

# *Academic Guidance for Student Employees*

Best tips for faculty/staff wanting to provide assistance to their student employees who may be struggling academically, provided by:

- **The Tutoring and Learning Center (TLC)**
- **The Undergraduate Academic Advising Center (UAAC)**

**The Undergraduate Academic Advising Center (UAAC)** is to ensure that informed, effective, and easily accessible academic advising, which addresses individual needs and interests, is available to every undergraduate student at Towson University.

- Reinforce the importance of student-teacher communication and encourage the student visit instructors to discuss academic progress in his/her classes
- Recommend the student schedule an appointment with his/her assigned advisor to discuss academic concerns and/or appropriateness of major
- Remind student to attend a workshop, seek academic coaching and/or tutoring at the Academic Achievement Center
- Refer student to the Counseling Center if there are non-academic factors affecting his/her performance

**The Tutoring and Learning Center** is a full-service learning center for all Towson University students. Centrally located in Cook Library, the TLC assists undergraduate students and offers a variety of tools that help to strengthen a student's overall academic performance. It does this by coordinating high quality tutoring, facilitating one-on-one academic, coaching sessions and offering study skills workshops just to name a few.

- Tutoring is available for many 100 and 200 level courses on a drop-in basis or by appointment, depending on the course, in Cook Library, room 524 and at our satellite locations around campus. [Drop-in tutoring](#), designed for quick questions, typically lasts between 15 and 20 minutes and is offered for high demand courses like math, science, and computer science.
- [Individual appointments](#) with professional TLC staff can be scheduled for "deep digging" into a student's personal academic needs/ goals. Typically, sessions last 1 hour and the number of appointments are based on the individual needs of students. Students are encouraged to be active and observe their own learning process with guidance of TLC staff.
- [Academic Success Strategies Workshops](#) are offered each semester and provide a concentrated approach to developing skills vital to enhancing academic performance. Each workshop provides suggestions for immediately applying the techniques discussed. Students are encouraged to attend workshops that fit their needs.

### **Additional Recommendations:**

- *Time Management* – For many students balancing work and courses can be a challenge. When you meet with a student consider having them complete an assignment calendar and a time schedule. You can keep a copy of their assignment grids and check with them periodically on how particular assignments are going. Using the time management grid helps a student identify flexible time and schedule specific times for studying.
- *Assessments* – Our office provides students with opportunities to take the LASSI (Learning and Study Strategies Inventory) and Strengths Quest. These assessments provide students with additional information to help prioritize areas for growth and apply their strengths academically.