Missouri State University™

BEAR CLAW

Center for Learning and Writing

The Bear CLAW: A User's Guide

FALL 2011

Missouri State University

Directors

Diana Garland, Learning Commons
Michael Frizell, Student Learning Services

Subject Area Tutoring, Math Table
Writing Center, Supplemental Instruction (SI) Program

FALL 2011

Bear Claw Subject Area Tutoring Hours
By Appointment (24 Hour Notice Required)

Please see the website and login to TutorTrac for a full list of courses supported by the Bear CLAW's subject-area tutoring division.

Math Table (Drop-In Tutoring)
No Appointment Necessary

Monday - Thursday – 10:00 a.m. to 8:00 p.m.
Friday – 10:00 a.m. to 3:00 p.m.
Sunday – 3:00 p.m. to 8:00 p.m.

Hours vary per semester. Please see the website for more information!

Science Table (Drop-In Tutoring)
No Appointment Necessary

Hours vary per semester. Please see the website for more information!

Writing Center Consultant Hours
Appointments (24 Hour Notice Required) or Drop-In

Sunday – 1:00 p.m. to 6:00 p.m.
Monday/Saturday – CLOSED
Tuesday/Thursday – 3:00 p.m. to 8:00 p.m.
Wednesday – 12:00 p.m. to 8:00 p.m.
Friday – 10:00 a.m. to 3:00 p.m.

Hours vary per semester. Please see the website for more information!

Meyer Library Hours

Hours starting August 22 for the fall session.

Monday to Thursday - 7:00 a.m. to 2:00 a.m.
Friday – 7:00 a.m. to 6:00 p.m.
Saturday – 9:00 a.m. to 6:00 p.m.
Sunday – 12:00 noon to 2:00 a.m.

Please see the library website for exceptions to this schedule!

Booking an Appointment for Tutoring or Consultation

To book an appointment, go to MyMissouriState.edu, choose the **Academics** tab and in the **Learning Commons** box near the bottom of the screen, click the **Tutor Trac** link. From here, you will choose **Search Availability**, and **select Subject Area Tutoring or Writing Cente**r. If you would like Subject Area Tutoring, select the class for which you want tutoring

from the drop-down menu of your classes in the Section box. If you would like to book a Writing Center appointment, leave the Section box blank! Then click **Search**.

A NOTE REGARDING MISSED APPOINTMENTS:

If you miss three appointments scheduled in advance, you will be unable to use the services of the Bear CLAW (with the exception of the SI Program) for the remainder of the semester. Please note that cancelling an appointment less than 24 hours before your scheduled appointment counts as a missed appointment.

SUBJECT AREA TUTORING

- ✓ Appointment must be made with a 24 hours notice and cannot be made more than 4 days in advance.
- ✓ Students may only make one appointment at a time.
- ✓ Students are limited to 2 one hour appointments per week per subject.
- ✓ Missing more than two appointments without 24 hour advanced cancelation will require the tutee to see the Director of the Learning Commons in order to continue to be able use the services. Canceling more than two appointments during a semester will require the tutee to see the Director of the Learning Commons in order to continue to be able to use the services. Medical reasons will be considered "excused" when the tutee has a verified visit to Taylor Health.
- ✓ Tutors and Tutees will be required to sign in and out of appointments and will be required to check off on an evaluation of each other at that time.

Tutors are only paid when they are checked in using the TutorTrac system. At this point, students are limited to working no more than 20 hours per week.

Tutor training is paid, and eventually will be certified through the College Reading & Learning Association (CRLA) certification program. Certification requires 10 hours training and 25 hours of experience at the Bear Claw.

The more courses a tutor can tutor the more appointments they will likely get. If many tutors only want to tutor on the weekend then they will probably have fewer appointments.

Tutors may or may not see the same student to tutor. The student can select the tutor they want so if a particular tutor worked well with them one time the student may request the same tutor.

Some classes feature group tutoring, where there are up to 10 students who need help on the same subject.

Hiring Tutors

Subject Area Tutor Qualifications

1. Must have and maintain an overall GPA of 3.0 or higher
2. Must have completed the course and earned a grade of B or higher in the course you wish to tutor or a higher level course that includes substantial knowledge of course material of lower level course
3. You must provide an academic reference by a faculty member of the academic department for the subject area you wish to tutor. The official tutor reference form must be returned before you are allowed to tutor.
4. Must have completed at least one semester at Missouri State University and be a current full-time student (fall and spring semesters)
5. High standards of ethics and integrity
6. Positive attitude and work ethic
7. Good communication and interpersonal skills required
8. Some tutoring experience helpful but not required

For More Information

BEAR CLAW
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http://bearclaw.missouristate.edu/

THE WRITING CENTER

The Writing Center is a free academic support service providing members of the education community a place to share work in progress with knowledgeable, attentive readers. The staff of trained tutors, all active writers, strives to empower individual writing through personalized tutoring for any project. Undergraduate and graduate students, staff, and faculty use the service to workshop papers for their academic courses, master's thesis, creative writing, speeches, presentations, course syllabi, and articles intended for publication. ***Students are permitted only 1 appointment daily.*** All appointments must be made at least 24 hours in advance. Walk-ins are permitted; however, there is no guarantee they will be seen. Appointments can be made the same way subject area appointments are made. An appointment lasts up to 45 minutes.

The Writing Consultants

Writing consultants are hired from a variety of academic disciplines and must be a junior or above, have at least a 3.5 G.P.A., submit exemplary writing samples, and provide at least three academic references. Consultants participate in ongoing training in writing center theory and practice, composition, and academic citation methodologies.

During a session, a consultant, using a facilitative approach, focuses on the academic quality of the paper, aiding the writer in achieving college-level technique. Instead of merely proofreading, the consultant enhances the author's work by asking questions, making suggestions, and guiding the author to a greater understanding of the paper at hand and of writing in general. Consultants can aid in every part of the writing process, including brainstorming, research, drafting, revision, organization, grammar, punctuation, and citation methods.

Asynchronous E-Mail Consultations

Students enrolled at a satellite location, in an online class, or a dual-credit course can e-mail a writing consultant to obtain advice regarding the manuscript. Consultants use the "track changes" feature in Word to offer this advice. Faculty may always use this service. Comments will be e-mailed within 1 or 2 business days.

Note to Faculty

Due to the high demand for the services of the Writing Center, we ask that students use the Center on a voluntary basis, rather than a mandatory one. If you would like notification that your student attended a writing consultation, please instruct the students to tell the writing consultant to send you an e-mail. The e-mail will contain the date, time, and a brief description of the session.

Please see the Writing Center's homepage for hours. For helpful handouts on grammar, writing, and citation methods, go to the "Resources" link.

For More Information

BEAR CLAW
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http://writingcenter.missouristate.edu

THE SUPPLEMENTAL INSTRUCTION PROGRAM (SI)

Supplemental Instruction (SI) is a voluntary academic assistance program that utilizes peer-led group study to help students succeed in traditionally difficult courses—those with high unsuccessful completion rates (Ds, Fs, and Ws). SI targets tough courses which over time have demonstrated their difficulty regardless of the faculty who teach them or the material that is used. These courses are difficult for many students, with some struggling more than others and, as such, are deemed "traditionally difficult."

The Role of Faculty in SI

For SI to achieve its highest potential effectiveness, faculty are asked to provide a few minutes at the start of each lecture for brief SI updates. On the second day of classes, the SI Leader makes an initial announcement, introducing SI and describing the availability of SI sessions. Subsequent weekly announcements remind students of the SI schedule and encourage participation.

Faculty endorsement of SI for all students also helps to eliminate the stigma that *only those who are failing the course* should attend. The combination of high and low performing students in SI provides a collaborative and less threatening environment where students learn from each other in a more intimate setting.

SI Leaders are mandated to keep faculty involved in the SI Program with frequent meetings. The purpose of these visits is to inform faculty of questions students are asking about particular content, point out areas where the students are struggling, discuss the level of class participation, and offer faculty advance review of study aids, such as mock exams.

An informational session and training manual are made available to all cooperating faculty prior to the semester's start.

The Role of the SI Leader

The ideal SI leader is a model student who has recently taken the class from the same instructor and received a high final subject grade. The SI leader neither re-lectures nor introduces new material; rather, the SI leader's responsibility is to organize and add structure to the SI sessions.

The SI sessions integrate the review of lecture notes, textbook readings, outside supplemental readings along with appropriate modeling of learning strategies. "How to learn" is embedded into SI sessions along with "what to learn." Through practice and mastery of effective learning strategies, students can adopt and transfer these strategies to other subjects and content areas. Collaborative learning strategies are used in SI sessions as a means of creating an active learning environment for student participants.

For More Information

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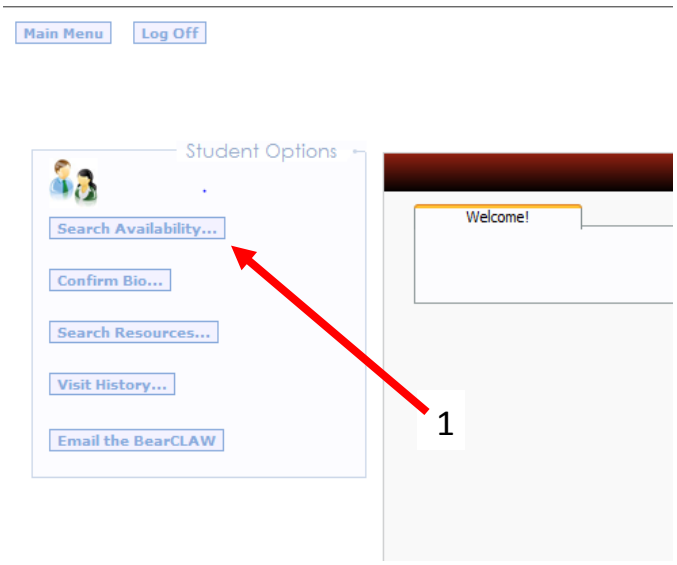
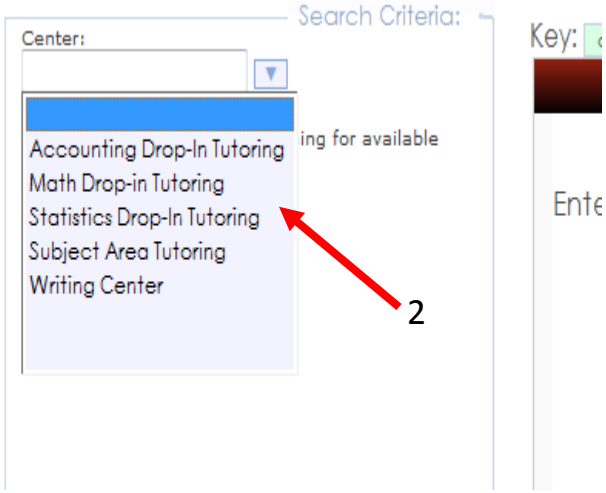
Scheduling an Appointment in the CLAW

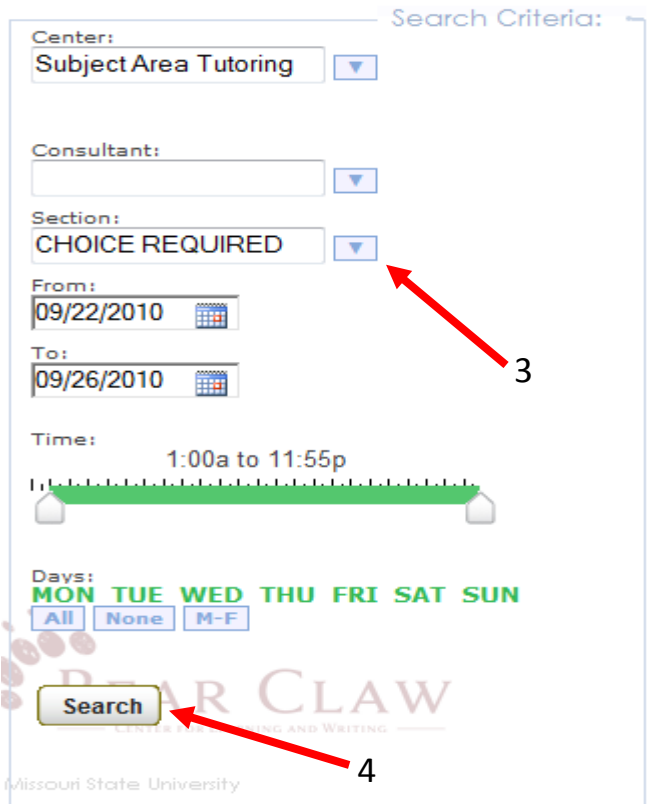
1. Click on “Search Availability…”



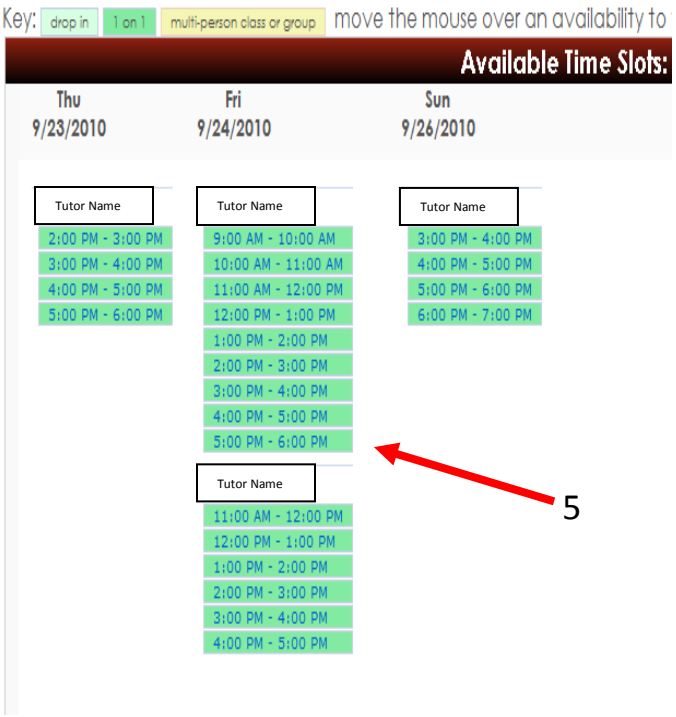
2. Choose “Center”



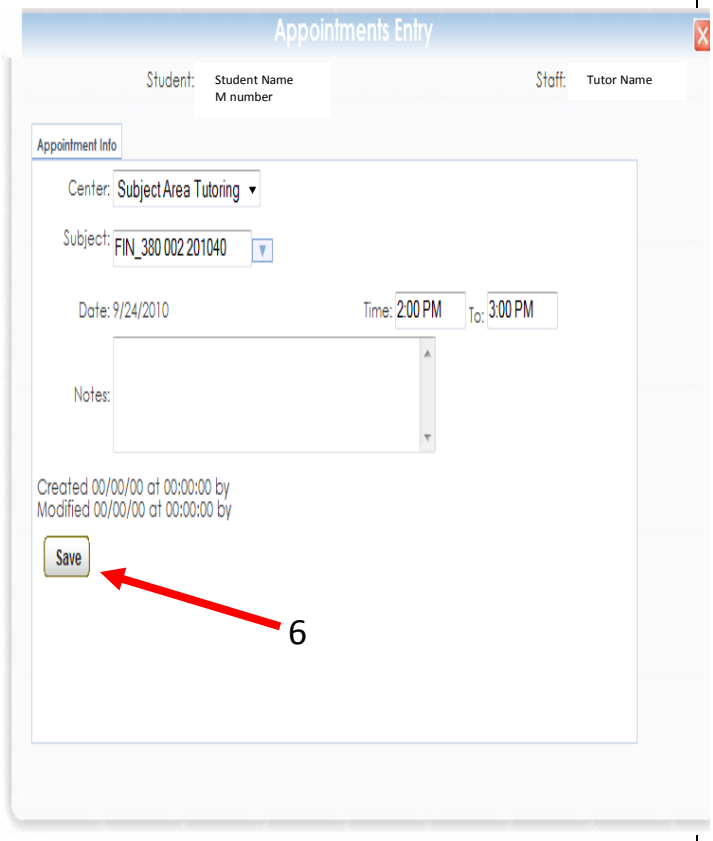
3. Choose “Section:” (course)
   NOTE: If making a Writing center appointment, leave this blank.
4. Click on “Search”



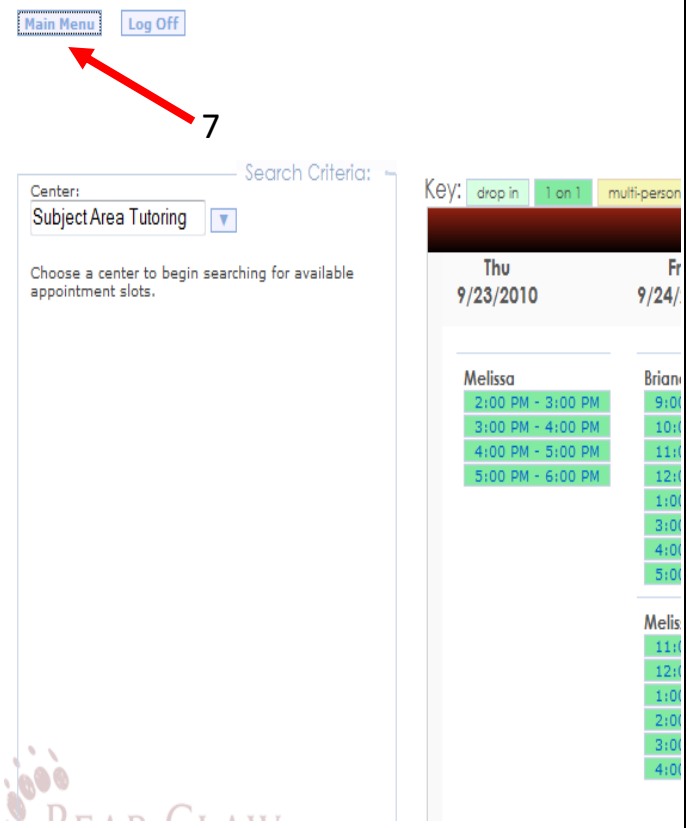
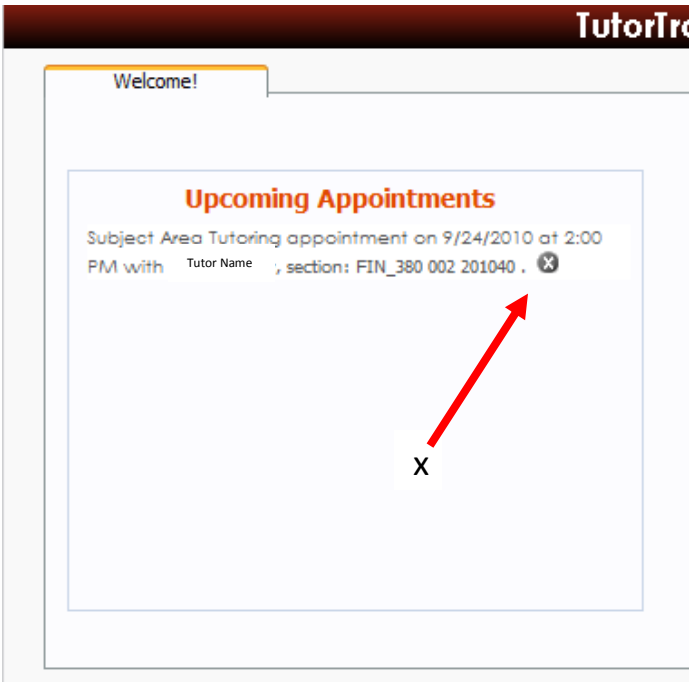
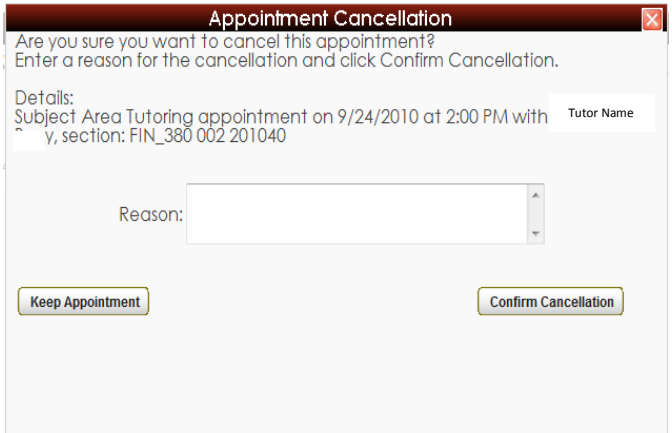
5. Click on the time slot you would like to schedule



6. Click on “Save”



7. Return to “Main Menu”



Appointments will be listed in “Upcoming Appointments”. To cancel an appointment, click on the “x”.