ASC Overview of Services

This workshop is designed to give participants an overview of the services and support offered by the Academic Success Center. Participants will have the opportunity to learn more about Academic Coaching, Psych 131, Supplemental Instruction, and Tutoring Services.

Use this packet to reflect and follow along with the workshop. We have provided space for you to reflect on questions throughout the workshop and write down notes you want to remember.

If you have any questions or want to utilize our resources, be sure to take a look at our website or come into our office so we can point you in the right direction.
Academic Coaching

Academic Coaching can be defined as the one-on-one process of helping a student examine academic concerns and perceive barriers to success. Coaches provide students with semester-long academic support in areas such as time management, procrastination, test preparation, and note taking and reading strategies. They work individually with students, assess their strengths and needs, and devise a personalized plan of action. In addition Academic Coaching is free and unlimited to all Iowa State University undergraduate and graduate students who are currently registered.

Academic Coaching Example

This is one example of a resource that an Academic Coach may go over in a coaching appointment. The example resource I have included deals with time management. So if you went into a Coaching appointment with Time Management as a problem this might be a resource they recommend and walk you through.

Due vs. Do

When students see an upcoming due date it could be helpful to consider what all needs to get done before that due-date. How can an assignment be broken up into smaller tasks (to-dos)? How long will each of those tasks take? What days of the week do you have time to complete those to-do items? When do you need to get started on a to-do list in order to meet the assignment due-date?

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUE:</td>
<td>DUE:</td>
<td>DUE:</td>
<td>DUE:</td>
<td>DUE:</td>
<td>DUE:</td>
<td>DUE:</td>
</tr>
<tr>
<td>TO-DO:</td>
<td>TO-DO:</td>
<td>TO-DO:</td>
<td>TO-DO:</td>
<td>TO-DO:</td>
<td>TO-DO:</td>
<td>TO-DO:</td>
</tr>
<tr>
<td>EVENTS:</td>
<td>EVENTS:</td>
<td>EVENTS:</td>
<td>EVENTS:</td>
<td>EVENTS:</td>
<td>EVENTS:</td>
<td>EVENTS:</td>
</tr>
</tbody>
</table>

Brought to you by the Academic Success Center
Academic Coaching • Psych 131 • Supplemental Instruction • Tutoring Services
1000 Hansen-Led Student Success Center • 515 294-6624 • www.asc.dso.iastate.edu
Psych 131

Psych 131, the Academic Learning Skills Seminar, is designed to facilitate students’ development of academic skills, behaviors, and attitudes. Content in this course will build a foundation for academic success to help students immediately and better prepare them for further success throughout their college career.

Break Down of Material

Goal Setting and Motivation
- Identify specific factors influencing personal motivation and success
- Articulate how to self-monitor learning and how to adjust study behaviors accordingly
- Learn strategies for creating short-term and long-term goals

Time Management and Planning
- Identify specific details of how time is currently spent
- Articulate priorities impacting use of time
- Learn specific time management strategies to achieve goals

Learning Strategies and Individual Differences
- Identify and understand learning preferences and strategies
- Articulate how personal preferences affect others when learning individually or in groups
- Develop strategies for academic success, including: thinking, note taking, testing, and reading

Team-Based, Peer Group Interaction
- Identify appropriate/inappropriate ways of interacting with peer students in group or team-based, in-class interactions
- Articulate the value of working in groups and increases value of working with students who have diverse backgrounds and experiences
- Demonstrate the ability to balance multiple perspectives when working with others
Skill Development Reflection Questions

1. How developed/established are my academic skills? (very developed, moderately developed, not developed) Explain.

2. Have I struggled with time management, motivations, exam preparation in the past? If so, which one/ones?

3. Do I get more out of work in bigger groups or one-on-one/partner work?

4. Do I get more out of routine meetings with people or do I prefer meeting a few times to get something done?
Presentations & Workshop

Workshops
The Academic Coaching Team offers a free Workshop Series for students wanting to develop their general academic skills. There are a total of eight workshops held throughout each semester and each takes place during afternoon/evening hours.

Here is a schedule of all the workshop this semester: *SCHEDULE NEEDS TO BE CHANGED EACH SEMESTER*

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 8/31</td>
<td>Study Cycle</td>
<td>5:30-6:30pm</td>
</tr>
<tr>
<td>Wednesday 9/2</td>
<td>Study Cycle</td>
<td>8:00-7:00pm</td>
</tr>
<tr>
<td>Wednesday 9/9</td>
<td>Time Management</td>
<td>5:00-6:00pm</td>
</tr>
<tr>
<td>Thursday 9/17</td>
<td>Time Management</td>
<td>4:00-5:00pm</td>
</tr>
<tr>
<td>Wednesday 9/23</td>
<td>Exam Preparation</td>
<td>5:00-6:00pm</td>
</tr>
<tr>
<td>Tuesday 9/28</td>
<td>Exam Preparation</td>
<td>5:30-6:30pm</td>
</tr>
<tr>
<td>Wednesday 10/14</td>
<td>Study Cycle Midterm</td>
<td>5:00-6:00pm</td>
</tr>
<tr>
<td>Wednesday 10/21</td>
<td>Study Cycle Midterm</td>
<td>6:00-7:00pm</td>
</tr>
<tr>
<td>Wednesday 11/1</td>
<td>Final Exam Preparation</td>
<td>5:00-6:00pm</td>
</tr>
<tr>
<td>Monday 11/16</td>
<td>Final Exam Preparation</td>
<td>6:00-7:00pm</td>
</tr>
</tbody>
</table>

Presentation Topics

- **Overview of All ASC Programs/Services**: Description of Academic Coaching, Psychology 131, Supplemental Instruction, and Tutoring.
- **Time Management**: Strategies for effectively understanding time management, particularly as it relates to study skills.
- **Study Skills and Exam Preparation**: New and improved overview of the Study Cycle, Bloom’s Taxonomy, and time management strategies for exam preparation.

Recommendations for Requesting.

- Overview and Study Cycle workshops should only be requested at the beginning of the semester. In these workshops we will be going through concepts and resources that will benefit students to use throughout the semester.
- The Exam Preparation workshop should only be requested if group of students have an exam coming up within 5 days of the presentation.
- Presentations during winter, spring, or fall break can be difficult to accommodate.
Tutoring Services

Tutoring Services is a centralized academic support service consisting of peer-facilitated learning experiences for undergraduates interested in requesting or becoming a tutor at Iowa State University. We work with students to identify and mobilize resources that facilitate learning and promote success. We are dedicated to providing quality small group tutoring, consisting of 2 to 5 students, for many undergraduate courses. All tutors and tutees are currently enrolled students at Iowa State. Each tutoring group is led by a qualified peer tutor. Groups meet at a consistent day and time twice a week during the academic year and three times per week during the summer.

Tutoring Services FAQs

Why do you use group tutoring?
The purpose of group tutoring is to help tutees learn how to learn the material. That is accomplished over the course of the semester through twice a week sessions with a group of 2-5 tutees. In those sessions, tutors and tutees utilize peer-to-peer learning in order to share experiences and learn from one another to build self-confidence and develop study skills. Asking questions, group discussion, and practice problems are all encouraged as a part of active participation in group tutoring.

Why if I have a busy schedule?
We understand that students have a busy schedule. We also know that consistently reinforcing and applying knowledge is essential for effective learning. Because of this, tutoring groups must meet twice a week for 50 minutes each session. To maximize placement, students seeking tutoring have to indicate 14 hours of availability but are encouraged to indicate more on their tutoring request.

What happens if I miss more than 3 sessions?
If you miss more than 3 tutoring sessions (no-show) you will be removed from the tutoring group and will not be allowed to join another tutoring group for that course during the semester. To avoid this, work with your tutor to determine a day, time, and group that meets your needs. Be sure to keep your profile up-to-date regarding your availability.

What is expected of tutees?
- Be punctual and reliable
- Attend all course lectures and tutoring sessions
- Come prepared to participate with questions and necessary materials
- Write down questions and ideas when you study and bring them with you
- Notify the tutor if they will be absent or have any permanent schedule conflicts
- Notify the ASC if they wish to remove their tutoring request
- Give your tutor feedback about their effectiveness in helping you (tutoring is a partnership that requires input)

Supplemental Instruction

Supplemental Instruction (SI) is an internationally recognized academic support program. SI is a voluntary program that offers free, regularly scheduled study sessions for traditionally difficult courses. SI sessions are led by current ISU undergraduate students who have successfully completed the course.

Our data suggests that the more often students attend, the higher their final grades will be in the course. We recommend attending SI at least once per week.

Supplemental Instruction FAQs

How do I know if SI is offered for my course?
The SI Schedule, which includes a list of courses and SI sessions, is available beginning the first Friday of each semester. SI sessions will be promoted by the SI Leader in class throughout the semester.
What occurs at an SI session?
SI is an opportunity for students to work together to explore important concepts, review class notes, discuss reading assignments, practice test-taking strategies, and prepare for examinations.

I filled out the scheduling survey...now what?
Days, times, and locations for SI sessions are determined by SI Leaders during the first week of classes, after a sufficient number of students have contributed feedback via the scheduling survey. The session logistics will be promoted the end of the first week, and sessions begin the second week.

How often are SI sessions held?
At least three 50-minute sessions are facilitated by each SI Leader per week. See the SI Schedule for specific times and locations for your courses. More sessions are available for courses with more than one SI Leader.

How are SI classes selected?
Most SI sessions target traditionally difficult 100- and 200-level courses. These courses are usually large lectures that require heavy amounts of reading, have exams that focus on application and analysis, and offer limited opportunities for interaction. The remaining SI sessions are offered based on departmental requests and available funding.

Who attends SI?
SI is open to all students regardless of their ability levels. SI attendance is voluntary; however, our data suggests that the more often students attend, the higher their final grades will be in the course. We recommend attending SI at least once per week.

How do I sign-up for email updates from SI Leaders?
1. Click on the courses/schedule menu option to access our interactive schedule.
2. Click on the link to your course.
3. Click the “Sign Up for Updates” option.
4. Log in using your NetID and password.
5. Repeat steps 1-3 for other courses as desired.

Students who participate in SI:
- Learn how to learn while learning what to learn.
- Work collaboratively with peer students in a facilitated environment.
- Receive support from a trained, educated SI Leader.

Student Employment
The Academic Success Center also likes to help develop important leadership skills which is why we employ more than number students every semester.

Tutors
Tutoring Services seeks tutors who are motivated to help their peers be successful by learning how to learn. Tutors provide peer academic support to students in a variety of undergraduate courses and help shape students’ experience at Iowa State University. Tutors will assist in student learning and retention through facilitation of small group tutoring that help students better understand concepts and applications of course content.

Tutor Qualifications:
- Be enrolled as an Iowa State University undergraduate student
- Complete at least one (1) semester at Iowa State University
- Have an ISU cumulative GPA of 2.5
- Earn a grade of B or higher in course(s) you want to tutor taken here at Iowa State
Why Become a Tutor?
Tutoring is an excellent opportunity to build your communication and leadership skills, keep up your knowledge of completed coursework, and help others. Over 9 out of 10 tutors would recommend being a tutor!

Supplemental Instruction Leaders
SI Leaders are undergraduate students who provide peer academic support for an assigned course. SI Leaders assist in student learning and retention at Iowa State University through facilitation of study sessions that help students better understand concepts and applications of course content.

SI Leader Qualifications:
- Enrollment as an Iowa State University undergraduate student
- Minimum ISU cumulative GPA: 3.00/4.00
- Minimum semester GPA for the most recent academic semester completed: 3.00/4.00
- Grade of B+ or higher in course(s) you desire to lead
- Self-motivation and direction to work independently with limited supervision
- Empathy for and understanding of a diverse group of students
- Ability to speak and present information to large audiences

Academic Success Ambassador
A Peer Ambassador is an undergraduate student who engages with other undergraduate students seeking academic resources. Peer Ambassadors are employed by the Academic Success Center and assist in student academic support by promoting skills, resources, and services of the office.

Peer Ambassador/Student Assistant Qualifications:
- Full-time enrollment as an Iowa State University undergraduate student
- Minimum ISU cumulative GPA: 2.75/4.00
- Minimum semester GPA for the most recent academic semester completed: 3.00/4.00
- Self-motivated to complete creative projects
- Genuine desire to support and empower peers
- Empathy for and understanding of a diverse group of students
- Ability to speak and present information to large audiences
- An ability to relate to academic struggle or empathize with students of various academic aptitude
- Flexibility and comfort working autonomously
- Attention to detail and record-keeping
- Willingness to learn new academic skills and implement resources as necessary

Contact Information
Location: 1060 Hixson Lied Student Success Center
Phone: 515-294-6624
Email: success@iastate.edu
Katie Whipple- Director
Email: whipplek@iastate.edu

Adriana Gonzalez- Assistant Director, Academic Coaching & Outreach
Email: amg1@iastate.edu

Leif Olsen- Assistant Director, Supplemental Instruction & Psych 131
Email: leolsen@iastate.edu

Rebecca Nation- Assistant Director, Tutoring Services

Commented [GA(SO3)]: Provide contact info for director and all AD’s of programs
Additional Handouts for Services

**How to request an Academic Coach**

1. Go to access.iastate.edu and log in.
2. Click the 'Student' tab located in the top right corner.
3. Click the 'ISU Appointments' tab located on the left menu.
4. Click 'Continue' after reading the short description.
5. Click the blue 'Schedule Campus Appointment' button.
6. Click on the drop down menu and select '1. Campus Appointments' go to the next drop down under 'Select Appointment Type' and click 'Academic Success Center'.
7. Go to the next drop down under 'Select Reason for Appointment' and select 'First Appointment' and click 'Next'.
8. Click on the 'Select Location' drop down menu and select 'Academic Success Center'.
9. If you have a Coach you prefer you can choose them under 'Select Staff Member' if not, click 'Next'.
10. In the 'Schedule Appointment' tab select a date/time you are available and click 'Next'.
11. On the confirmation tab make sure the information is correct, if correct click 'Confirm Appointment'.
12. Once your appointment is confirmed you will get a notice saying 'Success! Your appointment has been created'.

**How to request a tutor**

1. Go to tutoring.iastate.edu and click on 'Sign In to Your Tutoring Profile'. Log in with your ISU Net-ID.
2. Fill in contact and other personal information.
3. Click 'Request Tutoring' in green.
4. Read through the Tutee Application Agreement.
5. Choose the course you would like to receive tutoring in. Additional courses may be added on your home tab after one course request is completed.
6. Select your funding source. If self-funded, select 'U-Bill'. Funding Sources other than U-Bill must be approved according to their guidelines.
7. Edit your schedule. Make sure to take all activities (work, clubs, meetings, etc.) into consideration when marking times available. The more hours marked 'Available' increases your likelihood of getting assigned to a tutoring group.
8. Hit submit!
9. You will receive an email from your tutor if you are assigned to a group.

**How to find out about SI Sessions**

1. Go to asc.dso.iastate.edu and it will bring you to the Academic Success Center Website.
2. On the top tool bar select the 'Supplemental Instruction' drop down menu.
3. Select the first heading under the drop down menu labeled 'Current Schedule of SI Sessions'.
4. Once you select that option it will take you to a page called 'Academic Success Center- Supplemental Instruction'.
5. On this page you will be able to see a list of the 'Course', 'Instructor', and 'Leader'. This allows you to look for your courses with specific instructors.
6. Once you find the correct course you can select the 'course title' in red.
7. After you select your course you will be directed to the course page. On this page you will find when and where the sessions meet, a list of resources used in the sessions, and contact information.
8. This will allow you to prepare and attend the SI sessions which are very beneficial to all students!

For questions contact sistaff@iastate.edu