



ASC Overview of Services



This workshop is designed to give participants an overview of the services and support offered by the Academic Success Center. Participants will have the opportunity to learn more about our Individualized Support and Course Support programs as well as other ASC Outreach initiatives.

Individualized Support:

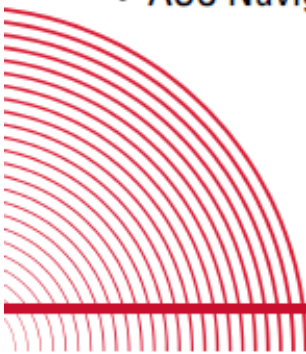
- Academic Skills Coaching
- Writing & Communication Consultations
- ASC Navigator Appointments

Course Support:

- Supplemental Instruction (SI)
- Tutoring

ASC Outreach:

- Workshops
- Psych 131



asc.iastate.edu | success@iastate.edu | 515-294-6624

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IOWA STATE UNIVERSITY

Academic Success Center

We *support.* You *succeed.*



Skill Development Reflection Questions

1. My college academic skills are...

very developed

moderately developed

not developed

Explain.

2. In the past, I have struggled with...

time management

motivation

exam preparation

study strategies

3. My preferred learning environment is...

bigger groups

one-on-one/partner work

Explain.

Academic Skills Coaching

Academic Skills Coaching consists of one-on-one meetings in which a peer coach helps a student examine academic concerns and perceived barriers to success. Coaches provide students with semester-long support in areas such as time management, overcoming procrastination, test preparation, notetaking, and reading strategies. They work individually with students to assess their strengths and needs and devise a personalized plan of action. Academic Skills Coaching at Iowa State utilizes a peer-to-peer model and is free and unlimited to all currently registered Iowa State University undergraduate and graduate students. Academic Skills Coaching appointments can be requested by students through the Navigate website or mobile app. Students can schedule meetings as needed, or work with a coach on a regular basis throughout the semester.

Academic Skills Coaching Example

The example below is one of our Time Management resources that an Academic Skills Coach may go over in a coaching appointment. Time Management is one of the most common areas of support that our Peer Academic Skills Coaches provide. So if you sign up for a coaching appointment, this might be a resource that your coach will recommend and walk you through!

Due vs. Do

When students have an upcoming due date, it can be helpful to consider all the work that needs to get done before that date. How can an assignment be broken up into smaller tasks (to-dos)? How long will each of those tasks take? What days of the week do you have time to complete those tasks? When do you need to get started on a to-do list in order to meet the assignment due date?

Time Management: "Due" vs. "Do"

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATUDAY
DUE:	DUE:	DUE:	DUE:	DUE:	DUE:	DUE:
TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:	TO-DO:
EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:	EVENTS:

Writing & Communication Consultations

Communication Consultants work with students one-on-one at any stage of the writing process, including brainstorming, researching, drafting, and revising. Consultants can also help students gain a clearer understanding of other topics writing topics such as focus, organization, structure, and formatting.

How We Help

- Free consultations with graduate and undergraduate students on any written, oral, visual, or electronic communication project.
- Assistance with any step of the writing process.
- Offering single sessions or recurring appointments.
- Reviewing cover letters, resumes, and application materials.
- Identifying necessary improvements to the clarity, organization, and tone of your assignment.
- Discussing assignment requirements and other issues with the nature of the assignment.

Appointment Options

- **In-Person** – In-person appointments are offered at the Hixson-Lied Student Success Center, Room 2261. Students can schedule up to 3 appointments per week. Students can have walk-in appointments or schedule by calling in or using Navigate to schedule appointments.
- **Zoom** – Zoom appointments are recommended for students in the brainstorming or early stages of writing, but are available for students in any stage of the writing process. Zoom appointments offer an opportunity to talk through your work and can be useful for students working on a presentation or other visual/oral communication project. Zoom appointments can be scheduled on Navigate by selecting the “virtual” option, then selecting the “Zoom” option on your intake form.
- **Google Docs** – Google Docs appointments are recommended for students in the middle to late stages of a writing process. These appointments are great for revising a draft in real time, but communicating using Google chat and comments. Google Docs appointments can be scheduled on Navigate by selecting the “virtual” option, then selecting the “Google Docs” option on your intake form.

Academic Success Navigator Appointments

Academic Success Navigators provide support and guidance to students who may feel overwhelmed or unsure of where to begin in their academic journey. Whether you are a first-time college student or returning to school after a break, we understand that navigating the academic landscape can be challenging. A one-on-one appointment with a Navigator can help point you to various resources and services on campus to move you toward your academic goals. Appointments with an Academic Success Navigator can be scheduled through Navigate.

What it is

- Individualized approach to connecting students to resources within the ASC
- Open and inviting approach to connecting directly with students
- Opportunity to make additional referrals as appropriate to other DSO/campus units (Academic Advising, SAS, Student Assistance, Student Counseling, etc.) when support beyond ASC resources may be needed

What it's not

- Meant to replace existing resources/processes that already exist on campus (academic advising, financial aid, etc.)
- Meant to replace ongoing connection to a helping professional (i.e. mental health care).
- Ongoing academic skills coaching

Who is it for?

- Students who may need additional affirmation/confirmation of their academic support needs
- Any student who doesn't know where to begin but wants a connection to our resources

Tutoring Services

Tutoring Services is a centralized academic support service consisting of peer-facilitated learning experiences for undergraduate students at Iowa State University. We work with students to identify and mobilize resources that facilitate learning and promote success. We are dedicated to providing quality small group tutoring, with groups of 2 to 5 students, for many undergraduate courses. All tutors and tutees are currently enrolled students at Iowa State. Each tutoring group is led by a qualified peer tutor. Groups meet on a consistent day and time twice per week during the academic year, and three times per week during the summer.

Tutoring Services FAQs

Why do you use group tutoring?

The purpose of group tutoring is to help tutees learn how to learn the material. That is accomplished over the course of the semester through twice weekly sessions in a group of 2 to 5 tutees. In those sessions, tutors and tutees utilize peer-to-peer learning in order to share experiences and learn from one another to build self-confidence and develop study skills. Asking questions, group discussion, and practice problems are all encouraged as a part of active participation in group tutoring.

What if I have a busy schedule?

We understand that students have busy schedules, and we also know that consistently reinforcing and applying knowledge is essential for effective learning. Because of this, tutoring groups must meet twice a week for 50 minutes each session. To maximize placement, students seeking tutoring must indicate 14 hours of availability, but are encouraged to indicate more on their tutoring request.

What happens if I miss tutoring?

If you miss more than 3 tutoring sessions (no-show) you will be removed from the tutoring group and will not be allowed to join another tutoring group for the same course during the semester. To avoid this, work with your tutor to determine a day, time, and group that meets your needs. Be sure to keep your profile up to date regarding your availability.

What is expected of tutees?

- Be punctual and reliable
- Attend all course lectures and tutoring sessions
- Come prepared to participate with questions and necessary materials
- Write down questions and ideas when you study and bring them with you
- Notify the tutor if they will be absent or have any permanent schedule conflicts
- Notify the ASC if they wish to remove their tutoring request
- Give your tutor feedback about their effectiveness (tutoring is a partnership that requires input)

Supplemental Instruction

Supplemental Instruction (SI) is an internationally recognized academic support program. SI is a voluntary program that offers free, regularly scheduled study sessions for traditionally difficult courses. SI sessions are led by current ISU undergraduate students who have successfully completed the course. Our data suggests that the more often students attend SI, the higher their final grades will be in the course. We recommend attending SI at least once per week.

Supplemental Instruction FAQs

How do I know if SI is offered for my course?

The SI Schedule, which includes a list of courses and SI sessions, is available beginning the first Friday of each semester. SI sessions will be promoted by the SI Leader in class throughout the semester.

What occurs at an SI session?

SI is an opportunity for students to work together to explore important concepts, review class notes, discuss reading assignments, practice test-taking strategies, and prepare for examinations.

I filled out the scheduling survey...now what?

Days, times, and locations for SI sessions are determined by SI Leaders during the first week of classes, after a sufficient number of students have contributed feedback via the scheduling survey. The session logistics will be promoted the end of the first week, and sessions begin the second week.

How often are SI sessions held?

At least three 50-minute sessions are facilitated by each SI Leader per week. See the [SI Schedule](#) for specific times and locations for your courses. More sessions are available for courses with more than one SI Leader.

How are SI classes selected?

Most SI sessions target traditionally difficult 100- and 200-level courses. These courses are usually large lectures that require heavy amounts of reading, have exams that focus on application and analysis, and offer limited opportunities for interaction. The remaining SI sessions are offered based on departmental requests and available funding.

Who attends SI?

SI is open to all students regardless of their ability levels. SI attendance is voluntary; however, our data suggests that the more often students attend, the higher their final grades will be in the course. We recommend attending SI at least once per week.

How do I sign-up for email updates from SI Leaders?

1. Click on the courses/schedule menu option to access our interactive schedule.
2. Click on the link to your course.
3. Click the "Sign Up for Updates" option.
4. Log in using your NetID and password.
5. Repeat steps 1-3 for other courses as desired.

Students who participate in SI:

- Learn how to learn while learning what to learn.
- Work collaboratively with peer students in a facilitated environment.
- Receive support from a trained, educated SI Leader.

Workshops

Our workshops encourage students to interact with one another and the workshop facilitator by engaging in activities and discussions. Students will be asked to reflect on their own academic experiences and make connections to the information presented in the workshop to make plans to incorporate new academic skills.

Workshop Topics

- **Overview of ASC Services:** Description of Academic Coaching, Psychology 131, Supplemental Instruction, and Tutoring.
- **Time Management:** Strategies for effectively understanding time management, particularly as it relates to study skills.
- **Study Cycle:** Focuses on metacognition and utilizing the Study Cycle to succeed in courses. The Study Cycle is a 5-step approach designed to help students become more efficient learners.
- **Exam Preparation:** New and improved overview of the Study Cycle, Bloom's Taxonomy, and time management strategies for exam preparation.
- **Final Exam Preparation:** Learn more about studies strategies, resources, and time management skills for finals week.

Recommendations for Requesting.

- Overview and Study Cycle workshops should only be requested at the beginning of the semester. These workshops cover concepts and resources that will benefit students throughout the semester.
- The Exam Preparation workshop should only be requested if the group of students have an exam coming up within 5 - 10 days of the presentation.
- Workshops during winter, spring, or fall break can be difficult to accommodate.

Workshops are typically requested by professors, academic advisors, student organization leaders, and other groups across campus. Individual students can access recordings and workshop materials anytime on our website by following the links for On-Demand Workshops.

Psych 131

Psych 131, the Academic Learning Skills Seminar, is a 1-credit course designed to facilitate students' development of academic skills, behaviors, and attitudes. Content in this course will build a foundation for academic success to help students in their current coursework and better prepare them for further success throughout their college career.

Breakdown of Material

Goal Setting and Motivation

- Identify specific factors influencing personal motivation and success
- Articulate how to self-monitor learning and how to adjust study behaviors accordingly
- Learn strategies for creating short-term and long-term goals

Time Management and Planning

- Identify specific details of how time is currently spent
- Articulate priorities impacting use of time
- Learn specific time management strategies to achieve goals

Learning Strategies and Individual Differences

- Identify and understand learning preferences and strategies
- Articulate how personal preferences affect others when learning individually or in groups
- Develop strategies for academic success, including thinking, note taking, testing, and reading

Team-Based, Peer Group Interaction

- Identify appropriate/inappropriate ways of interacting with peer students in group or team-based, in-class interactions
- Articulate the value of working in groups and increases value of working with students who have diverse backgrounds and experiences
- Demonstrate the ability to balance multiple perspectives when working with others

Student Employment

The Academic Success Center also likes to help students develop important leadership skills, which is why all of the programs we offer employ Iowa State undergraduate students every semester.

Tutors

Tutoring Services seeks tutors who are motivated to help their peers be successful by learning how to learn. Tutors provide peer academic support to students in a variety of undergraduate courses and help shape students' experience at Iowa State University. Tutors will assist in student learning and retention through facilitation of small group tutoring that help students better understand concepts and applications of course content.

Tutor Qualifications:

- Be enrolled as an Iowa State University undergraduate student
- Complete at least one (1) semester at Iowa State University
- Have an ISU cumulative GPA of 2.5
- Earn a grade of B or higher in course(s) you want to tutor taken here at Iowa State

Why Become a Tutor?

Tutoring is an excellent opportunity to build your communication and leadership skills, keep up your knowledge of completed coursework, and help others. Over 9 out of 10 tutors would recommend being a tutor!

Supplemental Instruction Leaders

SI Leaders are undergraduate students who provide peer academic support for an assigned course. SI Leaders assist in student learning and retention at Iowa State University through facilitation of study sessions that help students better understand concepts and applications of course content.

SI Leader Qualifications:

- Enrollment as an Iowa State University undergraduate student
- Minimum ISU cumulative GPA: 3.00/4.00
- Minimum semester GPA for the most recent academic semester completed: 3.00/4.00
- Grade of B+ or higher in course(s) you desire to lead
- Self-motivation and direction to work independently with limited supervision
- Empathy for and understanding of a diverse group of students
- Ability to speak and present information to large audiences

Student Employment

Peer Academic Skills Coach

A Peer Academic Skills Coach is an undergraduate student who provides one-on-one support to other undergraduate students in developing their academic skills. Peer coaches will also assist in program outreach by promoting skills, resources, and services of the office through facilitation of workshops. Peer Academic Skills Coaches have the opportunity to develop valuable skills such as mentorship, relationship-building, leadership, public speaking, organization and professional skills.

Peer Academic Skills Coach Qualifications:

- Full-time enrollment as an Iowa State University undergraduate student
- Minimum ISU cumulative GPA: 2.75/4.00
- Minimum semester GPA for the most recent academic semester completed: 3.00/4.00
- Genuine desire to support and empower peers
- Empathy for and understanding of a diverse group of students
- Ability to speak and present information to large audiences
- An ability to relate to academic struggle or empathize with students of various academic aptitude
- Flexibility and comfort working autonomously
- Attention to detail and record-keeping
- Willingness to learn new academic skills and implement resources as necessary

Writing & Communication Consultants

Writing & Communication Consultants are students from all disciplines who are committed to helping their peers. C Through the Academic Success Center, communication consultants offer individualized assistance to students across the disciplines working on any form of written, oral, visual, or electronic communication. Communication Consultants help students at all stages of the composition process, from brainstorming and organizing ideas to revising and polishing drafts. Writing and Communication Consultations does not offer editing or proofreading services. Instead, Communication Consultants help students evaluate and improve the effectiveness of their own work. Through assisting others, Communication Consultants gain valuable teaching and teamwork experience, hone their communication skills, and become better writers themselves. In addition to consultations, the team offers workshops and other programming to serve the campus community.

Writing & Communication Consultant Qualifications:

- Enrolled in an undergraduate program at Iowa State University and in good academic standing
- Commitment to learning about diversity, equity, and inclusion and applying this knowledge to your work
- Willingness to take on the responsibility of being a peer role model
- Self-confidence in oral and written communication skills, including interpersonal communication
- Excellent interpersonal skills
- Willingness to work with graduate students
- Highly motivated and eager to learn

Preferred Qualifications:

- Cumulative GPA of 3.0 or above
- One-on-one tutoring experience
- Experience working with English Language Learners

Contact Information

Location: 2157 Hixson-Lied Student Success Center
Phone: 515-294-6624

Adriana Gonzalez-Elliott – ASC Director
Email: amg1@iastate.edu

Annie Gambleton – Assistant Director, Course Support
Email: agamblet@iastate.edu

Emily Asche – Coordinator for Course Support
Email: tutorsrv@iastate.edu

Bethany Kula-Nickels – Coordinator for Academic Skills Coaching
Email: bethanyk@iastate.edu

Rachel McKenny – Coordinator for Writing & Communication Consultations
Email: rmckenny@iastate.edu

Elizabeth Helmick – Coordinator for ASC Navigator Unit
Email: success@iastate.edu

Additional Handouts for Services

How to request an *Academic Coach*

ACADEMIC
COACHING
& OUTREACH

1. Go to cyclones.navigate.eab.com OR download the Navigate Student app and log in using your NetID.
2. Click the 'Appointments' tab, then click 'Schedule an Appointment'
3. Select 'Academic Support' for the Care Unit.
4. Select 'Academic Coaching' for the Service.
5. Then choose from available days/times and schedule your appointment.
6. You will receive a confirmation email with additional information to help you prepare for your appointment.

We **support.** You **succeed.**

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How to find out about *SI Sessions*



1. Go to asc.dso.iastate.edu and it will bring you to the Academic Success Center Website.
 2. On the top tool bar select the 'Supplemental Instruction' drop down menu.
 3. Select the first heading under the drop down menu labeled 'Current Schedule of SI Sessions'
 4. Once you select that option it will take you to a page called 'Academic Success Center- Supplemental Instruction'
 5. On this page you will be able to see a list of the 'Course', 'Instructor', and 'Leader'. This allows you to look for your courses with specific instructors.
 6. Once you find the correct course you can select the 'course title' in red.
 7. After you select your course you will be directed to the course page. On this page you will find when and where the sessions meet, a list of resources used in the sessions, and contact information.
 8. This will allow you to prepare and attend the SI sessions which are very beneficial to all students!
- For questions contact sistaff@iastate.edu

How to request a *tutor*

1. Go to tutoring.iastate.edu and click on 'Sign In to Your Tutoring Profile'. Log in with your ISU Net-ID.
2. Fill in contact and other personal information.
3. Click 'Request Tutoring' in green.
4. Read through the Tutee Application Agreement.
5. **Choose the course** you would like to receive tutoring in. Additional courses may be added on your 'Home' tab after one course request is completed.
6. **Select your funding source.** If self-funded, select 'U-Bill'. Funding Sources other than U-Bill must be approved according to their guidelines.
7. **Edit your schedule.** Make sure to take all activities (work, clubs, meetings, etc.) into consideration when marking times available. The more hours marked 'Available' increases your likelihood of getting assigned to a tutoring group.
8. Hit submit!
9. You will receive an email from your tutor if you are assigned to a group.

TUTORING
SERVICES