Request for New Tutoring Services

Requests for new tutoring services or labs, in addition to the College’s current ones (located on the reverse side of this paper), require that the individual/department submit a proposal detailing the new initiative.

Guidelines for Submitting a Proposal:

1. Requests for new tutoring should reflect goals and objectives that are aligned with the institutional goals of SUNY Canton. In general, these include: retention, decreased failure rates, and providing support in courses that have historically high failure rates.
2. Requests must be submitted to the Dean of the appropriate school by March 1st prior to the academic year (AY) in which they will be made available. This will allow adequate time for review and budget planning.

Proposal Information:

Applicant’s Name: ____________________________________________

The tutoring services being proposed:

a. Lab, groups, etc. _____________________________

b. The amount of assistance needed; estimated weekly hours, type of accessibility and number of tutors required to effectively meet the needs of the students.
   ________________________________________________________________

Proposed start date: ______________________________

The cohort of students who will be eligible to access the proposed tutoring services:

a. Provide the estimated number of students who will meet these criteria per AY.
   ________________________________________________________________

Goals and objectives which will be met by offering these students tutoring:

______________________________________________________________

Proposed funding source (for help in building your budget, please contact Joanne Fassinger, Grants Coordinator)

a. Estimated cost. _____________________________

b. What resources your department has to contribute including: financial resources, materials, space, furniture and potential staff for the project?
   ________________________________________________________________

How the effectiveness of the new service or lab will be evaluated:

______________________________________________________________
The Southworth Library Learning Commons Tutoring Center currently offers the following tutoring services:

- Math/Science Tutoring & Learning Center
- Writing Center
- Business/Accounting Lab
- Engineering Lab
- General Studies Tutoring Lab (Evening Tutoring)

*If you would like to recommend a tutor for a specific lab or request that a specific topic is covered, please provide this information to the Director/Assistant Director of the Tutoring Center prior to August 1 of the AY.*