

## THE STAFF

We are SFSU students and teachers, trained to facilitate academic success in reading, writing, math, sciences, and study skills for courses across the disciplines. Many tutors are currently enrolled in Master's programs preparing them to become teachers. Several currently teach undergraduate classes at SFSU.

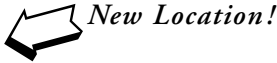
## WHO WE SERVE

Students taking GE, lower division, and upper division courses

Students taking certain major courses or graduate courses

If our services don't fit your needs, we'll help you find support through another campus service.

## COME BY HSS 348



to pick up a drop-in schedule or to talk with the front desk staff about making an appointment for weekly tutoring.

## FOR OTHER INFORMATION

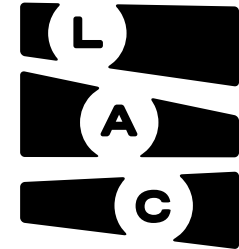
contact one of the coordinating staff at 415.338.1994

- Deborah vanDommelen, Director
- Nathalie Destandau, Program Coordinator
- Peter Ingmire, Math & Sciences Coordinator
- Karen Wiederholt, Tutor Coordinator

FOR A COMPLETE LISTING OF ALL TUTORIAL PROGRAMS AND ACADEMIC SUPPORT SERVICES AT SFSU VISIT:

[www.sfsu.edu/~lac/tutorsubject.htm](http://www.sfsu.edu/~lac/tutorsubject.htm)

LOCATION	HSS 348
HOURS	Monday - Thursday 9-4 Friday 9-12
PHONE	415.338.1993
E-MAIL	<a href="mailto:lac@sfsu.edu">lac@sfsu.edu</a>
WEB	<a href="http://www.sfsu.edu/~lac">www.sfsu.edu/~lac</a>



## Learning Assistance Center \*

SKILLS-BASED TUTORING FOR MOST SUBJECTS

ACADEMIC SUPPORT REFERRALS

COMPUTER LAB ACCESS

for the SFSU community



Learning Assistance Center

San Francisco State University  
1600 Holloway, HSS 348  
San Francisco, CA 94132



\* **learning** / gaining knowledge or understanding of a skill or idea  
**assistance** / the act or action of giving support  
**center** / a point upon which action converges

## SERVICES

### TUTORING

Teachers and trained tutors assist you with assignments for courses across the disciplines and help you develop the skills necessary to succeed in college. Based on your needs and availability, you can choose between scheduled weekly individual appointments, scheduled weekly study groups or drop-in individual sessions. Tutoring is available for most subjects.

### REFERRAL

The LAC keeps an updated list of all tutorial services and academic support programs on campus. We help you find the right academic support service to fit your needs.

### COMPUTER LAB ACCESS

Students using the LAC can also use our computer lab, with or without their tutors. Learning/Computer Lab tutors are available to answer questions and help with basic computer skills. All computers, Macs and PCs, have Internet access. Bring your SFSU ID and a disk to save your work, download your e-mail and information from the Internet.

## SKILLS DEVELOPED WITH TUTORING

### WRITING

- Understanding assignments
- Planning and getting started
- Preparing research
- Citing sources
- Making revisions
- Editing and proofreading

### READING

- Planning reading schedules
- Reading textbooks effectively
- Locating main ideas
- Summarizing, comprehending and retaining information

### MATH AND SCIENCES

- Identifying, comprehending and learning to talk about concepts
- Discovering patterns and making connections
- Problem solving

### STUDY SKILLS

- Time management
- Lecture note taking
- Organizing information
- Annotating and marking texts
- Test taking strategies
- Learning to ask questions

## WHAT LAC TUTORS AND STAFF DO

Assist you in assessing tutoring needs, strengths and areas for improvement, and setting goals for the semester

Determine appropriate goals for each tutoring session based on your needs

Develop plans for academic improvement and specific skills development

Ask you questions to help you learn and find answers by yourself

Guide you in developing strategies for studying, writing, reading, and solving problems

## WHAT LAC TUTORS AND STAFF WON'T DO

Assume they know what your course or assignment requirements are

Give you a grade on a paper or homework assignment

Do your work for you

Write, edit, or proofread your papers or give you answers without asking you questions

Re-teach the course material