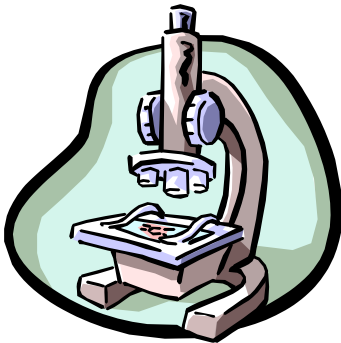


ACE CENTER SERVICES

2009-2010



THE ACE CENTER HAS MOVED!! WE ARE NOW IN SSB 2201, ENJOYING MUCH EXPANDED FACILITIES.

**SERVICES AVAILABLE IN THE ACADEMIC AND CAREER
ENHANCEMENT (ACE) CENTER**

Computer Lab

Students may type papers, access the Internet, work on the tutorials installed on the computers and practice keyboarding skills. There is always at least one person on duty in the lab to assist students. In addition to the regular computers, there are three that have been modified for use by students with either learning or physical handicaps. There will be frequent updates sent throughout the academic year alerting you to the new software that has been installed on the computers to help students in their course-work. If there is any software that you would like the Academic Network Administrator, Tim Davison, to install, please call him at 8520 or call the Computer Network Specialist, Travis Molleck, at 8532.

Math Tutoring

Three full time math instructors, Cindy Strodman (Master's Degree) , Kim Heitmann (working on Master's Degree), and Karen George (Master's Degree) tutor in the ACE Center. There are also three or four (depending on their availability) other part time degreed instructors who tutor at various times. In addition, peer tutors (students who have done particularly well in their math courses and have been referred to us by the math department) also work with students.

The purpose of math tutoring in the ACE Center is to assist students in their learning. It is meant to supplement class time and instructor office hours. The ACE Center is a wonderful resource and is best utilized when following these guidelines:

- Math tutoring is offered only to students enrolled in a mathematics course offered at SCC.
- SCC students need to come into the ACE Center to schedule a time to meet with a particular tutor for a twenty-five minute session. Appointment sheets will be posted in the math section. (Students can schedule up to four sessions per week.) Walk-ins will be welcome based on tutor availability.
- Students must study the material and begin the problems before working with a tutor. The ACE Center is a tutoring center, not a homework center. Homework should be done elsewhere. (There are study rooms available to students on the second floor of the library.)
- Tutors will work and explain examples only from the text and/or class notes. They will also give study tips and answer specific questions. They will not assume responsibility for completing homework, but will rather seek to help students to understand the concepts involved.
- Tutors are required to follow the methods taught in class. Students must have their class notes so the tutors can consult them to determine the instructor's preferred approach. The methods presented in the textbook will be the second choice.
- Students who miss a class or need extensive review should utilize the appropriate learning aids (videotapes, computer software, etc.) available in the ACE Center. These resource materials are to be used in the ACE Center and are not available to be checked out for home use. (However, the library has math videos which can be checked out for home use.)
- ACE Center tutors will not work problems on take-home exams or quizzes.

English Tutoring

Richard Johnson (PhD), Doug Brown and Chris Van Mierlo (master's degrees) assist students with writing. There are no peer English tutors.

- The ACE Center is a resource for students. The quality of final papers is determined by the students' own abilities and efforts.
- Because of limited staff, limited space, and growing numbers of students, the ACE Center asks that instructors no longer require entire classes to bring their papers to the English tutors before handing them in. Instead, instructors are encouraged to suggest that only those students with the most obvious writing problems come to us for help.

ACE Center English Assistance Procedures

- ACE Center English instructors will provide assistance to students with paragraphs, essays, reports, and research papers in any subject, as well as with resumes and grammar instruction.
- ACE instructors will give suggestions and point out prevalent grammatical errors. Students will be guided to make their own corrections and changes. The final product must be that of the student, not the ACE instructor. In addition, ACE instructors do not proofread papers.
- ACE instructors will work only with papers that have been assigned in courses in which students are enrolled at SCC.
- English assistance is by appointment only. Students should call 636.922.8444 or come into the ACE Center to make an appointment.
- Students' rough drafts must be typed.

ACE Center English Assistance Services:

Students may come into the ACE Center for

- help at any stage of the process of writing:
 - discussing the assignment
 - brainstorming
 - developing ideas
 - organizing
- assistance with typed rough drafts which can be checked for these and other problem areas:
 - fulfillment of the assignment
 - thesis statement/conclusion
 - organization and development
 - coherence
 - grammatical and punctuation problems
 - MLA, APA and CMS documentation
- help with using the computers to type papers including
 - using the Microsoft Word programs
 - formatting the paper
 - using spellcheck and printing the paper
- instruction in English as a second language (ESL) problems with writing, test taking, or general language structure
- instruction in English grammar and structure, including
 - one-on-one instruction
 - computer instruction and practice (Writers' Toolkit and Plato)

Science Tutoring

We are in the process of hiring a science tutor who will provide 40 hours a week of tutoring in the sciences, including anatomy and physiology, biology, and chemistry. Danielle Mueller, who was our full-time science tutor, will be our part-time science tutor, providing 15 hours a week of tutoring now that she has become the mother of Liam Xavier. Students need to make appointments in order to work with either of the tutors.

Foreign Language Tutoring

Foreign language tutoring in French and Spanish is also available. Students should call 636.922.8444 to set up appointments to work with the tutors.

The First Alert Program

The First Alert Program differs from the tutoring programs, which help students at any time in the semester with their current work. It is designed to help students who lack the essential prerequisites to succeed in their current course work, and who need more time and attention than their teachers can devote to them to solve their problems. For instance, a student may not have the skills he or she needs in order to study efficiently, or a student may be a poor test-taker. Another student, enrolled in ENG101, may not understand the use of commas, or a student in MAT 098 may have forgotten how to work with fractions. A student in HIS 101 may have no idea how to begin a research paper. Students who lack these skills may become a part of First Alert and receive tutoring to help them review and thereby enable them to actively and correctly participate in their current classes.

The First Alert instructor for math is Karen George. This year, we are welcoming Lois Cassimatis and our new part time math First Alert instructor. The First Alert instructor for all subjects except math is Chris Van Mierlo. ***Since enrollment procedures and requirements are different for Math First Alert than for First Alert in other subjects, it is best to contact the individual instructors for information. Karen George can be reached at 8643. Lois Cassimatis can also be reached at 8643. Chris Van Mierlo can be reached at 8549.***

If you wish to refer a student to the First Alert Program, you may do so by:

- explaining the First Alert Program to the student and obtaining his or her permission for a referral;
- obtaining a referral form from your division secretary;
- completing the form and sending the white copy to either Karen or Chris in the ACE Center;
- giving the yellow copy to the student to bring the ACE Center to set up an appointment.

The First Alert instructors will work with students on an individual basis to provide appropriate help and learning aids and will communicate with you as to what plan of action is being followed.

Because First Alert offers help with the basics of academic disciplines, ***the earlier in the semester students with problems are referred to the program, the better.*** In general, a referral after midterm is one made too late. There are, however, exceptions, and some students may need help very briefly at any point during the semester.

First Alert is a program for students who want to succeed and are motivated enough to realize they need help. First Alert is not intended to be a program to help students make up class work because they were absent.

The current First Alert instructors, Chris Van Mierlo (general First Alert) and Karen George (math First Alert), will be joined by a part time math First Alert instructor in the fall of 2007. All three tutors will be happy to visit your classrooms to explain to your students how First Alert works. They also have handouts explaining First Alert that can be given to students. If you have any questions, would like Chris, Karen or our new tutor to visit your class, or would like the handouts, please call Chris at extension 8549 or Karen at 8643, or contact them via campus e-mail.

Literacy Program (LEAP)

LEAP, the Literacy Education Action Program, offers a free one-on-one service for members of the community who read below a fifth grade level and are 16 years or older. Individuals are paired off with a volunteer who provides tutorial help. Volunteers are trained to work with low-level readers through our free training program. Doug Brown is the coordinator of the program.

ACE Center Location and Hours:

Room 2201 Social Science Building

Regular Hours: Monday – Wednesday	7:30 a.m. – 9:00 p.m.
Thursday	9:00 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 3:30 p.m.
Saturday	9:00 a. m. – 2:00 p.m.
Summer Hours: Monday – Wednesday	7:30 a.m. – 9:00 p.m.
Thursday	9:00 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 3:30 a.m.

We are open during the periods between semesters except for the week between Christmas and New Year's Day, *including during Spring Break*. Call 636-922-8444 for specific hours.

ACE Staff Extension Numbers:

Doug Brown: Leap	8442
Lois Cassimatis: Part-time Math First Alert	8643
Barbara Chandler: Associate Dean	8641
Tim Davison: Academic Network Administrator	8520
Karen George: Math First Alert	8643
Kim Heitmann: Math	8345
Dick Johnson: English	8530
Travis Molleck: Computer Network Specialist	8532
Danielle Mueller: Part-time Science	8206
Sharon Schreiber: Administrative Secretary	8444
Cindy Strodman: Math	8443
Chris Van Mierlo: Gen. First Alert	8549

- *We do not give make-up tests to students in the ACE Center. This is a service offered by the Assessment Center.*
- *Students are asked to “sign in” when using the ACE Center, even if using it only for a moment. ACE Center funds for tutors, facilities, and resource materials are based on the number of students served.*
- *No cell-phones, food, drink, or children are allowed in the ACE Center*