

## Laney College Tutoring Operations (Spring 2014)

<b>Math Lab</b>	<b>James Oliver Community Writing Center</b>	<b>Tutoring Resource Center</b>
<b>Location</b> <b>G Building, room G201</b>  <b>Telephone:</b> 464-3448  The Math Lab is administered by Denise Richardson, Dean of Academic and Student Affairs, Math and Sciences  <b>Contact:</b> Nick Shaposhnikov, (nshaposhnikov@peralta.edu), <i>Instructional Assistant</i>	<b>Location</b> <b>B Building, rooms B260, B261 and B262, with an office in B258</b> <b>Telephone:</b> 464-3426  The Writing Center is administered by Denise Richardson, Dean of Academic and Student Affairs, Math and Sciences  <b>Contact:</b> Terrence Fisher (tfisher@peralta.edu), <i>Computer Network Technician</i> or Karen Seneferu (kcarraway@peralta.edu), <i>Instructional Assistant</i>	<b>Location</b> <b>Student Center, Room 300</b>  The TRC is administered by Denise Richardson, Dean of Academic and Student Affairs, Math and Sciences  <b>Contact:</b> John Yee, <i>Instructional Assistant</i> (jyee@peralta.edu)
<b>Mission Statement</b> The Math Lab provides vital services to the Peralta community. As a tutoring center, its main objectives are to assist students with mathematical concepts and provide a study environment, access to instructors, learning tools and work experience for student tutors. As a self-paced classroom, the Math Lab's main purposes are to provide a course section that is flexible in terms of pace and scheduling and to provide an open entry option for late starting students.	<b>Mission Statement</b> The James Oliver Community Writing Center provides instructional support for writing, one-on-one tutoring on a drop-in basis, supplemental instruction in English and ESL, and access to computers for use in completion of writing assignments. We welcome students at all skill levels, at any stage in the writing process for any course.  Writing Center tutors give individualized attention to students, but do not write or edit papers for them. Instead, tutors are trained to listen and ask questions to help students make their own choices in developing writing strategies.	<b>Mission Statement</b> Located in the hub of student activities, the 3 <sup>rd</sup> floor of the Student Center, the Tutoring Resource Center is a multidisciplinary tutoring/study space. One-on-one and small group tutoring is provided on a drop-in basis at tables in study areas organized by subject area. A schedule is published and distributed each semester listing subjects currently being offered.
<b>Spring 2014 Hours of Operation</b> 10:00 a.m. to 7:00 p.m. Monday through Thursday	<b>Spring 2014 Hours of Operation</b> 9:00 a.m. to 8:00 p.m. Monday through Thursday and 9:00 a.m. to 3:00 p.m. on Fridays	<b>Spring 2014 Hours of Operation</b> 11:00 a.m. to 1:00 p.m. and 4:00 p.m. to 6:30 p.m. Monday through Thursday
<b>Services Provided:</b> <ul style="list-style-type: none"> <li>Tutoring on a drop-in basis for the students of all four Peralta colleges,</li> <li>Computers for math related assignments</li> <li>Math textbooks and calculators on loan</li> <li>Enrollment in three math self-paced classes: Elementary &amp; Intermediate Algebra, and Technical Math</li> <li>Proctoring exams/tests/quizzes for self-paced classes</li> <li>Special accommodation for DSPS students to take math tests when possible</li> <li>Learning environment for CalWorks &amp; other students and reports of attendance</li> </ul>	<b>Services Provided:</b> <b>Drop-in Student Use/Tutoring</b> Room B260 provides students with 31 computers to work on writing assignments, limited printing services (10 pages/day), trained lab assistants to assist students with their service requests, and one-on-one tutoring on a drop-in basis. During high impact hours of operation, students may be limited to 20-minute sessions with tutors. <b>Classroom Usage</b> Room B261 contains 26 computers and is primarily utilized for ESL and English Writing Workshop courses. If available, room B261 may also be reserved by writing instructors for classroom usage. All instructors must schedule a mandatory orientation before bringing their classes to B261. Please contact the JOCWC staff to schedule an orientation and subsequent usage of the room.	<b>Services Provided:</b> Tutoring/study areas for the following subjects: <ul style="list-style-type: none"> <li>Chemistry and biology (starting 2/3)</li> <li>Spanish, French, Chinese, geography, and physics (starting 2/10)</li> </ul>