

**Procedure 2011: Academic Tutoring Center**

**Summary of Key Changes**

The Procedure has been updated as follows:

- Updated procedure administrator;
- Xxx; Consider deletion, information and mission on website
- Xxx.

# STOCKTON UNIVERSITY



## PROCEDURE

### Academic Tutoring Center

Procedure Administrator: Provost  
Authority:  
Effective Date: August 23, 1974; January 1, 1977; June 23, 2010; July 8, 2014; TBD  
Index Cross-References:  
Procedure File Number: 2011  
Approved By: Dr. Harvey Kesselman, President

#### I. PURPOSE

To inform students and University personnel of the academic functions and responsibilities of the Academic Tutoring Center.

#### II. Procedure

A. The [Academic Tutoring Center](#) is actually two centers in one: the Writing Center and the Math Center. Stockton students can “drop in” any time during scheduled hours to receive help on their coursework.

B. The mission of Stockton's Writing Center is to ~~provide tutoring to students who want or need supplemental help with their course~~ workhelp student writers grow and improve as writers and critical thinkers. The Center serves as an extension of the classroom experience, supporting the efforts of Stockton's W1 and W2 faculty. ~~The core of the Writing Center's mission is to help students achieve success in their courses through strengthening the quality of their written work. The Writing Center offers tutoring in all phases of the writing process: negotiating assignments, providing help with organization, and assisting with editing and proofreading. The Writing Center serves a diverse student clientele, from first-year enrolled in first-year writing and first-year seminar courses, to students working on senior projects, graduate capstones, or application essays. The Writing Center works on the basic principle that all writers benefit from a critical reader who will provide feedback and editing suggestions.~~

Commented [EW1]: From website

Commented [EW2]: Do we need this in a procedure?

C. ~~The Math Center similarly supports the aims of Stockton's quantitative reasoning courses. The Math Center thus provides peer tutoring in mathematics courses as well as a variety of other math related subjects. These include chemistry, physics, statistics, economics, and business. Specialties of the Math Center tutors are listed on the Center's website. The Math Center works on the premise that quantitative reasoning can be learned only through participation. Students are therefore encouraged to come prepared and be active in the tutoring process.~~

Commented [HR3]: I am not sure this is clear. There is not a requirement of graduate assistant. Would we need to create a special graduate assistantship? I have had GA's but not all would be appropriate for tutoring other graduate students. It would have to be a specially qualified GA. Some students are strong writers, others strong in Research Methods. In Joe's state of the U-address, he discussed growing the grad programs to 500-1000 students -this model will probably not work.

1. ~~Graduate student tutoring may be provided by graduate assistants upon approval by the Tutoring Center Coordinators and the students Graduate Program.~~

C-D. Graduate student tutoring is handled by the Coordinator of Graduate Writing Tutoring. The goal of graduate writing sessions is to guide graduate writers in making clear, organized, and well-developed arguments. Your tutor will ask you questions to gain an understanding of your topic, your writing goals, and guide you to developing your ideas.

Commented [EW4]: Emma emailed the Coordinator of Grad Writing Tutoring for help with wording here.

Commented [EW5]: From the website

#### Selection and Supervision of Tutors

1. Appointments will be made by the Dean of General Studies upon the recommendation of the respective Tutoring Center ~~Coordinators~~ Coordinator (Math Center, Writing Center, Graduate Writing)

Commented [EW6]: Does this mean W and Q coordinators? Program coordinators/chairs? Both? Maybe Tutoring Center coordinators?

Commented [EW7R6]: Found this on Tutoring Website-

2-1. Supervision (including assignment of duties, training and evaluation) will be provided by the Coordinators. Periodic evaluations may be conducted. Except in extraordinary cases, employment will be limited to matriculated and currently enrolled Stockton students.

2. Services of a tutor may be terminated at any time during the academic year by the Dean of General Studies upon the recommendation of the supervising Coordinators.

3.

Commented [HR8]: I am not sure this is clear. There is not a requirement of graduate assistant. Would we need to create a special graduate assistantship? I have had GA's but not all would be appropriate for tutoring other graduate students. It would have to be a specially qualified GA. Some students are strong writers, others strong in Research Methods. In Joe's state of the U-address, he discussed growing the grad programs to 500-1000 students -this model will probably not work.

#### Review History:

|                         | Date      |
|-------------------------|-----------|
| Procedure Administrator | 9/19/2022 |
| Faculty Senate          |           |
| Deans                   |           |
| AA Leadership           |           |
| Divisional Executive    |           |
| General Counsel         |           |
| Cabinet                 |           |
| President               |           |