

Academic Support Activities - Policies & Guidelines for Students

Definition of Academic Support Activities:

- ❖ **Tutoring (Drop-in or Scheduled)** - The SEEK Learning Center offers SEEK students Tutoring in most subjects and courses on a drop-in or by appointment basis. For more information, please visit the SEEK Learning Center located in the Old Gym Building Room # 212.
- ❖ **Supplemental Instruction (SI)** - The SEEK Learning Center offers Supplemental Instruction (SI) to SEEK students. SI targets traditionally difficult courses. A “difficult course” typically has a high percentage of students who earn a C-, D, or F grades or drop out of the course. SI provides regularly scheduled, out-of-class, peer facilitated review sessions that review course content, provide strategies for studying and test taking, and promote collaborative learning. Based on their Block registration schedule, all SEEK freshman students are required to attend SI during their first year at Lehman College. If a freshman student has a conflict in their schedule preventing them from attending SI they must immediately notify the SEEK Learning Center for a schedule adjustment. Failure to attend SI will jeopardize SEEK eligibility status. To view the SI Schedule please visit www.seekstudent.net
- ❖ **Critical Thinking (CT) Workshops** - The SEEK Learning Center offers required Critical Thinking (CT) workshops to all SEEK freshman students. Based on their Block registration schedule, CT provides students the opportunity to practice strategies and methods for employing critical thinking techniques into their studies across the curriculum. These techniques will enable students to become more effective readers and writers. If a freshman student has a conflict in their schedule preventing them from attending CT they must immediately notify the SEEK Learning Center for a schedule adjustment. Failure to attend CT will jeopardize SEEK eligibility status. To view the most up-to-date CT schedule, point your browser to: www.seekstudent.net
- ❖ **Workshops (Academic & Life Skills)** - The SEEK Learning Center offers variety of workshops at different intervals throughout the year that are aimed at further developing SEEK students’ academic and life skills. For more information, please visit the SEEK Learning Center located in the Old Gym Room # 212.

Preparing for Academic Support Activities:

The various Academic Support Activities listed above offer students additional learning opportunities and are designed to support students in becoming active and independent learners. The more prepared you are for tutoring, the more productive and helpful the assistance will be. To assist you in getting the most out of your tutoring sessions, please keep the following guidelines in mind:

- Be **proactive** in seeking tutoring assistance. Tutors can assist most effectively when you first begin to experience difficulty in a class. Do not wait to seek tutoring assistance until the day before an exam, or at the point that you become concerned that you may be in danger of failing a course. Think of tutoring as a supplement to what you are learning in your class.

- Recognize that a tutor's role is to help you learn *how to do* your course work, *not* to do it for you. It is not the tutor's responsibility to review all aspects of course material, conduct a mini-lecture, or do problems for you. A tutor can provide insight and support, as well as guide you in problem solving. The goal is for you to become an independent learner.
- It is imperative that you attend all lectures/labs and complete all required readings and assignments. Tutoring cannot substitute for missed classes and reading/assignments not completed.
- Be certain to bring any relevant course materials (e.g. syllabus, book, notes, handouts, lab manuals, etc.) to the tutoring session.
- Read chapters, articles, or other important information before meeting with a tutor. Review notes and examples presented in class. Try to work all assigned problems prior to the session, and bring your work to the tutoring session for the tutor to review. This will allow you to ask specific questions about any errors you may have made and pinpoint particular difficulties you may have experienced.
- Expect to participate in tutoring sessions in an active manner. You will benefit from tutoring assistance most if you are the one doing the work.
- Prepare a list of problems and/or questions from each chapter. For easy reference, this list should include page numbers. Highlight important concepts in chapters/handouts and check off sections of notes which contain concepts/problems that you are having difficulty understanding.
- Make efforts to set reasonable goals of what can be accomplished. It is important to keep in mind that it is not realistic or feasible to ask questions about a semester's worth of material in one tutoring session.
- It is better to schedule an appointment than to rely on simply "dropping in." Therefore, please visit the SEEK Learning Center, located in the Old Gym Room # 212, and ask the front desk assistant to set-up a tutoring appointment for you. Also, take advantage of the appointment on a continual basis (e.g. one hour a week for the rest of the semester).
- Please note during peak time periods (e.g. mid-terms, final exams, etc.) you may not be able to obtain a tutor right away, especially if tutors are assisting other students. Use this time to review and prepare for the next question you plan to ask the tutor.
- Do not be afraid to say, "I am still having difficulty understanding this type of problem. Could we go through it one more time?"
- Take notes on your tutor's explanations during your tutoring sessions. Review notes and material covered during tutoring sessions on a consistent basis. Make efforts to expand on the original explanation provided by the tutor as your understanding of the material deepens.

SEEK Program – SEEK Learning Center

Acceptable Behavior Policy

The SEEK Program at Lehman College expects the highest standard of behavior from its students and for all students to be aware of how their behavior can affect others. To achieve this standard, it is the general expectation that all students will behave in an acceptable manner - treating others with courtesy, respect and consideration – and conducting themselves professionally when interacting with members of the Lehman College community. The SEEK Program is fully committed to creating and sustaining a positive and mutually supportive environment where students and staff can work collaboratively and productively together, and where students and staff are equally valued and respected.

The following are Acceptable Behaviors:

- Being self-motivated
- Being well prepared for tutoring sessions
- Having an enthusiastic and positive ‘can-do’ approach
- Managing academic workload and making effective use of time
- Demonstrating an awareness of own values, motivations & emotions
- Keeping up to date with what is happening in class, at Lehman and at SEEK
- Speaking and writing by using clear succinct and appropriate language
- Showing consistency between words and actions
- Accepting and demonstrating personal responsibility for your own academic and personal development
- Using all situations as potential learning opportunities
- Being a role model by devoting time to own development
- Seeking, accepting and acting upon feedback, and learning from it
- Demonstrating that you value differences
- Monitoring and reviewing the effectiveness of working relationships
- Having a good grasp of where your responsibility ends and where that of others begins

The following are Unacceptable Behaviors:

Unacceptable behavior may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person’s distress or discomfort. Unacceptable behavior does not necessarily have to be face-to-face, and may take many forms such as written, cell phone or e-mail communications or social media. Such behaviors may also contravene equality and/or university legislation. Some examples of unacceptable behavior are included below:

- Aggressive or abusive behavior, such as shouting or personal insults
- Spreading malicious rumors or gossip, or insulting someone
- Lack of awareness or consideration of diversity
- Unwanted physical contact
- Offensive comments or body language
- Being disruptive in a tutoring session

Conflict Resolution

If you have any sort of conflict with a tutor or fellow peer student try to respectfully and maturely resolve the issue with the other person(s), in this manner all parties involved can at least be rest assured that all issue(s) are out in the open. If a resolution cannot be obtained, then and only then should the parties involved contact the SEEK Program Manager to intervene and help resolve the conflict. To avoid getting into a “he-said/ she-said situation” the SEEK Program Manager will bring all affected parties together into one meeting to openly discuss the issue and collaboratively come to a resolution.

To simply avoid any conflict altogether ahead of time, remember these tips:

- Always be respectful of your tutor(s) and of your peers. Always conduct yourself in a professional manner at all time; this includes being courteous, sensitive to others and non-judgmental.
- Remember that the tutoring session should be focused on the subject and course content at hand and not be a forum for other non-academic activities or endeavors (e.g. a tutoring session is not a counseling session, nor is it a place to “bad-mouth a professor,” nor is it a place to “gossip,” “hang-out,” or “socialize”).
- Remember that all academic support activities (i.e. SI, CT, Tutoring, Workshops) are aimed at improving and developing student independent learning; therefore, these are serious and focused activities involving attention and work.

If you have any questions or concerns regarding any of the above policies or guidelines, please contact the **SEEK Program Manager**.

Thank you for your attention and cooperation.

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