter-office mail it to The Learning Center so we can proceed with the hiring process.

Sincerely,

Gerald Helm

[ghelm@citruscollege.edu](mailto:ghelm@citruscollege.edu)

Ext. 5676

---

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

How long have you known the applicant (semester/year)? \_\_\_\_\_

What course(s) do you feel the applicant is qualified to tutor? \_\_\_\_\_

**Please rate the applicant on the following:**

Knowledge of course material    **Excellent** \_\_\_ **Good** \_\_\_ **Adequate** \_\_\_ **Inadequate** \_\_\_

Ability to explain concepts        **Excellent** \_\_\_ **Good** \_\_\_ **Adequate** \_\_\_ **Inadequate** \_\_\_

Sense of responsibility            **Excellent** \_\_\_ **Good** \_\_\_ **Adequate** \_\_\_ **Inadequate** \_\_\_

Sense of integrity                    **Excellent** \_\_\_ **Good** \_\_\_ **Adequate** \_\_\_ **Inadequate** \_\_\_

Do you recommend this student as a tutor?    **Highly** \_\_\_ **Moderately** \_\_\_ **Not Sure** \_\_\_

May we call you for more information?    **Yes** \_\_\_ **No** \_\_\_

Additional Comments:

---

---

---

Instructor's Name (printed)

---

Instructor's Signature