

Procedure 2011: Academic Tutoring Center

Summary of Key Changes

The Procedure has been updated as follows:

- [Updated procedure administrator;](#)
- Xxx; [Consider deletion, information and mission on website](#)
- Xxx.

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STOCKTON UNIVERSITY



PROCEDURE

Academic Tutoring Center

Procedure Administrator: Provost

Authority:

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

Index Cross-References:

Procedure File Number: 2011

Approved By: Dr. Harvey Kesselman, President

Deleted: Assistant

Deleted: 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. Stockton students can "drop in" any time during scheduled hours to receive help on their coursework.

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Deleted: staffed by professional coordinators, graduate, and undergraduate peer tutors recruited from the University at large

Deleted: undergraduate

Commented [MJ1]: Should there be a reference to services, if any, that are available to graduate students?

B. The mission of Stockton's Writing Center is to provide tutoring to 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 first-year enrolled in first-year writing and first-year seminar courses, to students working on senior projects, graduate capstones, 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.

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Commented [MJ2]: First Year

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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.

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D. Selection and Supervision of Tutors

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

Commented [LM3]: Coordinators do this as a group?

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.

Commented [GA4R3]: there are 3 coordinators and each appoint and evaluate their respective tutors. i.e. (Writing, Math, and Math Workshop)

Commented [LM5]: May? When?

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.

Commented [LM6]: All Coordinators? Or one coordinator could recommend termination?

Commented [GA7R6]: there are 3 coordinators and each appoint and evaluate their respective tutors. i.e. (Writing, Math, and Math Workshop)

Review History:

	Date
Procedure Administrator	9/19/2022
Faculty Senate	
Deans	
AA Leadership	
Divisional Executive	
General Counsel	
Cabinet	
President	