

Tutoring Services Department: Southworth Library Learning Commons

http://www.canton.edu/tutoring/

REQUEST FOR ADDITIONAL TUTORING SERVICES

Requests for new tutoring services, in addition to the College's current ones (see below) require that the individual/department submit a proposal detailing the request.

Tutoring services:

- Math/Science Lab
- Writing Center
- Business/Accounting Lab
- Engineering Lab
- Late Night Learning Lab

Guidelines for Submitting a Proposal:

1. Requests for new tutoring should align with the institutional goals of the College. For example, the request may seek to promote academic excellence by providing support in courses that have historically high failure rates.
2. Requests must first be reviewed by the Dean of the appropriate school by **April 1st** prior to the academic year (AY) in which they will be made available.
3. Please complete this form and send to the *Betty J. Evans Tutoring Center, Library Learning Commons* or email tutoring@canton.edu

PROPOSAL INFORMATION:

Applicant's Name: _____

Request for Tutoring:

- a. Please describe the tutoring request.** (For instance, is this request for a particular curriculum, subject material, or cohort of students? What is the problem that this request is trying to solve?)

- b. Please include any data** that will help support this request (such as DWF rates, other). Any information that ties the request to budget and planning or could be used to help advocate for its funding is strongly encouraged.

- c. Approximately how many students do you anticipate will be served by this request each AY?**

- d. If possible, please estimate the amount of assistance needed.** (e.g. anticipated hours each week; number of tutors required to effectively meet the needs of the students)

- e. Implementation date:** _____

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Funding and Support:

a. Proposed Funding Source:

Tutoring Services

Other _____

b. Resources: What resources, if any, would your department be interested in contributing to the effort?
Resources could include such things as books, materials, interest in hosting office hours/volunteering in the learning lab, etc.

Assessment:

a. How will the effectiveness of this effort be evaluated?

Review

Dean/Comments/Date