



MISSOURI STATE UNIVERSITY™

**BEAR CLAW**

CENTER FOR LEARNING AND WRITING

# The Bear CLAW: A User's Guide



FALL 2011



**Missouri State.**  
UNIVERSITY

## Directors

Diana Garland, Learning Commons  
Michael Frizell, Student Learning Services

Subject Area Tutoring, Math Table  
Writing Center, PASS Program, Absent Professor

### *Booking an Appointment for Tutoring or Consultation*

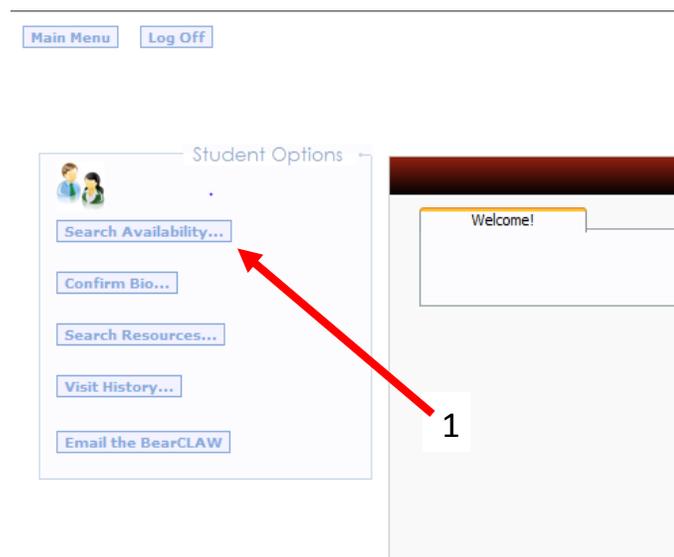
To book an appointment, go to MyMissouriState.edu, choose the **Academics** tab and in the **Learning Commons** box near the bottom of the screen, click the **Tutor Trac** link. From here, you will choose **Search Availability**, and select **Subject Area Tutoring or Writing Center**. If you would like Subject Area Tutoring, select the class for which you want tutoring from the drop-down menu of your classes in the Section box. If you would like to book a Writing Center appointment, leave the Section box blank! Then click **Search**.

### *A NOTE REGARDING MISSED APPOINTMENTS:*

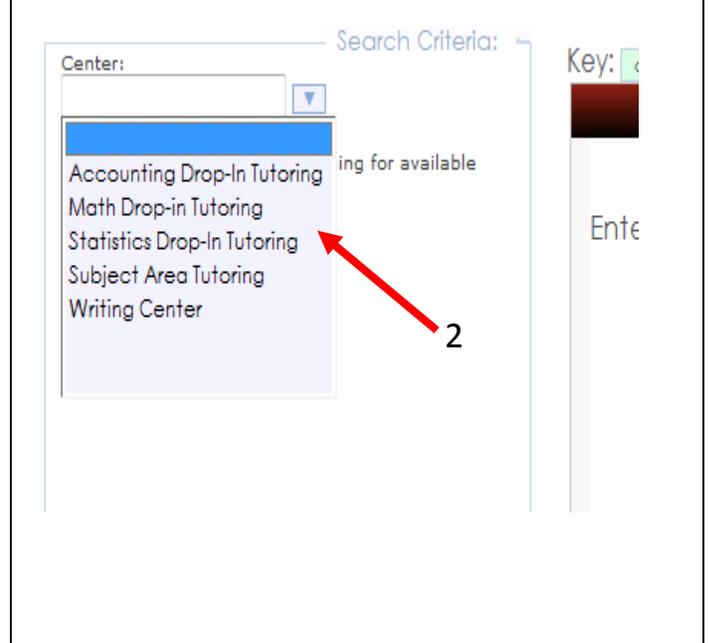
**If you miss three appointments scheduled in advance, you will be unable to use the services of the Bear CLAW (with the exception of the PASS Program) for the remainder of the semester. Please note that cancelling an appointment less than 24 hours before your scheduled appointment counts as a missed appointment.**

## Scheduling an Appointment in the CLAW

### 1. Click on "Search Availability..."



### 2. Choose "Center"



- Choose "Section:" (course)  
**NOTE:** If making a Writing center appointment, leave this blank.
- Click on "Search"

Search Criteria:

Center:  
 ▼

Consultant:  
 ▼

Section:  
 ▼ 3

From:

To:

Time:

Days:

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- Click on "Save"

- Click on the time slot you would like to schedule

Key: drop in 1 on 1 multi-person class or group move the mouse over an availability to

**Available Time Slots:**

Thu 9/23/2010	Fri 9/24/2010	Sun 9/26/2010
<input type="text" value="Tutor Name"/>	<input type="text" value="Tutor Name"/>	<input type="text" value="Tutor Name"/>
<span style="background-color: #e0ffe0;">2:00 PM - 3:00 PM</span>	<span style="background-color: #e0ffe0;">9:00 AM - 10:00 AM</span>	<span style="background-color: #e0ffe0;">3:00 PM - 4:00 PM</span>
<span style="background-color: #e0ffe0;">3:00 PM - 4:00 PM</span>	<span style="background-color: #e0ffe0;">10:00 AM - 11:00 AM</span>	<span style="background-color: #e0ffe0;">4:00 PM - 5:00 PM</span>
<span style="background-color: #e0ffe0;">4:00 PM - 5:00 PM</span>	<span style="background-color: #e0ffe0;">11:00 AM - 12:00 PM</span>	<span style="background-color: #e0ffe0;">5:00 PM - 6:00 PM</span>
<span style="background-color: #e0ffe0;">5:00 PM - 6:00 PM</span>	<span style="background-color: #e0ffe0;">12:00 PM - 1:00 PM</span>	<span style="background-color: #e0ffe0;">6:00 PM - 7:00 PM</span>
	<span style="background-color: #e0ffe0;">1:00 PM - 2:00 PM</span>	
	<span style="background-color: #e0ffe0;">2:00 PM - 3:00 PM</span>	
	<span style="background-color: #e0ffe0;">3:00 PM - 4:00 PM</span>	
	<span style="background-color: #e0ffe0;">4:00 PM - 5:00 PM</span>	
	<span style="background-color: #e0ffe0;">5:00 PM - 6:00 PM</span>	
	<input type="text" value="Tutor Name"/>	
	<span style="background-color: #e0ffe0;">11:00 AM - 12:00 PM</span>	
	<span style="background-color: #e0ffe0;">12:00 PM - 1:00 PM</span>	
	<span style="background-color: #e0ffe0;">1:00 PM - 2:00 PM</span>	
	<span style="background-color: #e0ffe0;">2:00 PM - 3:00 PM</span>	
	<span style="background-color: #e0ffe0;">3:00 PM - 4:00 PM</span>	
	<span style="background-color: #e0ffe0;">4:00 PM - 5:00 PM</span>	

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- Return to "Main Menu"

### Appointments Entry

Student:  Staff:

**Appointment Info**

Center:

Subject:

Date: 9/24/2010 Time: 2:00 PM To: 3:00 PM

Notes:

Created 00/00/00 at 00:00:00 by  
Modified 00/00/00 at 00:00:00 by

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Center:

Search Criteria:

Key:

Choose a center to begin searching for available appointment slots.

Thu 9/23/2010	Fr 9/24/2010
Melissa	Brian
2:00 PM - 3:00 PM	9:00 AM - 10:00 AM
3:00 PM - 4:00 PM	10:00 AM - 11:00 AM
4:00 PM - 5:00 PM	11:00 AM - 12:00 PM
5:00 PM - 6:00 PM	12:00 PM - 1:00 PM
	1:00 PM - 2:00 PM
	2:00 PM - 3:00 PM
	3:00 PM - 4:00 PM
	4:00 PM - 5:00 PM

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Appointments will be listed in "Upcoming Appointments". To cancel an appointment, click on the "x".

**TutorTrac**

Welcome!

### Upcoming Appointments

Subject Area Tutoring appointment on 9/24/2010 at 2:00 PM with  , section: FIN\_380 002 201040 .

X

### Appointment Cancellation

Are you sure you want to cancel this appointment?  
Enter a reason for the cancellation and click Confirm Cancellation.

Details:  
Subject Area Tutoring appointment on 9/24/2010 at 2:00 PM with  , section: FIN\_380 002 201040

Reason:

## SUBJECT AREA TUTORING

- ✓ Appointment must be made with a 24 hours notice and cannot be made more than 4 days in advance.
- ✓ Students may only make one appointment at a time.
- ✓ Students are limited to 2 one hour appointments per week per subject.
- ✓ Missing more than two appointments without 24 hour advanced cancelation will require the tutee to see the Director of the Learning Commons in order to continue to be able use the services. Canceling more than two appointments during a semester will require the tutee to see the Director of the Learning Commons in order to continue to be able to use the services. Medical reasons will be considered "excused" when the tutee has a verified visit to Taylor Health.
- ✓ Tutors and Tutees will be required to sign in and out of appointments and will be required to check off on an evaluation of each other at that time.

Tutors are only paid when they are checked in using the TutorTrac system. At this point, students are limited to working no more than 20 hours per week.

Tutor training is paid, and eventually will be certified through the College Reading & Learning Association (CRLA) certification program. Certification requires 10 hours training and 25 hours of experience at the Bear Claw.

The more courses a tutor can tutor the more appointments they will likely get. If many tutors only want to tutor on the weekend then they will probably have fewer appointments.

Tutors may or may not see the same student to tutor. The student can select the tutor they want so if a particular tutor worked well with them one time the student may request the same tutor.

Some classes feature group tutoring, where there are up to 10 students who need help on the same subject.

## Hiring Tutors

### Subject Area Tutor Qualifications

1. Must have and maintain an overall GPA of 3.0 or higher
2. Must have completed the course and earned a grade of B or higher in the course you wish to tutor or a higher level course that includes substantial knowledge of course material of lower level course
3. You must provide an academic reference by a faculty member of the academic department for the subject area you wish to tutor. The official tutor reference form must be returned before you are allowed to tutor.
4. Must have completed at least one semester at Missouri State University and be a current full-time student (fall and spring semesters)
5. High standards of ethics and integrity
6. Positive attitude and work ethic
7. Good communication and interpersonal skills required
8. Some tutoring experience helpful but not required

## For More Information

### BEAR CLAW

901 South National Avenue, Springfield, MO 65897

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<http://bearclaw.missouristate.edu/>

## THE WRITING CENTER

The Writing Center is a free academic support service providing members of the education community a place to share work in progress with knowledgeable, attentive readers. The staff of trained tutors, all active writers, strives to empower individual writing through personalized tutoring for any project. Undergraduate and graduate students, staff, and faculty use the service to workshop papers for their academic courses, master's thesis, creative writing, speeches, presentations, course syllabi, and articles intended for publication. **Students are permitted only 1 appointment daily.** All appointments must be made at least 24 hours in advance. Walk-ins are permitted; however, there is no guarantee they will be seen. Appointments can be made the same way subject area appointments are made. An appointment lasts up to 45 minutes.

### *The Writing Consultants*

Writing consultants are hired from a variety of academic disciplines and must be a junior or above, have at least a 3.5 G.P.A., submit exemplary writing samples, and provide at least three academic references. Consultants participate in ongoing training in writing center theory and practice, composition, and academic citation methodologies.

During a session, a consultant, using a facilitative approach, focuses on the academic quality of the paper, aiding the writer in achieving college-level technique. Instead of merely proofreading, the consultant enhances the author's work by asking questions, making suggestions, and guiding the author to a greater understanding of the paper at hand and of writing in general. Consultants can aid in every part of the writing process, including brainstorming, research, drafting, revision, organization, grammar, punctuation, and citation methods.

### *Electronic Consultations*

**By E-Mail:** If you are **enrolled at a satellite location, in an online class, or a dual-credit course**, an e-mail writing consultant is an alternative way to obtain advice regarding your manuscript (e.g., a paper for a course, a thesis chapter, an article for a journal, a letter, an application essay, creative writing). Your paper may be in any stage of the writing process. A writing consultant will read and give you an overview of the text's strengths and weaknesses.

SEE OUR [E-MAIL CONSULTATION](#) PAGE FOR SUBMISSION INFORMATION.

**Live using Adobe Connect:** If you prefer an interactive consultation, the Internet Consultations functions much like an in-person appointment in the Writing Center like the Writing Center except the consultations are held using Adobe Connect®, instead of a sit-down meeting. You'll have an interactive, collaborative learning session with a consultant. During this session, your consultant will work with you to answer questions, encourage problem solving, and create a stronger piece of writing. ***This service is for those enrolled at a satellite location, in an online class, or a dual-credit course. Hours are limited.***

SEE OUR [INTERNET CONSULTATION](#) PAGE FOR SUBMISSION INFORMATION.

### *For More Information*

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<http://writingcenter.missouristate.edu>

## THE PEER ASSISTED STUDY SESSION (PASS) PROGRAM

Peer Assisted Study Session (PASS) is a voluntary academic assistance program that utilizes peer-led group study to help students succeed in traditionally difficult courses—those with high unsuccessful completion rates (Ds, Fs, and Ws). PASS targets tough courses which over time have demonstrated their difficulty regardless of the faculty who teach them or the material that is used. These courses are difficult for many students, with some struggling more than others and, as such, are deemed “traditionally difficult.”

### *The Role of Faculty in PASS*

For PASS to achieve its highest potential effectiveness, faculty are asked to provide a few minutes at the start of each lecture for brief PASS updates. On the second day of classes, the PASS Leader makes an initial announcement, introducing PASS and describing the availability of PASS sessions. Subsequent weekly announcements remind students of the PASS schedule and encourage participation.

Faculty endorsement of PASS for all students also helps to eliminate the stigma that *only those who are failing the course* should attend. The combination of high and low performing students in PASS provides a collaborative and less threatening environment where students learn from each other in a more intimate setting.

PASS Leaders are mandated to keep faculty involved in the PASS Program with frequent meetings. The purpose of these visits is to inform faculty of questions students are asking about particular content, point out areas where the students are struggling, discuss the level of class participation, and offer faculty advance review of study aids, such as mock exams.

### *The Role of the PASS Leader*

The ideal PASS leader is a model student who has recently taken the class from the same instructor and received a high final subject grade. The PASS leader neither re-lectures nor introduces new material; rather, the PASS leader’s responsibility is to organize and add structure to the PASS sessions.

The PASS sessions integrate the review of lecture notes, textbook readings, outside supplemental readings along with appropriate modeling of learning strategies. “How to learn” is embedded into PASS sessions along with “what to learn.” Through practice and mastery of effective learning strategies, students can adopt and transfer these strategies to other subjects and content areas. Collaborative learning strategies are used in PASS sessions as a means of creating an active learning environment for student participants.

### *For More Information*

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