University Writing Center  
Writing Center Receptionist Recommendation  

CONFIDENTIAL!  
This student will not tutor. The UWC understands that this form provides only a first impression if submitted by a DBU professor or staff member. You may skip the rating section. Please consider how this student has behaved in class thus far. 

Dallas Baptist University 
Student Information  
Student Name ____________________ 
Major ___________________________ 

Instructor/Professor Information  
Instructor Name ____________________ 
Phone Number ______________________ 

Please rate the student in the following areas based on the scale below:  
4 – excellent  3 – great  2 – fair  1 - poor  Ø - not familiar with this area 

Dependability:  
_____ Arrives in class on time  
_____ Shows maturity  
_____ Communicates ideas clearly  
_____ Appears alert in class 

Student’s Character:  
_____ Shows strong leadership initiative  
_____ Communicates well with peers  
_____ Respects friends and peers  
_____ Commands respect  
_____ Expresses interest in classes and projects  
_____ Accepts different perspectives and ideas of others 

I recommend or do not recommend this student to work in the University Writing Center (UWC) because 
______________________________________________________________________________ 
______________________________________________________________________________ 
______________________________________________________________________________ 
______________________________________________________________________________ 
______________________________________________________________________________ 
______________________________________________________________________________ 

Signature 

Thank you for taking the time to complete this form. Your response to the items listed above will guide the UWC in choosing a student who will serve as a receptionist. The UWC is here to help DBU instructors by offering assistance to those students who wish for supplemental help in the writing process as it relates to any discipline. This student will support the staff of the UWC. Thank you for your time; your comments are invaluable and greatly appreciated. 

This form may be returned to the UWC via intercampus mail.