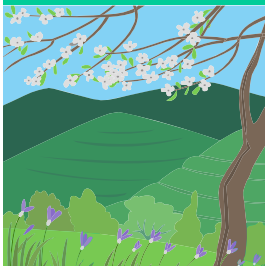


A bulletin of the **INSTRUCTIONAL SUPPORT SERVICES PROGRAM**

The Instructional Support Services Program (ISSP), which includes the Academic Center for Excellence (ACE) and the Science Learning Center (SLC), provides tutoring, workshops, and additional academic support for students at Lehman.

SPRING 09



THE INSTRUCTIONAL SUPPORT SERVICES PROGRAM

WORKSHOPS AND TUTORING

Academic Center for Excellence Workshops

To attend any of the workshops below, register in the ACE (Old Gym, Room 205) or call (718) 960-8175.

Strengthening Your Writing Confidence

This workshop will help you strengthen your writing confidence by teaching you new ways to develop writing processes that work for you. **Advance sign-up is required.**

Wednesday, February 18, 6 pm-8 pm OR Thursday, February 19, 11 am-1 pm

Strategic Note-Taking

This workshop will expose you to various methods of note-taking. You will learn how to use note-taking successfully in multiple contexts. **Advance sign-up is required.**

Wednesday, February 25, 6 pm-8 pm OR Thursday, February 26, 11 am-1 pm

Writing with Sources Series

Introduction to Incorporating Sources

This workshop will provide an overview of why and how writers use sources, from gathering and reading sources to incorporating them in your writing through quoting, paraphrasing, and summarizing. **Advance sign-up is required.**

Wednesday, March 25, 6 pm-8 pm OR Thursday, March 26, 11 am-1 pm

Using MLA Style

The MLA Workshop will help you understand more completely the purpose of these style guidelines as well as how to use them correctly. **Advance sign-up is required.**

Tuesday, March 31, 11 am-1 pm

Using APA Style

The APA Workshop will help you understand more completely the purpose of these style guidelines as well as how to use them correctly. **Advance sign-up is required.**

Wednesday, April 1, 6 pm-8 pm

NEW! Master's Thesis Workshop Series

Please see page two for details about our Master's Thesis Workshop Series this spring.

Students: To attend any of these workshops, you must register.

Register in the ACE (Old Gym, Room 205) or call (718) 960-8175.

Science Learning Center Workshops

The workshops listed below begin February 4. For more information and workshop locations, please call the Science Learning Center at (718) 960-7707.

General Chemistry For students taking CHEM 114. **Wednesdays, 3:15 pm-5:15 pm**

Organic Chemistry For students taking CHEM 120. **Wednesdays, 3:15 pm-5:15 pm**

Anatomy and Physiology For students taking BIO 182. **Wednesdays, 3:15 pm-5:15 pm**

Physics For students taking PHY 167. **To be announced.**

Sign Up for Tutoring Today!

It's easy to sign up for tutoring! For undergraduate and graduate one-on-one tutoring in the humanities, social sciences, writing, reading, and the CUNY assessment exams, drop by the **Academic Center for Excellence** (Old Gym, Room 205) and fill out an application. While you are there, ask us about our online tutoring program in writing!

For tutoring in the sciences and upper level math courses, drop by the **Science Learning Center** (Gillet Hall, Room 133) and fill out an application.

For additional math tutoring, advisement, and support materials, please contact the **Math Lab** at 718-960-8878.

CUNY Test Prep Workshops

CUNY Proficiency Exam (CPE)

The CUNY Proficiency Exam (CPE) tests college-level reading, writing, and critical thinking skills. All CUNY students are required to take the exam after their 45th credit. The Academic Center for Excellence (ACE) has the following resources available to help students pass this exam:

Online CPE tutorial: Visit the ISSP website at <http://www.lehman.cuny.edu/issp> to access the CPE tutorial and find out what you can expect on the exam. The tutorial explains step-by-step the elements of the CPE and provides practice materials and information for additional assistance.

Workshops: Advance sign-up is required for all workshops. Please call (718) 960-8175 to sign up. Workshops provide an overview of the exam; however, please note that each workshop will address either Task I or Task II, but not both. **We strongly encourage students to attend workshops early.** The spring 2009 CPE workshop schedule is as follows:

Day	Time	Workshops/ Dates	Location	Requirements
Mondays	6-8:30 pm	Task 2: 2/23 Task 1: 3/2 Task 2: 3/9 Task 1: 3/16	Old Gym Room TBA	Advance sign-up required
Wednesdays	TBA	Task 1: 2/18 Task 2: 2/25 Task 1: 3/4 Task 2: 3/11 Task 1: 3/18	Old Gym Room TBA	Advance sign-up required
Thursdays	6-8:30 pm	Task 1: 2/19 Task 2: 2/26 Task 1: 3/5 Task 2: 3/12 Task 1: 3/19	Old Gym Room TBA	Advance sign-up required
Saturdays	10-1 pm	Task 1: 2/21 Task 2: 2/28 Task 1: 3/7 Task 2: 3/14 Task 1: 3/21	Old Gym Room TBA	Advance sign-up required

CUNY Assessment Tests in Writing and Reading

All students are welcome, including those not currently registered at Lehman. **Students must register for these workshops by calling (718) 960-8175 or by visiting the ACE (Old Gym, Room 205).** For more information about the CUNY Assessment Tests, visit the Lehman Testing Office website at: <http://www.lehman.edu/provost/enrollmentmgmt/testing/>.

CUNY READING TEST Workshops

Tuesdays, 6 pm to 9 pm

Session 1: Feb. 3, 10, 17, 24;
March 3, 10, 17

Session 2: March 24, 31;
April 7, 14, 21, 28; May 5

CUNY WRITING TEST Workshops

Wednesdays, 6 pm to 9 pm

Session 1: Feb. 4, 11, 18, 25;
March 4, 11, 18

Session 2: March 25;
April 1, 8, 15, 22, 29; May 6

* You must complete 20 hours of intervention before you can retest. Attending all of Session 1 or 2 (dates above) will allow you to meet this requirement. You must attend all 7 workshops of the session for which you register.

* In addition to workshop participation, you may complete up to 3 hours of intervention on the PLATO skills program. Sign up for PLATO in the ACE.

Additional Information & Services

NEW! Master's Thesis Workshop Series

Open forum:

The thesis-writing process

All graduate faculty & students & Lehman Librarians are invited. Light refreshments will be served.
Wed., March 4, 10 am – 12 pm
& Wed., March 11, 6 pm – 8 pm

Analyzing model thesis projects

Thurs., March 26, 6 pm – 8:30 pm

Research, planning, & organization

Thursday, April 2, 6 pm – 8:30pm

Registration required for workshops on March 26 & April 2.
Register in Old Gym, 205, or call 960-8175.

Online Writing Tutoring

Students: sign up in the ACE to work with our online tutors.

Class Visits

Faculty, would you like a member of our staff to conduct an in-class workshop on research skills, the writing process, or editing strategies?

Would you like a tutor to visit your class and give a brief presentation about our tutoring centers? If so, please contact us at (718) 960-8175.

Instructional Support Services Program Staff

Althea Forde
Director

Marisol Jimenez
Assistant Director

Amelia Brewer-Nelson
Administrative Assistant

Sarah Blazer
Writing & Literacy Coordinator

Ainsley Parkinson
Science Learning Center
Coordinator

**Carolyn Steinhoff, Kelly Duddy,
& Michael Rymer**
Learning Skills Specialists