September 17, 2012

Dear Student,

This packet contains important forms and information for students requesting a tutor for the Fall 2012 semester through the Academic Assistance Program. Through this program, we try to provide Barnard students who are experiencing difficulty in specific math, science, foreign language and economic classes with tutorial assistance.

You may request a tutor in the following courses: Biology 1500 (Introduction to Organismal and Evolutionary 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, NOVEMBER 2, 2012.**

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
#1: If you are receiving Fall 2012 tutoring services, you will be charged and billed for the entire semester: starting from the date of your first tutorial session through Monday, December 10, 2012. This means that if for any reason you stop attending your tutoring sessions before Monday, December 10, 2012, you will still be charged and billed for weekly two hour tutoring sessions through December 10, 2012, which is the last day of classes for the Fall 2012 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 for 2 hours at a time 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 our office will neither be able to review nor process your application.

#4: Although, Friday, November 2, 2012 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: To reiterate, it is extremely important that you submit your Request for Tutor application to the Dean of Studies Office as early as possible. Please be mindful that the reason, in part, why it so important for you to do so is because tutors for popular and/or high demand subjects are utilized very early on in the semester by students who submitted their Request for Tutor applications early. Therefore, submitting an application does not guarantee you will receive a tutor.

#6: 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.
Barnard College

CONTRACT FOR STUDENTS (i.e., TUTEES) RECEIVING TUTORING
FALL 2012

I, ______________________________, understand that by signing this contract to be a tutee during the Fall 2012 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).

Be charged and billed for the entire semester starting from the date of my first tutorial session through Monday, December 10, 2012. Furthermore, I agree to be charged for the entire aforementioned period, even if for any reason I stop attending, or participating in, my tutorial sessions any time prior to Monday, December 10, 2012.

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 Fall 2012 semester through the date of Monday, December 10, 2012.

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 Fall 2012 semester through the last day of classes which is December 10, 2012.

I understand that if I receive tutoring at any time after December 10, 2012, 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 Thursday November 22, 2012 through Sunday, November 25, 2012.

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, including repeated absences, with my assigned tutor or Workshop Room tutor(s), to Dean Adjua Starks, as early as possible.

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
REQUEST FOR TUTOR
FALL 2012

(Please submit completed form to the Dean of Studies Office By No Later Than Friday, November 2, 2012)

Today’s date: __________________

Name: ______________________________  Class Year: ______________________________

Cell Phone: _________________________  Residence Phone: ___________________________

Resident _____  Commuter _____  Are you a Barnard College student? yes _____ no _____

Mail box Number: ________  Residence Hall: _____________  BC Email: _________________________

Check the course(s) for which you are requesting assistance:

___ Biology 1500 (Introduction to Organismal and Evolutionary 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 Macroeconomic Theory)
___ Econ 3035 (Intermediate Microeconomic Theory)
___ Elementary foreign language course:
   What language ______________
___ Intermediate foreign language course:
   What language ______________

If you are requesting a tutor for Chemistry BC3231 (Organic Chemistry II), Physics BC2001 (Physics I: Mechanics), or General Chemistry BC2001, please be advised that we have tutoring workshop rooms for these courses.

FINANCIAL AID INFORMATION  Financial Aid recipients MUST obtain advance authorization for a fee reduction by a Financial Aid Officer (see below). (This information will remain confidential).  HEO/P/BOP and C-STEP students do not need to receive authorization for a fee reduction by a Financial Aid Officer, but must check off one of the two appropriate boxes below.

HEOP/BOP student: _______  C-STEP student: _______

To be authorized by Financial Aid Officer:
High need: _______  ____________________________  (signature of FA officer)
Moderate need: _______  ____________________________  (signature of FA officer)
Low need: _______  ____________________________  (signature of FA officer)

I am not receiving financial aid from Barnard___________________
Are you a varsity athlete? _____ Yes _____ No

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

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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.

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(For office use only. Tutor assigned: _______________________ Date___________)
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 1500 (Introduction to Organismal and Evolutionary 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 Organic Chemistry II (Chemistry BC3231), Physics I: Mechanics (Physics 2001), or General Chemistry I (Chemistry BC2001) 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, December 10, 2012 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, or on any day, after Monday, December 10, 2012, which is the last day of classes for the Fall 2012 semester. Also, you cannot receive tutoring from Thursday, November 22, 2012 through Sunday, November 25, 2012.

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. You are required to keep track of this on your own and 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 December 10, 2012. 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 work 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 December 10, 2012.
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.