

Process for Graduate Tutoring/Writing Support

Need for Support Identified
(student initiated OR instructor initiated)



Student meets with Instructor
Goal: determine support needed (writing, content, organization)



Instructor consults with Program Director
Goal: determine appropriate next steps



Tutoring

Instructor and Program Director work together to identify an appropriate tutor.

Tutor completes application process and training.

Student in need of support is provided with contact information for tutor; it is the student's responsibility to set up sessions.

Instructors can contact the Center for Student Success (tutoring@naz.edu or 389-2885) for information on students' tutoring attendance records.

Writing

Instructor and Program Director work together to identify the appropriate next steps.

If a student is flagged through Starfish for a writing concern, instructors will be notified when the flag is resolved. If no flag has been raised, instructors may contact the Writing Center or the Director of the center to check on a student's suggested attendance or compliance with a contract.