



## 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. All tutors undergo training, oversight, and management by Tutoring Services administrators.

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 [Janice Taylor](#) to facilitate support for individual students.

### Information, class visits, and tours

Please coordinate with [Korey Marquez](#) 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, please contact [Janice Taylor](#) 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 a time frame within which they must take advantage of the opportunity. It is strongly suggested that you do **not** *require* student usage of tutoring, though you may recommend usage. Students may ask for a "Proof of Visit" stamp after working with a tutor.

### 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 a space for make-up exams or 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**

Korey Marquez, Associate Director  
992-2765

Janice Taylor, Program Manager  
992-2773

Chris Chaffin, Program Coordinator  
992-2668

Language & Writing Center  
HKH 102, 992-2253

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

Transitional Studies Tutoring Center  
TBG 228, 992-2750

Accounting & Business Center  
AA4 106

Online Tutoring  
[www.etutoringonline.org](http://www.etutoringonline.org)