

Tutorial Services seeks to increase success in the classroom by providing strategic initiatives whose purpose is to expand the breadth and depth of academic support services and learning resources available to CSN students in order that gain the motivation and skills necessary to achieve academically, attain educational goals, and become independent learners.

Tutorial Insight



A Tutorial Services Newsletter

Welcome Back

Welcome to the 2009 spring term and greeting to all new and returning departmental staff, student workers, and tutors. Amidst budgetary woes, I take the opportunity to reiterate that because of your continued hard work and dedication, I have complete confidence that Tutorial Services will meet the challenges of this uncertain time. While some initiatives, such as the CRL Tutor Certification component, have been put on hold, we will maintain core tutorial services. From one Nevadan to another, I personally urge you to learn more about the devastating and irreparable effects that further budgetary cuts will cause to our state. Contact your legislators and let them know how important Higher Education funding is to you. Likewise, to do our share and enable our department to grow resource efficiently, I encourage you to rely fully on the Online Scheduler and Excel time sheets. Finally, please let me know of particular topics you would like to see covered in our future newsletters.

Thank you,
Anne Poliquin

Interim Director Tutorial Services



Tutorial Services Then and Now

Tutorial Services has grown by leaps and bounds – from less than 100 appointments per semester in 1993 to over 4,000 in Fall of 2008! In 1993, “tutoring” was housed inside the computer lab and lab assistants scheduled all appointments. With less than ten tutors and a few subject offerings, lab assistants took care of both tutoring *and* the computer Lab. In 1995, WCH Tutorial Services moved out of the Computer

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lab into the space it shared with both the Writing Center and the Language Lab for years to come. Eventually it moved again, this time to the main lobby of building D. *On August 21, 2008*, Tutorial Services permanently relocated to room 203 in building D. To celebrate having its own space, the department made the new Online Scheduler fully operational. With an average of 75 working tutors per semester, over 50 subjects offerings, and more than 4,000 students benefiting from our resources, Tutorial Services remains committed to meeting the needs of the students. Our statistics reflect this commitment. In spring 2008, the average course grade earned by students who had utilized Tutorial Services to help them with the class was B, and the average number of appointments was 7.4. As Tutorial Services continues to grow, we can only imagine what the future will bring!

A NEW YEAR

It's a new year and the start of a new semester. Tutorial Services is facing many challenges as are all departments at CSN. Even with the current budget cutbacks we are still looking forward to serving our students and helping them achieve their goals. We are proud and amazed at the wonderful job our tutors accomplish. While each campus has its own unique student needs, we strive for continuity across all 3 locations. Tutorial Services has grown and developed because of the valuable input and feedback we receive from our tutors. Tutors are our supporting foundation and without their teamwork we could not have this wonderful program. Please feel free to contact your desk staff with comments, concerns or questions. Tutorial Services looks forward to working with you all.



Thank you,
Renee Taylor
Administrative Assistant II, West Charleston

OUR OBJECTIVES

- Promoting independent learning
- Fostering confidence and self-esteem
- Working collaboratively with College faculty and staff to maximize opportunities for student success.
- Referring students to other retention services when staff deems it appropriate.

INSTITUTIONAL RESEARCH

How do we know Tutorial Services has met the objectives for each tutorial session? Through the use of the TUTEE PROGRESS REPORT! Tutee Reports go directly to the Office of Institutional Research where they are analyzed and later sent to the Tutorial Services Director. The Office of Institutional Research is charged with research, reporting, planning, and assessment activities for the College. By keeping Tutorial Services informed of the students' progress, our goal of providing them with solid opportunities for educational success can be reached. Also, Tutorial Services encourages tutors to inform their students of the online TUTOR EVALUATION they can complete and submit at any time. The information on this form enables Tutorial Services to determine the strengths and weaknesses of the tutor *and* the tutorial session.

The great aim of education is not knowledge but action.

Herbert Spencer

English philosopher (1820-1903)

TIME MANAGEMENT

People who have developed time management skills set attainable goals and successfully reach them. When students learn how to use their time wisely they will not only expand their educational objectives, but develop traits that will be used in their professional career, as well. Here are some helpful hints:

"We must use time as a tool, not as a crutch."

- Write down all test dates, assignment, due dates, and important deadlines.
- Plan your day and set priorities for yourself.
- Keep paper or a calendar with you to jot down important information.
- Turn off anything that disrupts your concentration.
- Be sure to set deadlines for yourself whenever possible.
- Learn to say NO to too many activities.
- For every hour of class instruction you should set aside 3 to 4 hours of study time, including preparation and review times.
- Reward yourself when you get projects done.

John F. Kennedy once said, "We must use time as a tool, not as a crutch." So encourage your students to practice good time management. Visit the CSN website at the address below for more information on time management and other important study strategies. Spread the news and refer this website to your students!

<http://www.csn.edu/pages/1908.asp>

MAKE THE DIFFERENCE



SCIENCE AND MATHEMATICS LAB

- Charleston – Room H 203
- Henderson – Room B 201
- Cheyenne – Room 2050

SMARTHINKING – students receive free 24/7 help in Math, Writing, Chemistry, Physics, Biology, Accounting and much more. Go to smarthinking.com

COMMUNICATION LAB – WCH, CYE and Henderson – Students may obtain help in topic selection, preparing speeches and speech rehearsal with videotaping.

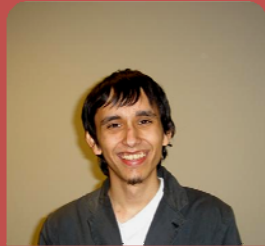
*"Hide not your talents, they for use were made.
What is a sun-dial in the shade?"*

Benjamin Franklin

US author, diplomat, inventor, physicist,
politician, & printer (1706 - 1790)

UNLV Bound

Oscar Escudero has been a member of the Tutorial Services family since spring of 2007. Working in Tutorial Services has fostered Oscar's desire to help people learn different languages. Oscar wants to pursue a Ph.D. in Linguistic Studies and in the future wishes to secure employment as an interpreter with the United Nations or CIA. His demo creation in the online scheduler "Albert Einstein" has generated much humor in the Department, especially the time "Albert" was left "live" and a student booked an appointment with him! Oscar, we wish you the best of luck. You will be greatly missed!



OXFORD ENGLISH DICTIONARY DEFINES TUTOR

1. a. trans. To act the part of a tutor towards; to give special or individual instruction to; to teach, instruct (*in a subject*). **1592** WARNER *Alb. Eng.* VII. xxxvii. (1612) 186 **The last of our three Phaetons was tuter'd of a Fryer.** **1867** MACFARREN *Harmony* vi. (1876) 221 **Their ear being thus tutored.**

2. To instruct under discipline; to subject to discipline, control, or correction; to school; also to admonish or reprove. **1667** DRYDEN & DK. NEWCASTLE *Sir Martin Mar-all* l. i, **Saucy rascal, avoid my sight; must you tutor me?** **1882** STEVENSON *Fam. Stud. Men & B., Thoreau* (1905) 115 **Thoreau had plenty of humour till he tutored himself out of it.**

Susan McMillan



Cheyenne Campus

Susan McMillan began work as a tutor on the Cheyenne campus in June of 2000. On August 2001 she took a leave of absence and later returned in October of 2004. Luckily for us, she has been a tutor at Cheyenne ever since. For Susan, the job that once signified a way of earning money, eventually became much more than that. She discovered that she was teaching herself as well as her students. Today Susan tutors Math, Biology, Physics and Chemistry. Her most humorous memory evokes the reaction of a few *young* men who did not expect her to be their Physics tutor. Continuing with her educational goals, Susan is working towards a Bachelor's Degree in Math and Biology *and* a Master's Degree in Computer Science. Tutorial Services awarded Susan a plaque in May of 2008 in honor of her positive attitude and her many years of service. More than once Susan has been heard saying "I am still alive because I began tutoring." Susan has shown that nothing should stop individuals from achieving educational goals while helping others along the way.

*"... still alive
because I began
tutoring."*

Our tutors are as diverse as the subjects they tutor. Many work full or part time, yet still take the time out of their busy schedules to help our students. Faculty members respect their efforts, students value their services and Tutorial Services staff greatly appreciate their dedication and hard work. Many of our tutors have gone on to greater pursuits.

Kenneth Moles, who has a degree from Harvard, tutored all math and all physics. He now works in the US Patent office in Washington D.C. as a Patent examiner. *Albert Schutzman* tutored Italian and Geography and now teaches English in another country. Some have become accountants, EMT's, nurses and teachers. Renee Taylor states how we all feel, "Tutors are our supporting foundation."



*Tutors Max and Andrew
relax at the End of the
Semester Potluck.*