**Mandatory Tutoring** **and Attendance** **Policy** **Fall 14**

**Revised Aug 22 2014**

20095-041, 042, 048, 051, 053 and 054 for Algebra for Calculus Stretch I and

20095- 022, 026 Modeling Algebra Plus

Attendance (daily) and mandatory tutoring (minimum of 1 hr per week starting in week 2) for this course is required. Failure to comply could be a loss of at most ten percent of your grade. If a student misses up to three class meetings (excused or unexcused) then the student may redeem their in class attendance points by scheduling an extra two tutoring hrs. per class. Failure to make up the time could result in a loss of several points for each day. Tutoring is meant to assist each student and not replace the class meetings.

**Points for the in class attendance and mandatory tutoring**

14 weeks of attendance - one point for each day, 3 points per week, no matter what (holidays included) - Total 42 points

14 weeks of tutoring –3 points per week if attendance is verified by tutortrac only – Total 42 points

**Grand Total: 84 points or about 10% of the total points in the course.**

**Note:** If redeeming an absence (up to three) then for each two EXTRA tutor hrs. student will be granted one class day attendance point.

Any unexcused/excused absence can be redeemed by going to two EXTRA tutor hrs. (up to three class times).

For each class missed, students will need to schedule an EXTRA 2 hrs. of tutoring, beyond the three hrs. of tutoring for that week.

**Where do I get Tutoring?**

1. Scheduled Tutoring- MSC 207 Sign up the first day of school
2. Drop in tutoring- any on campus location provided by academic success center
3. For detailed tutoring info see link: <http://www2.kent.edu/asc/tutoring/math/index.cfm>
4. Instructor may give each student a tutor/attendance contract where each student will sign

**What do I need to bring at the tutoring session?**

1. Laptop or use university computer near tutor
2. Paper
3. Photo ID –preferably flashcard
4. Need to know your Flashline user id (to type into tutortrac)
5. Failure to bring the above in any session may result in loss of tutor points

**How does the instructor keep track of the tutor hrs. ?**

 1) The student will clock in and clock out per tutor session with Kent Flashline User id using tutortrac.

 2) Each Monday the instructor will generate the previous weekly report. For at least one hr per week student will receive a maximum of three tutor points.

**When do I have to complete the tutoring hr(s) per week?**

1. Tutor he(s). will start to be recorded the second week of school.
2. You have from Monday to Sunday midnight to receive tutor help from ASC.
3. A minimum of 1 tutor hr. is to be recorded by tutortrac weekly for 14 weeks.
4. Failure to attend tutor sessions will result in loss of tutor points.

**What do I do at the tutoring session, after I clock into tutortrac?**

1. Work on that days/week hw. It could be a worksheet provided by your instructor or you are working on the electronic homework called mylabsplus. You will need your laptop or a university computer that is near the tutor.
2. Can I just sit there and watch the clock? No, you are there for a reason, so participate in your education by reading the text, following the examples provided by instructor, mylabsplus, worksheet, videos, tutor, text, etc. There is always something to learn.
3. What if I am “done” with the HW for that week, do I still need to go to the tutor session? –YES.
4. Even if you are done, you can work ahead, re-read your notes/text for that week, ask tutor for extra problems on difficult areas of concern. The little you do the little you will get out of this free program.
5. Can I schedule more than one hr? Yes! Do I receive more points? No. Maximum number of tutor points per week is 3 points.