Drake Center for Academic Support (CAS)

Fall 2007

Writing, Reading, and Study Skills Services
Coursework Support Services
Technology Learning Services
Integrated Support Classes (for Partial Credit Students)
Writing, Reading, Study Skills, and Coursework Support Services

Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday/Wednesday</th>
<th>Tuesday/Thursday</th>
<th>Friday</th>
<th>Sunday</th>
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<tbody>
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<td>Hours</td>
<td>11:30 a.m. to 2:30 p.m.</td>
<td>12:00 noon to 3:00 p.m.</td>
<td>11:30 a.m. to 4:00 p.m.</td>
<td>6:30 p.m. to 9:30 p.m.</td>
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<td>4:30 p.m. to 9:30 p.m.</td>
<td>4:30 p.m. to 9:30 p.m.</td>
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[Faculty and returning students: Please note new DCAS Hours!]

Location

East Academic Building, Room 109

Contact Information

E-mail: CAS@landmark.edu
Phone: extension 6839 (from off campus: 802-387-6839)

Faculty/Staff

Director: Sandy Bower
Phone: extension 6792

In the DCAS, experienced LMC faculty members meet with students 1-on-1 or in small group configurations (Work Study students act as support staff)

Support offered

Writing:
- Developing writing process strategies (talking out ideas, planning, mapping, organizing, proofreading...)
- Assistance with any part of the writing process
- Writing strong intros, body paragraphs, conclusions, & thesis statements
- Using source material (paraphrasing, quoting, summarizing, citing)
- Strengthening sentence-level skills (conciseness, clarity, grammar, punctuation...)
- College application essays

Reading and Study Skills:
- Active reading for comprehension
- Critical thinking & critical reading
- Metacognition & strategizing for academic success
- Note taking & note revision
- Preparing summaries to demonstrate comprehension
- Test preparation
- Organizing your materials & weekly schedule
- Managing large volumes of reading
Coursework Support (no appointment needed):
- Getting work done in a quiet work environment
- Getting started on course assignments
- Setting an effective pace for completing assignments
- Reviewing directions for an assignment and discussing action steps
- Developing consistent work habits
- Working independently
- Making up tests [Students can make up tests in the DCAS from 6:30-9:30 Sunday-Thursday, 11:30-4:00 Friday]

To request a session
- Students can just drop in or make appointments in advance. Making appointments ahead of time are recommended to insure getting the appt time you want.
- Faculty/advisors may collaborate with students to make referrals via email.
- Appointments are usually for 30 minutes. After 30 minutes, the time may be extended, if appropriate.

Technology Learning Services

Individual & Group Training

Individual Technology Training
Time: Monday-Friday, 45-minute appointments available for instruction in:
- Kurzweil 3000
- Dragon NaturallySpeaking
- Inspiration
- Computer & File Management
- Microsoft Office applications
- Alternative assistive technologies (Read & Write Gold, IBM ViaVoice, Universal Reader, and more...)

Location: EAB 109, Drake Center for Academic Support

To sign-up for a 1-on-1 appointment, please go to the Drake Center for Academic Support (CAS) in the EAB. Use the clipboard at the front desk to select the best time for you. You may also contact Kathy Burris at ext. 6892 or kathyburris@landmark.edu for more information.

Group Workshops
Time: TBA (beginning mid-October)
Location: EAB Auditorium
No sign-up necessary.
Contact Information
E-mail: Kathy Burris at kathyburris@landmark.edu
Phone: extension 6892 (Kathy Burris)
Also: extension 6339 (Lee Alden)
Extension 6839 (CAS)

Staff
Kathy Burris, TLS Educator & Coordinator, supports students.
Lee Alden, Manager of Technology Learning Services, supports faculty and staff.

IS--Integrated Support for partial credit students in EN 0911 and FY1001 classes  (Attendance to Integrated Support Classes is **required** of all students in EN 0911 and FY 1001 Classes.)

Modules

**Module 1 (Weeks 2-5)** will provide:
- Introduction and/or review of technology skills & applications such as:
  - Effective care and use of your computer
  - File Management
  - Using GroupWise email, attachments, & calendar
  - Accessing local & network drives
  - Kurzweil 3000
  - Dragon Naturally Speaking
  - Inspiration

**Module 2 (Weeks 6-9)** will provide:
- Practice of writing strategies to generate and organize ideas
- Evaluation of efficacy of writing strategies
- Application strategies for sentence concision and variety

**Module 3 (Weeks 10-13)** will provide:
- A focus on planning and accessing resources
- Choice in the use of campus wide resources
- End of semester strategies for test taking, paper revision, and planning for crunch time
- Help with transition to greater independence and self advocacy

Hours
There will be **eight** sections of Integrated Support. Four sections will take place **M-Th from 4:15-5:15** and four sections will take place **M-Th from 5:30-6:30**.

Locations
The Integrated Support Classes will be held in the East Academic Building (EAB), **rooms 104 and 105**
Contact Information

Module 1: Lee Alden at lalden@landmark.edu
Phone: extension #6339
Kathy Burris at kathyburris@landmark.edu
Phone: extension #6892

Modules 2 & 3: Sandy Bower at sbower@landmark.edu
Phone: extension #6792

Faculty/Staff

Module 1: Lee Alden, Manager of Technology Learning Services
Kathy Burris, TLS Educator & Coordinator

For Modules 2 & 3: DCAS faculty

Additional Information for Faculty about the DCAS

General Guidelines

- Please encourage students to use the center as needed to assist with effective work on class assignments, as well as for developing skills and strategies. Center visits should not necessarily be seen by students as time in which they will totally complete homework assignments.
- Center visits that focus on writing, reading, or study skills can complement students’ individual use of assistive technology. However, please remind students that center visits should not be seen as replacements for the use of assistive technology for decoding and reading comprehension (such as Kurzweil) or typing (such Dragon voice recognition software). Students can learn to use these technologies with Kathy Burris & Lee Alden, who will provide workshops as well as one-on-one instruction through the DCAS. (See Technology Learning Services, pages 3 & 4 in this packet.)
- Please keep in mind that students cannot be assigned or required to seek assistance at the DCAS. Students’ use of the center should not be linked directly to course grades or attendance; please do not give points or allow students to visit a center as a “make-up” for a class absence.
- **However, for partial credit students, attendance at IS Classes is required. Failure to attend may be reflected in class participation grades associated with EN 0911 and FY 1001.** [See previous page for explanation of IS]

Collaboration

- Please talk directly with the students about their specific needs and the services offered at the center.
- Whenever possible, the student should initiate contact with the center by email, in person, or by phone.
• When necessary, faculty members can help a student initiate contact with the center by email, in person, or by phone: A faculty member and student can collaborate in sending an email to the center, which should be sent by or cc’d to the student. The email should include a specific day, several possible times, and brief information on what the student wants to work on. Center staff will confirm to both.

• All correspondence regarding a student should be cc’d to the student.
• When possible, faculty members seeking details about a student’s visit to a center should contact the student.
• On the ISIS student information page (for instructors & advisors) and on the ISIS home page (for students), there is a link to ‘Center Visits’ which will have detailed information about students’ support center visits. Students and their advisors can see all visit information about themselves/their advisees. Instructors can see visit information that pertains to students doing coursework for their own classes.