

September 24, 2009

Dear Student,

This packet contains important forms and information for students requesting a tutor for the Fall 2009 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 1500 (Introduction to Organismal & Evolutionary Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ BC 1003, (Introduction to Economic Reasoning), Econ BC 1007 (Mathematics Methods for Economics), Econ 3033 (Intermediate Macroeconomic 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, follows this letter. Please make sure that you read and carefully print out all of the following information:

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

Please **READ ALL OF THE ABOVE INFORMATION VERY CAREFULLY**. It is especially important that you carefully read and review the *Highlighted Information for Students (Tutees)* handout and the *Frequently Asked Questions for Students (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, OCTOBER 23, 2009.**

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](mailto:astarks@barnard.edu)).

Sincerely,  
Dean Adjua Starks

## *Barnard College*

### **HIGHLIGHTED INFORMATION FOR STUDENTS (TUTEES) FALL 2009**

- #1: If you are receiving Fall 2009 tutoring services, you will be charged for the entire semester: starting from the date of your first tutorial session through Monday, December 14, 2009. This means that if for any reason you stop attending your tutoring sessions before Monday, December 14, 2009, you will still be charged for weekly two hour tutoring sessions through December 14, 2009 which is the last day of classes for the Fall 2009 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 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 for a 2 hour tutoring session 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 incomplete, then your application cannot be reviewed and processed.
- #4: Although, Friday, October 23, 2009 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 weekly 2 hour 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*

### **FREQUENTLY ASKED QUESTIONS FOR STUDENTS (TUTEES) RECEIVING TUTORING FALL 2009**

Below is a detailed list of questions that are regularly asked by students (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](mailto: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 & Evolutionary Biology), Math 1101 (Calculus I), Math 1102 (Calculus II), Econ BC 1003, (Introduction to Economic Reasoning), Econ BC 1007 (Mathematics 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 BC3231 (Organic Chemistry II), Physics 2001 (Physics I: Mechanics), or General Chemistry I (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 often can I receive tutoring?**

**A:** You are to receive tutoring only once a week, on one day each week, for a maximum of two hours per week. When you are initially contacted by the person assigned to be your tutor, the two of you should arrange a time to meet once a week, for two hours a week, during the Fall semester. It is important to note, however, that there is no restriction to the amount of days, or the number of times per week, that you can utilize the Organic Chemistry II, General Chemistry I or Physics I Workshop Rooms.

**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, December 14, 2009, which is the last day of classes for the Fall 2009 semester. Also, you cannot receive tutoring from November 26-29, 2009.

**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 the 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 the 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 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 December 14, 2009. 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, one day per week, two hour session) for the duration of the semester. If you do not, you will still be charged for weekly two hour tutoring sessions through, the date of December 14, 2009.

**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.

*Barnard College*

**CONTRACT FOR STUDENTS (TUTEES) RECEIVING TUTORING**  
**FALL 2009**

I, \_\_\_\_\_, understand that by signing this contract to be a tutee during the Fall 2009 semester, I agree to, and am required to, do all of the following:

Work with my assigned Academic Fellow (i.e., tutor) for one session per week, with each one day weekly session equaling, but not exceeding, two hours in length.

Once assigned a tutor, to begin, and to continue working with that tutor two hours a week, on one set day and time each week, for the entire Fall 2009 semester through the date of Monday, December 14, 2009.

I understand that if I receive tutoring at any time after December 14, 2009, 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 26, 2009 through Sunday, November 29, 2009.

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 in both the "*Frequently Asked Questions for Students (Tutees) Receiving Tutoring*" handout, and the "*Highlighted Information for Students (Tutees)*" handout.

\_\_\_\_\_  
Print Name (Tutee)

\_\_\_\_\_  
Sign Name (Tutee)

\_\_\_\_\_  
Date (Tutee)

\_\_\_\_\_  
Dean Adjua Starks

**REQUEST FOR TUTOR**  
**FALL 2009**

(Please submit completed form to the Dean of Studies Office **By No Later Than Friday, October 23, 2009**)

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: \_\_\_\_\_

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

\_\_\_ Biology 1500 (Introduction to Organismal & Evolutionary Biology)

\_\_\_ Math 1101 (Calculus I)

\_\_\_ Math 1102 (Calculus II)

\_\_\_ Econ 1003 (Introduction to Economic Reasoning)

\_\_\_ Econ 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 2001 (Physics I: Mechanics), or General Chemistry I (BC2001), please be advised that we have tutoring workshop rooms for these courses.

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**FINANCIAL AID INFORMATION** *Financial Aid recipients MUST obtain advance authorization for a fee reduction by a Financial Aid Officer (see below). HEOP/BOP and C-STEP students do not need to receive authorization for a fee reduction by a Financial Aid Officer. (This information will remain confidential).*

To be authorized by Financial Aid Officer:

HEOP/BOP student: \_\_\_\_\_ C-STEP student: \_\_\_\_\_

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:

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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 \_\_\_\_\_ )