Information for Instructors

Tutoring Services provides peer, paraprofessional, and faculty tutors for most subjects offered at Clark College. Our peer tutors are referred through direct instructor recommendation and must have passed the courses they tutor with a B+ or higher. Our tutoring program is certified through the College Reading & Learning Association (CRLA). Peer and paraprofessional tutors undergo a rigorous training process that meets International Tutor Training Program Certification Level 1 and 2 requirements, an internationally recognized standard of skills and training for tutors.

We do not view tutoring as a remediation strategy. Instead, we view it as a ***practice of proactive, engaged students who care about their learning***. Please encourage students to seek information about the services and get assistance early in the quarter, before they are behind and feel overwhelmed. Faculty and staff are encouraged to visit the tutoring centers to help students arrange assistance, or they may contact tutoring@clark.edu to facilitate support for individual students.

Information, class visits, and tours
Please coordinate with Janice Taylor if you wish to have a class tour of one or more of our centers, and/or if you would like a visit to your classroom to provide information and flyers about tutoring services to your students.

If you would like helpful information to cut and paste into your syllabi, contact Janice for an electronic version of the information and resources relevant to your students.

Extra credit opportunities for students
Please notify Chris Chaffin if you intend to offer extra credit to your students for utilizing tutoring services and provide the requirements for receiving extra credit along with any deadlines. It is strongly suggested that you do **not** *require* student use of tutoring, though you may recommend it. Students may ask for a "Proof of Visit" stamp after working with a tutor. Please note that the eTutoring platform does **not** allow instructors to *require* students to use online tutoring. As with in-person tutoring, however, it can be strongly recommended to students.

Exams
If you are administering a take-home exam that does not allow students to seek assistance from our tutors, please notify Janice Taylor and consider providing a copy of the exam, if appropriate. Also, please advise if you have policies against exam reviews as many students bring prior exams to go over with a tutor in an effort

to learn from their mistakes. The centers may not be used as a space for make-up exams or test proctoring.

Tutor referral

All peer tutors are recommended by instructors and have a B+ or better in the class they are referred for. If you have students that excel in your class and would like to recommend them as potential tutors, please contact Janice Taylor to complete the Tutor Recommendation Form. Send the students with their completed forms to the appropriate center for further information. If you would like to volunteer your time or office hours to a tutoring center, please contact Chris Chaffin with your interest and availability.

Thank you for working with us to ensure effective assistance for your students!

Contacts

Janice Taylor, Program Director
992-2773

Chris Chaffin, Program Support Supervisor
992-2668

Ambrosia Stringer, Office Assistant
992-2253

Language & Writing Center
HKH 102, 992-2253

Science, Technology, Engineering, & Math Center
BHL 102, 992-2694

Accounting, Business, & Technology Center
AA4 106. 992-2445

Online Tutoring
Live link in Canvas – please do not hide link!