



Center for
Excellence in
Learning and
Teaching

Faculty News You Can Use



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A collaborative effort of the Center for Excellence in Learning and Teaching and the Media Library

Tutor Program Update

CELT would like to take this opportunity to remind you of a new offering. Effective this trimester, drop-in tutoring for the DC Program will be offered every **Thursday from 12 to 2 and 7 to 9 pm in CELT, LL5 Anatomy Center**. This service is open to all students in trimesters 1-7. Tutors will be available to answer *specific, limited* questions. Students are asked to bring all pertinent textbooks, class notes, etc. No prior faculty authorization is required to utilize this service. This will not replace group tutoring sessions.

As a reminder to all faculty, procedures and expectations for students *in all programs* requesting tutors include the following:

1. Students must fill out a tutor request form for each course and obtain appropriate faculty signatures **if their GPA is over 2.0**. Students must be currently enrolled in the course for which tutoring is requested.
2. Tutors will be assigned based on availability and academic need. As determined by faculty feedback, students may be “bumped” when tutee slots are limited. Due to limited numbers of tutors, we cannot guarantee tutoring for all classes. Individual tutoring is not guaranteed, group sessions are the norm. Tutoring hours may not exceed individual class hours.
3. Students are expected to prepare adequately for all tutoring sessions. Tutoring is not a substitute for class attendance or individual study. Students must attend at least 80% of regularly scheduled lectures, labs and tutoring sessions. **Faculty should inform CELT if a student who has requested a tutor is not regularly attending class.**
4. Tutees are required to notify tutors in advance of cancellations. Tutors will only be required to wait 15 minutes for late arrivals. After that time the tutor will be paid for the session, but the time will **not** be made up. Students who miss two consecutive sessions without proper notification will no longer be eligible to continue tutoring services until the following trimester.
5. Any changes in tutors and/or subjects **MUST** be done through CELT. Any problems arising with individual tutors and/or scheduling should be brought to CELT.
6. Tutoring sessions will meet a minimum of once per week through the thirteenth week of the trimester for DC students and fourteenth week for AOM students. There will be no new tutor assignments appointed after the tenth week of the trimester.

For additional information you can contact Sue Sinicropi @ 315-568-3064 or ssinicropi@nycc.edu

When asked the following questions, entering students in the Winter 2010 DC programs replied:

	DC
What type of computer do you own?	PC—76 % MAC—24 %
Have you ever taken an online course?	Yes—64% No —36%
Have ever used a clicker before?	Yes—43% No —57%

Are you writing a paper or a book? Have you assigned papers to write to your students? Do you/they need to know how to cite the materials used? Do you need to know the authorized journal title abbreviation? Do you know the best journal in which to publish your article? Here are two handy tools.



[Citing Medicine](#)

From the National Library of Medicine, this tool provides “[i]nstructions for citing a variety of print publications, audiovisual material such as videocassettes, CD-ROMs and DVDs, items found on the Internet, and unpublished material such as papers presented at meetings....” Here you will see example of citations for easy reference. Make sure to read the introduction for a fuller explanation.

Now, about where to publish, and those authorized journal abbreviations.



[Genamics JournalSeek](#)

“Genamics JournalSeek is the largest completely categorized database of freely available journal information available on the internet. The database presently contains 95419 titles. Journal information includes the description (aims and scope), journal abbreviation, journal homepage link, subject category and ISSN. Searching this information allows the rapid identification of potential journals to publish your research in, as well as allow you to find new journals of interest to your field.”

CELT Webpage http://www.nycc.edu/why_celt.htm Also accessible as a link on the Faculty Portal page on the left hand side when you first sign in

Library Webpage http://www.nycc.edu/AcademicPrograms_Library.htm