Project ASSIST

What should you, as the student, know about the program?
What is Project ASSIST (PA)?

• PA is a supplementary fee-based program

$ 850 per semester

• PA provides comprehensive and individualized support services to students

• Our intention...
  – **empower** students with the tools to find strengths, skills and abilities within themselves to become successful at the college level
Individual Academic Tutors

- Assist students in identifying his/her "academic" learning styles and/or modes of learning and identify resources to meet these needs

- Meet with you one-on-one

- Paired with based upon:
  - If he/she has taken the course
  - If he/she has much experience/knowledge in certain field of study

- Schedule specific times to meet during week
  - What is the availability in both of your schedules?
Contacting/Meeting with Tutors

• Receive tutor contact information (as they also receive yours) before the semester begins
  – Phone # and e-mail address given
• It’s in your best interest to **call** tutor immediately
  – E-mail is not always most reliable mode of communication
  – Schedule an ‘introductory’ meeting to discuss schedules, syllabi, etc.
  – Discuss *how often* you’d like to meet with your tutor
• Remember:
  – You need to schedule your meetings ahead of time...get a good start on projects/papers early on!
  – Tutors cannot drop everything in their life in order to help you on an assignment that’s due the next day
How to Schedule Meetings

• Set consistent schedule with tutor to meet each week, throughout the whole semester
  – **EX:** meet every Tu/Th at 3:30pm in the Library

• Both student/tutor mark calendar/planner as a reminder of meeting times

• Know that this can be **subject to change!**
  – Both parties need to be flexible when it comes to scheduling
  – How often you meet with one another should not be ‘far-fetched’
    • **EX:** Need to meet 4x/week, each session lasting 3 hours
    • Such an example may question your reasoning for tutoring and your motivation to learn as a student

• All meeting times will be recorded by Project ASSIST coordinator
Your Responsibilities

• Supply information to tutors about education needs/learning styles
  – How do you learn best?

• Meet with my tutor on-campus (Project ASSIST, the Library, the UC, etc.)
  – Permission must be given by Nina Mallory or Noelle Fritz to tutor elsewhere

• Always bring class notes, books, or assignments to the sessions

• Come to sessions prepared with homework attempted and questions to ask tutor
Your Responsibilities (Cont’d)

• Come to sessions ready to work on strategies to improve your learning

• During sessions, turn cell phone off
  – If expecting an emergency phone call, let your tutor know at the beginning of the session

• Notify tutor in advance (24 hours) if session cannot be attended
  – If you wake up with the flu, or an emergency arises, inform your tutor ASAP!
  – E-mail/text is not always the best form of communication...make a phone call!
Your Responsibilities (cont’d)

- Notify Project ASSIST Tutor Coordinator of any concerns or problems when they occur
  - E-mail: csdpa@uww.edu
  - Phone: 262-472-1674

- Submit tutor session summary sheets immediately to verify hours
  - Can be found on your D2L account

- Tutors cannot assist you during quizzes, labs, or take-home exams
Tutor/Student Agreement

- To be completed during introductory meeting.
- Allows you to discuss goals, expectations and responsibilities with one another.
- Also covers ‘Cancellation Policy’ (backside)

Review of Meeting Cancellations

In the circumstance that one of you needs to cancel a tutoring session, please follow these steps in order to ensure the message has been effectively communicated and received.

The one who is cancelling...

1. **Call** the individual as soon as possible, preferably 24 hours prior to the meeting start time, or as soon as you know of the anticipated absence.
   a. Not everyone checks their e-mail in the morning, so it will be imperative that you contact them via phone.
      i. Leave a voicemail if no one answers.
      ii. Included in the voicemail, be sure to provide future days/times in which you are available to meet.

2. **E-mail** the individual once the call has been made.
   a. Again, see if there are any future days/times in which you can reschedule the meeting.

The one who receives the cancellation request...

1. Confirm that you have received the message.
   a. **Either e-mail or call** the ‘sender’ to inform them you received their request to cancel the meeting.
2. Offer to reschedule the meeting for a future day/time depending on the availability in your schedule.

Tutor Name: ______________________  Student Name: ______________________

Date: ______________________
Canceling Meetings

• Canceling right before a tutoring session is disrespectful and impolite
  – **EX:** How would you feel if a good friend cancelled going to the movies with you 10 minutes before you were going to leave?

• Please do your best to make all scheduled sessions!
No-Show Policy

• Policy is as follows:
  – 1st no-show ➔ Tutor will immediately follow up with you via e-mail/phone to discuss reason for no-show and reschedule.
  – 2nd no-show ➔ You will receive e-mail from tutor coordinator, reminding you of no-show policy.
  – After 3rd no-show ➔ You are not allowed to schedule another one-on-one meeting with your individual academic tutor until you talk/meet with tutor coordinator.

• If you continue to miss your tutoring sessions without informing your tutor, it could result in the removal of one-on-one tutoring

• AS A REMINDER:
  – Your tutor is also a student who’s time can be limited!
  – No-shows do not create and/or develop a genuine, good working relationship.
Drop-In Tutors

• Available during daytime and evening hours; NOT on weekends
  – Allows students the flexibility to receive assistance during the times they are not scheduled to meet with their individual tutors

• Strives to provide coverage for all academic areas and organizational needs
Drop-In Tutor Hours

• Located in the PA Lab (Andersen 2002)
• Can enter through main entry of CSD or door located in the hallway
  – When CSD closes for the night (4:30pm), students/tutors must enter through the hallway door

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Termination of Services

• Can decide to **cancel** PA services
  – Cancellation date stated on PA contract
    • Usually the 5^{th} week of the semester
  – May be subject to service fee ($100, or more), depending on...
    • *When* you decide to cancel
    • *How often* you met with tutor

• The fee will be charged to your student bill or forwarded to your DVR Counselor (if applicable)
A Few Reminders:

• Be sure to utilize your tutors!
  – **EX:** If you only meet with your tutor for 2 **total** hours for the semester, you’re paying $425 hour!
    • Can you imagine paying for something else that costs that much per hour?

• Remember, your tutors are students too!
  – During mid-terms/finals week, please be respectful of their study time and schedule meetings ahead of time
  – **Refrain from scheduling meetings at the last minute**
    • **EX:** “I have a paper due tomorrow and I haven’t started it yet, we need to meet.” OR, “I have to review for an exam tomorrow, can we meet today?”
    • Chances are, your tutor may not be able to comply to your request because they may have already made plans or were scheduled to do other things (i.e., work, attend group study, etc.)
Remember…

• Tutors are here to guide and assist you to complete each class to the best of your abilities.
  – This does not mean they’ll do the work for you!

• YOU are responsible for your own success!

• PA services may be terminated if the student does not meet his/her responsibilities.
Questions?