

# Peer Tutoring Newsletter

Spring, 2004

Volume III, Issue 1

**Peer Tutoring Program** office hours are 10 am to 4:30 pm, Monday through Friday, in C. A. Johnson 223. Contact Mary O'Neill, Academic Support Coordinator, at x4374 or moneill to set up an appointment to discuss your tutoring needs and to fill out a tutor request card.

The **Quantitative Literacy Center**, in C. A. Johnson 224 is open for drop-in tutoring 2-4 p.m. on Sunday, 4-6 p.m. on Tuesday and Thursday, and 7-9 p.m. Sunday through Thursday. Look for flyers at the start of next semester with the new spring schedule.

## How Do I Get a One-On-One Tutor? Does my Professor Know About the Tutorials? What are my Responsibilities? Is There a Charge?

- ❖ You don't need a referral to request a one-on-one tutor, but it is a good idea to first speak to your professor about your problems. The professor may have a specific tutor in mind to work with you, or he/she may suggest other ways for you to get help: drop in to the Quantitative Literacy Center, go to the department's tutoring/review sessions, come to office hours.
- ❖ Come to the Peer Tutoring office in C. A. Johnson 223 to meet with Mary O'Neill and to fill out a tutor request card, which gives information about the course, the instructor, and your schedule.
- ❖ When an assignment is made, be sure to contact the tutor right away. Alert the Academic Support Coordinator of any scheduling difficulties.

- ❖ Professors are notified that you have a tutor, and they are asked to suggest topics for tutorials.
- ❖ You are expected to keep your appointments and to notify your tutor if you need to reschedule. You will also be asked to fill out evaluation forms.
- ❖ Tutoring is available at no charge.



## Study Skills 101: Essay Questions on Final Exams

Prepare for essay questions by thinking ahead, reviewing essay terms, assessing what is important, and by developing and answering your own essay questions.

1. Common essay terms are: analyze, comment/discuss, compare and contrast, demonstrate, describe, evaluate, explain, give examples/illustrate, identify, justify/prove, list, summarize.
2. Evaluate your practice essays. Did you answer all parts? Were the essays logical and organized? Will you be able to remember the points from the practice essays?
3. Make a list or information map from your practice essays to study from before the exam.

Taken in part from "Frame by Frame: A Visual Guide to College Success."