

Dear Student,

This packet contains important forms and information for students requesting a tutor for the Spring 2010 semester through the Academic Assistance Program. Through this program, we try to provide Barnard students experiencing difficulty in specific math, science, foreign language and economic classes with tutorial assistance.

You may request a tutor in the following courses: Biology 1502 (Introduction to Cell and Molecular Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ BC 1003 (Introduction to Economic Reasoning), Econ BC 1007 (Mathematical Methods for Economics), Econ 3033 (Intermediate Macroeconomics Theory), Econ 3035 (Intermediate Microeconomic Theory), elementary foreign language courses and intermediate foreign language courses.

Very important information, along with several necessary forms that you must complete, is enclosed in this packet. Please make sure that your packet contains the following:

- 1) A *Request for Tutor* Application
- 2) A *Contract for Students (i.e., Tutees) Receiving Tutoring*
- 3) A *Frequently Asked Questions for Students (i.e., Tutees) Receiving Tutoring* handout
- 4) A *Highlighted Information for Students (i.e., Tutees)* handout

Please **READ ALL OF THE ENCLOSED INFORMATION VERY CAREFULLY.** It is especially important that you carefully read and review the *Highlighted Information for Students (i.e., Tutees)* handout and the *Frequently Asked Questions for Students (i.e., Tutees) Receiving Tutoring* handout. These resources will be very helpful in guiding you through the process of participating in the Academic Assistance Program.

If you feel that you need tutorial assistance, please complete and submit all of the necessary forms AS SOON AS POSSIBLE. The sooner you do this, the quicker we can try to find a tutor for you. **THE DEADLINE TO REQUEST TUTORING AND TO SUBMIT ALL OF THE REQUIRED TUTEE FORMS IS FRIDAY, MARCH 5, 2010.**

If after reviewing all of the enclosed information you have any questions, please feel free to contact me (telephone: 212-854-2024; e-mail: astarks@barnard.edu).

Sincerely,
Dean Adjua Starks

Barnard College

HIGHLIGHTED INFORMATION FOR STUDENTS (i.e., TUTEES) SPRING 2010

- #1: If you are receiving Spring 2010 tutoring services, you will be charged and billed for the entire semester: starting from the date of your first tutorial session through Monday, May 3, 2010. This means that if for any reason you stop attending your tutoring sessions before Monday, May 3, 2010, you will still be charged and billed for weekly two hour tutoring sessions through May 3, 2010, which is the last day of classes for the Spring 2010 semester.
- #2: As a tutee you must establish a regular meeting time with your assigned tutor and you must stick to that same meeting day and time every week. Therefore, think very carefully when choosing the weekly day and time that you will meet with your tutor because, to reiterate, you must meet with your tutor that same weekly day and time throughout the entire semester.
- #3: If you are not a HEOP/BOP or C-STEP student then you must complete the FINANCIAL AID INFORMATION section of your “Request for Tutor” application. If you hand in your “Request for Tutor” application and either the financial aid information section or any other section of the application is not complete, then your application will not be reviewed and processed.
- #4: Although, Friday, March 5, 2010 is the deadline to submit all of the required forms to request a tutor, please don’t wait until this date to request a tutor. Try to hand in your “Request for Tutor” application and all other required forms and documents, as early as possible. The sooner you turn in your materials, the sooner we can try to find a tutor for you.
- #5: Being assigned a tutor does not exempt you from completing and fulfilling your course responsibilities. Even though you may be assigned a tutor, you are still required to thoroughly read your course materials and to complete all of your course assignments. You should also come to your tutorial sessions prepared. Therefore, if your tutor gives you an assignment to complete by the next tutorial session, you are required to complete that assignment.

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CONTRACT FOR STUDENTS (i.e., TUTEES) RECEIVING TUTORING
SPRING 2010

I, _____, understand that by signing this contract to be a tutee during the Spring 2010 semester, I agree to, and am required to, do all of the following:

Work with my assigned Academic Fellow (i.e., tutor) for two hours per week ONLY receiving tutoring for two hours at a time on one set day each week (for example, on Thursdays from 3pm-5pm each week).

Once assigned a tutor, to begin, and to continue working with that tutor two hours a week on one set day each week, for the entire Spring 2010 semester through the date of Monday, May 3, 2010.

Receive and participate in tutoring sessions for two hours each week and if for any reason I miss a session any week during the semester, I will still be billed for two hours each week from the first day I start tutoring sessions for the Spring 2010 semester through the last day of classes which is May 3, 2010.

I understand that if I receive tutoring at any time after May 3, 2010, both I and my tutor are working and functioning outside of Barnard's Academic Assistance Program AND MY TUTOR WILL NOT RECEIVE ANY PAYMENT from the Barnard Academic Assistance Program for those tutoring services.

Not to receive any tutoring services from Saturday, March 13, 2010 through Sunday, March 21, 2010.

Adhere to the Barnard College Honor Code in all of my academic dealings with either my assigned tutor or any Workshop Room tutor(s).

Report any problems with my assigned tutor or Workshop Room tutor(s), including repeated absences, to Dean Adjua Starks.

Thoroughly read, understand, and abide by, all of the information listed above, as well as all of the information listed in the "*Frequently Asked Questions for Students (i.e., Tutees) Receiving Tutoring*" handout and in the "*Highlighted Information for Students (i.e., Tutees)*" handout.

Print Name (Tutee)

Sign Name (Tutee)

Date (Tutee)

Dean Adjua Starks

Are you a varsity athlete? _____ Yes _____ No

(For office use only: Rate/hour _____ Total to be billed: _____)

Respond to and answer all of the following below:

Describe in detail what is giving you difficulty:

Have you spoken to your instructor about your difficulties? Yes ____ No ____

Your professor's name: _____

Are you attending recitation or help sessions (if they are available)? Yes ____ No ____

For Math courses: Have you used the CU Math Help Room? Yes ____ No ____

Have you used the Barnard Math Help Room? Yes ____ No ____

Have you approached teaching assistants (if available) about your difficulties?

Yes ____ No ____

Have you joined or helped to form a study group for this class? Yes ____ No ____

I have completed ____ homework assignments.

I have failed ____ homework assignments.

I have taken ____ quizzes.

I have failed ____ quizzes.

I have taken ____ exams.

I have failed ____ exams.

(For office use only. Tutor assigned: _____ Date _____)

Barnard College

FREQUENTLY ASKED QUESTIONS FOR STUDENTS (i.e., TUTEES) RECEIVING TUTORING SPRING 2010

Below is a detailed list of questions that are regularly asked by students (i.e., tutees) requesting tutoring. The purpose of these questions and answers is to provide you with a clear understanding of both the Academic Assistance Program and your role in the program as a tutee. Because this list of questions and answers contains very important information regarding: program procedures and your duties and obligations to the program as a Barnard student receiving tutoring services, **YOU ARE REQUIRED TO READ ALL OF THE INFORMATION BELOW VERY CAREFULLY.**

If after thoroughly reading all of the information below you have additional questions, please contact Dean Adjua Starks in the Dean of Studies Office (telephone: 212-854-2024, e-mail: astarks@barnard.edu).

Q: Can I receive tutoring in any Barnard course?

A: No. The Academic Assistance Program only provides tutorial services for the following specific courses: Biology 1502 (Introduction to Cell and Molecular Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ BC 1003 (Introduction to Economic Reasoning), Econ BC 1007 (Mathematical Methods for Economics), Econ 3033 (Intermediate Macroeconomics Theory), Econ 3035 (Intermediate Microeconomic Theory), elementary foreign language courses and intermediate foreign language courses.

If you are requesting a tutor for Chemistry BC3230 (Organic Chemistry I), Physics BC2002 (Physics II: Electricity and Magnetism), or Intermediate General Chemistry (BC3232), please be advised that we have tutoring workshop rooms for these courses.

Q: How will I know when I've been matched with a tutor/Academic Fellow?

A: The Dean of Studies Office will notify you, via e-mail, to let you know the name of the tutor assigned to you.

Q: Once I have been assigned a tutor, what is the next step regarding making contact with that tutor?

A: Once you have received an e-mail from the Dean of Studies Office notifying you of the name of the tutor assigned to you, that tutor should contact you, as soon as possible, to set up a regular time and place for the two of you to meet for your tutorial sessions. If you do not hear from your tutor within one day of having that tutor assigned to you, then you should reach out to the tutor, via e-mail, so you can set up, and start, your tutorial sessions as soon as possible.

Q: Will I receive one-on-one tutoring?

A: As often as possible, we will assign 2-3 students to each tutor. Such group tutoring can be extremely helpful to you. For example, it is very likely that other students in your group will ask questions, or bring up problems and issues, that you didn't think of, but that will help you gain a clearer understanding of the subject matter once those questions and issues are addressed by the tutor.

Q: How many hours per week can I receive tutoring?

A: You are to receive a maximum of two hours per week, every week, from the first day you start tutoring sessions through no later than Monday, May 3, 2010 which is the day of classes. You must receive tutoring one day a week for two hours on that day. You must receive tutoring on the same day of the week (for example, Wednesdays) for the same two hour period each week (for example, Wednesdays from 1pm-3pm each week).

Q: How do I handle the two hours of tutoring per week if I am being tutored in a group of 2-3 people?

A: If you are being tutored in a group of 2-3 people, then everyone in that group must agree entirely on the exact day and time each week that the group will receive their two hours of tutoring.

Q: Are there any times during the semester that I am NOT allowed to be tutored?

A: You cannot be tutored at any time, nor on any day, after Monday, May 3, 2010, which is the last day of classes for the Spring 2010 semester. Also, you cannot receive tutoring from Saturday, March 13, 2010 through Sunday, March 21, 2010 which is the Spring Break period.

Q: How much am I required to pay my tutor?

A: There is a sliding scale, depending on your level of financial aid. Therefore it is very important to have the financial aid section of your Request for Tutor application completed by an Office of Financial Aid representative as soon as possible. HEOP and BOP students, as well as C-STEP students, do not need to have the financial aid section of their Request for Tutor application completed by an Office of Financial Aid Representative. The most that any student will pay for tutoring services is \$15.00 per hour.

Q: How do I make arrangements to pay my tutor?

A: You will be billed for tutoring through the Barnard College Bursar's Office. There are no payment transactions between you and the tutor.

Q: Am I required to keep track of my tutoring sessions?

A: Yes. All students receiving tutoring services are required to keep track of each day that they are tutored. Although you are required to keep track of this on your own, please be aware that at any time the Dean of Studies Office may request to see your tracking sheet or may contact you to confirm information about a tutoring session.

Q: What if I decide, at some point during the semester, that I no longer want to be tutored. Can I just stop going to my tutoring sessions?

A: No you cannot. By signing a contract to receive tutoring services, you are agreeing to receive those tutoring sessions for the duration of the semester through May 3, 2010. If at some point during the semester you feel that you no longer need tutoring services, then you and your tutor can use the tutoring sessions to do other things related to the course material such as: discussing and going over upcoming assignments for the class; discussing your recent performance, specifically your errors on recent exams, quizzes or assignments in the class; and working with the tutor to begin early preparations for your final exam/final assignment in the class. To reiterate: you must utilize your tutor (and continue your regular, weekly, two hour per week sessions) for the duration of the semester. If you do not, you will still be charged and billed for weekly two hour tutoring sessions through, the date of May 3, 2010.

Q: Am I required to give feedback to the Dean of Studies Office on my tutor?

A: Yes. Please be prepared to possibly receive phone calls, or e-mails, from Dean Starks inquiring as to how your tutoring is coming along. Also, towards the end of the semester, you may possibly be

asked to evaluate your experience and give us feedback on both your tutor and your tutorial sessions.