

## How to Connect Students with Our Services:

Service	Main Contact	Why would a student need to be connected with this service:	How to Refer a student to this service:	Fun Facts
<p><b>Academic Success Counselor</b>  <i>The Academic Success Center provides <a href="#">academic support</a> for all students through the Early Outreach and Voluntary Support programs. Counselors work with students on a regular basis to discuss courses, learning strategies, study techniques and help students refocus and get back on track.</i></p>	<p><b>Melinda Bard</b>            ASC Counselor            (518)327-6444  <a href="mailto:mbard@paulsmiths.edu">mbard@paulsmiths.edu</a></p> <p><b>Maureen Pellerin</b>            ASC Counselor            (518)327-6444  <a href="mailto:mpellerin@paulsmiths.edu">mpellerin@paulsmiths.edu</a></p>	<p><u>Student appears to be:</u></p> <ul style="list-style-type: none"> <li>• Overwhelmed with their academic workload.</li> <li>• Lacking organization and planning skills.</li> <li>• Working extremely hard in the course, but not seeing any results.</li> <li>• Unsure about their academic program or coursework.</li> <li>• Unsure about PSC and/or if college is right for them</li> </ul>	<p>1. <u>Raise a Referral Flag in Starfish</u> for an <b>Academic Success Counselor</b>.</p> <p>2. <u>Email or call</u> any of the ASC Counselors and we will reach out directly to the individual you have referred.</p> <p>3. <u>Direct the student to the ASC</u> where a staff member can help the student set up an appointment.</p>	<p><i>-Voluntary Support Works! In Fall 2015 92% of VOL Students finished in Good Standing!</i></p> <p><i>-The average GPA changed from 2.61 at midterm to a 2.82 at final.</i></p>
<p><b>Tutoring</b>  <a href="#">Individual or small group</a> sessions available. Tutors are trained to help students learn and improve understanding of course material and to teach new study techniques or problem-solving strategies to help students succeed in their courses.</p>	<p><b>Tracy Elliot</b>            Tutor Coordinator            (518)327-6137  <a href="mailto:telliott@paulsmiths.edu">telliott@paulsmiths.edu</a></p>	<p><u>Student is:</u></p> <ul style="list-style-type: none"> <li>• Struggling in course.</li> <li>• Having difficulty with pace of class.</li> <li>• Struggling to complete assignments.</li> <li>• Receiving low quiz or test grades.</li> <li>• Someone who could benefit from learning material in a different way or needs help understanding on a deeper level.</li> </ul>	<p>1. <u>Raise a Referral Flag in Starfish</u> for <b>Academic Success Course Support</b>.</p> <p>2. <u>Direct student to complete a Tutor Request Form</u>, available online or in the Academic Success Center.</p> <p>3. <u>Direct student to meet</u> with Tracy Elliot, Tutor Coordinator, in Library 203.</p>	<p><i>91% Course pass rate for students who utilize this service!</i></p>

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<p><b>Supplemental Instruction</b>  <i>SI Sessions are led by a student who has successfully completed the course. The SI leaders meet regularly with the course instructor, attends current classes and hold instruction sessions at least once a week. Students' can attend sessions on an as needed basis.</i></p>	<p><b>Tracy Elliot</b>  Tutor Coordinator  (518)327-6137  <a href="mailto:telliott@paulsmiths.edu">telliott@paulsmiths.edu</a></p>	<p><u>Student is:</u></p> <ul style="list-style-type: none"> <li>• Doing ok in the course, but could use a “refresher” each week.</li> <li>• Someone who could benefit from learning material in a different way or needs help understanding on a deeper level.</li> <li>• Finishing most assignments, but needs help with a few questions.</li> <li>• Receiving low quiz or test grades.</li> </ul>	<p>1. Raise a Referral Flag in <a href="#">Starfish</a> for <b>Academic Success Course Support</b>.</p> <p>2. <u>Direct student to ASC</u> where a staff member can help student get connected with the right sessions.</p>	<p><i>On average, students who participate regularly in Supplemental Instruction improve their grades by a half to full letter.</i></p>
<p><b>Study Groups</b>  <i>If there is not a Supplemental Instruction for a course, <a href="#">study groups</a> can be set up on an as-needed basis. Study groups are a great way for students to get together with other students to review material, work on problems, and prepare for tests. Study groups are led by student tutors currently taking the course.</i></p>	<p><b>Tracy Elliot</b>  Tutor Coordinator  (518)327-6137  <a href="mailto:telliott@paulsmiths.edu">telliott@paulsmiths.edu</a></p>	<p><u>Student is:</u></p> <ul style="list-style-type: none"> <li>• Doing ok in the course, but could benefit from working with peers to review material.</li> <li>• Studying, but may need help identifying more effective study strategies</li> <li>• Finishing most assignments, but needs help with a few questions.</li> <li>• Receiving low quiz/test grades</li> </ul>	<p>1. Raise a Referral Flag in <a href="#">Starfish</a> for <b>Academic Success Course Support</b>.</p> <p>2. <u>Direct student to ASC</u> where a staff member can help student get connected with the right sessions.</p> <p><a href="#">LINK TO SI SCHEDULE</a>  (updated daily)</p>	<p><i>Study groups are led by student tutors currently taking the course.</i></p> <p><i>81% of students who utilize tutoring pass with a C or better.</i></p>

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<p><b>Writing Center</b>  <a href="#">Writing Center</a>  <i>Coaches are students or faculty members who work 1 on 1 with their peers on a walk-in basis. Writing Coaches work with students to help them develop writing skills and become independent writers. Our Writing Coaches do not just critique writing, they teach our students how to better understand the writing process and ultimately become better writers</i></p>	<p><b>Tracy Elliot</b>  Tutor Coordinator  (518)327-6137  <a href="mailto:telliott@paulsmiths.edu">telliott@paulsmiths.edu</a></p> <p>If you would like more information on integrating the Writing Center into your courses please contact, <b>Faculty Liaison, Rebecca Romeo</b>  <a href="mailto:rromeo@paulsmiths.edu">rromeo@paulsmiths.edu</a></p>	<p>Student has trouble with:</p> <ul style="list-style-type: none"> <li>• Developing and organizing ideas</li> <li>• Basic Writing Skills</li> <li>• Citation of Sources</li> <li>• Wordiness and Redundancy</li> <li>• Transforming a draft to the final product</li> <li>• Punctuation skills</li> <li>• Sentence Structure</li> </ul>	<p>1. Complete a <a href="#">classroom visit request/required visit form.</a></p> <p>2. <u>Direct student to Academic Success Center</u> where they can find out more information and utilize the writing center on a walk-in basis during scheduled <a href="#">hours.</a></p>	<p><b><i>Do you want to integrate the Writing Center into your course?</i></b></p> <p>Fill out a <a href="#">classroom visit request/required visit form</a> . We will <b>come to your class</b> or track student visits, then send reports to you for usage in your class.</p>
<p><b>Career Center</b>  <a href="#">The Career Center</a> is available to help students explore career options, navigate the current job market and prepare themselves to be marketable to prospective employers. Students also have access to Career Central- a comprehensive online job board and career center, as well as many other tools.</p>	<p><b>Debra Dutcher</b>  Career Coordinator  (518) 327- 6082  <a href="mailto:ddutcher@paulsmiths.edu">ddutcher@paulsmiths.edu</a></p>	<p>Student needs help:</p> <ul style="list-style-type: none"> <li>• Building a cover letter or resume.</li> <li>• Finding an internship/externship .</li> <li>• Preparing for an upcoming interview or Career Fair.</li> <li>• Navigating the current job market.</li> <li>• Preparing for Graduate School</li> <li>• Exploring career options and jobs related to their major.</li> <li>• Figuring out their educational direction.</li> </ul>	<p>1. <u>Direct student to Career Center, located in the ASC</u> where they can find out more information and utilize the career center on a walk-in basis from 8:30 am-4:30 pm.</p>	<p><i>Nine out of ten Paul Smith's graduates either find jobs in their field or go to grad school within six months of graduation.</i></p>

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<p><b><u>Center for Accommodative Services</u></b>  <i>The Center for Accommodative Services offers alternatives and options that allow students to fully participate in academic pursuits at Paul Smith's. It is up to students to make their own decisions and to initiate actions that ultimately lead to success and enable them to contribute to, as well as share responsibility in, the Paul Smith's College community.</i></p>	<p>Roxanne McCarty  <b>Learning Specialist</b>  (518)327-6414  <a href="mailto:rmccarty@paulsmiths.edu">rmccarty@paulsmiths.edu</a></p> <p>Vanessa Case  <b>Office Manager</b>  (518)327-6415  <a href="mailto:vcase@paulsmiths.edu">vcase@paulsmiths.edu</a></p>	<p>Student:</p> <ul style="list-style-type: none"> <li>Identifies themselves as having a disability requiring accommodations.</li> <li>Requests accommodations for testing, writing assignments and reading.</li> <li>States they had documented disabilities in high school and would like to continue to access accommodative services.</li> </ul>	<p>1. Raise a Referral Flag in <a href="#">Starfish</a> for <b>Accommodative Services</b>.</p> <p>2. Direct student to the <a href="#">Center for Accommodative Services</a>, located upstairs in the Library.</p>	<p><i>Students with disabilities who use accommodations graduate, on average, at a higher rate!</i></p>