

Staff Meeting 9/6



BA-IBL: Wednesday 7-9, Library (email jorge and marvin)

MT: Tuesday, 5-7 pm, Tech 101 (email jake b)

Engineering: Monday, 5-7pm, SEAS

Writing/GSMA: Monday 4-6, Library

Math: Tuesday 5-7, SEAS

Drop-Ins: Staffing

BA-IBL: Wednesday 7-9, Library

MT: Tuesday, 5-7 pm, Tech 101

Engineering: Monday, 5-7pm, SEAS

Writing/GSMA: Monday 4-6, Library (reverse green room)

Math: Tuesday 5-7, SEAS

Week A

Week B

Jorge and Amanda	Marvin and Ryan
Malcolm, Nick	Sophie, Joey
Matt, Ben	Natalie, Jake
Aurora, Ryan	Ambria, Amanda
Dylan, Natalie	Victor, Nat

Drop-Ins: Projects



Goals:

- create something to help the tutoring program and/or students in your subject
- ensure that during drop-in hours where there are no students, you are working on tutoring materials in some way

Ideas:

- Terms list: to help new students and staff learn the lingo in your area
- Tutor Training Document: develop strategies for new tutors in your area
- Student Handout: develop a handout that address common issues in your area
- Tutor Research: Decide on a tutoring topic as a group and research different articles in that area

Outcome:

- Present your projects at the end of the semester
- Have something for your resume/interviews
- Help leave your mark on the tutoring program!

Drop-Ins: Projects



BA-IBL	Except Tips and Tricks handouts
MT	put together a cheat sheet on how to use bowditch
Writing	creating handouts nad posters about how to access citations and research , direct them to kitty or laurie
Math	make cheat sheets for individual practice problems, category of problems/examples of notes
Engineering	cheat sheets in mechanics/dymanics/status and problem sets