

October 28, 2010

To Whom It May Concern:

RE: Elizabeth Laverty

I am pleased to write this letter of reference for Elizabeth, who has worked for Red Deer College as a Peer Tutor and a PASS (Peer Assisted Study Sessions) Leader. Her main focus in both these roles has been to assist students in the Bachelor of Education program who are having difficulty with the concepts in a higher arithmetic course.

Peer Tutors are students who are hired to help other students with course specific content. They qualify for these positions when they achieve a grade of at least B in the course content to be tutored and have an overall GPA (grade point average) of 3.0 (in a 4.0 system). Elizabeth easily met these criteria. Based on the suggestion of her instructors, Elizabeth was invited to take on the role of PASS Leader where the requirements are much higher. As a PASS Leader, Elizabeth facilitates group study sessions encouraging students to be active participants in the learning process through engaging them in collaborative learning activities.

Elizabeth is an excellent tutor and PASS Leader. She was a focused and open-minded learner in the Peer Tutor and PASS Leader training sessions, and I have always felt very confident of her abilities in both roles. Feedback from students is extremely positive.

Elizabeth has strong interpersonal skills. She listens carefully and communicates ideas clearly. As well, she is relaxed in group situations and friendly with her peers.

The considerable strengths Elizabeth displays in her roles of Peer Tutor and PASS Leader underline her strong leadership skills. I wish her well in all her future endeavours.

Yours truly,

A handwritten signature in blue ink that reads "Susan Spencer". The signature is fluid and cursive, with the first name "Susan" being more prominent than the last name "Spencer".

Susan Spencer M.Ed.
Learning Support Coordinator
Learning Support Services