

STOCKTON UNIVERSITY



PROCEDURE

Academic Tutoring Center

Procedure Administrator: Assistant Provost

Authority:

Effective Date: August 23, 1974; January 1, 1977; June 23, 2010; July 8, 2014

Index Cross-References:

Policy File Number: 2011

Approved By: Herman J. Saatkamp, Jr., 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, staffed by undergraduate peer tutors recruited from the University at large. 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 undergraduate students who want or need supplemental help with their course work. 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 freshmen enrolled in first-year writing and freshman seminar courses, to students working on senior projects 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.

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. 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.

D. Selection and Supervision of Tutors

1. Appointments will be made by the Dean of General Studies upon the recommendation of the Coordinators.
2. 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.
3. 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 Coordinators.

Approval History:

| | Date |
|-----------------|---------|
| Faculty Senate | 5/29/14 |
| Provost Council | 5/6/14 |
| Provost | 6/4/14 |
| President | 7/8/14 |