

“Good teaching cannot be reduced to technique; good teaching comes from the identity of the teacher.”

Parker Palmer

Services Provided

Writing Skills

Research Skills Workshops

Academic Tutor

Special Interest Workshops

Assistance is available in the following subject areas:

- **Accounting**
- **Economics**
- **Math/ Statistics/ QA**
- **Writing Skills**
- **Research Skills Workshops**

OUR MISSION

Fostering self-efficacy

Developing life skills

Our goal is to provide academic skill-building support and to inspire excellence in every student leading to the development of competent, self-motivated, independent individuals committed to life-long learning. This may be accomplished through one-on-one tutoring, skill building workshops, and special topic workshops held throughout the year.



School of Professional Studies

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Parsippany, NJ 07054

ANCORA IMPARO

I am still learning

Michelangelo (at age 87)



Quill & Query



Information for tutors

Success centered—Student focused

Quill & Query Staff

Tutors serving Quill & Query include SPS adjunct faculty and other professionals with extensive experience in the areas in which they receive assignments.

Success Centered – Student Focused

The staff is dedicated to recognizing the uniqueness and the potential of each adult student, maximizing that potential, promoting respect, and cultivating collaboration in the university community. The aim of Quill & Query is to facilitate a learning environment that allows students to increase their knowledge in content areas, foster critical thinking, and strengthen written communication skills ultimately encouraging them to become self-motivated, competent learners.

Core Values for Academic Tutors

- Encourage - the potential of each student
- Inspire - self-reflection
- Develop - lasting skills and a passion for lifelong learning
- Promote - an atmosphere of mutual respect between student, tutor, and faculty

The Role of Academic Tutors

- Tutors are not meant to take the place of regular classroom instruction. Students must attend all classes.
- Tutors should engage in discussion and problem-solving with students and seek to clarify concepts to increase the student's understanding of the subject matter. They should not provide answers to homework or quizzes.
- For writing issues, tutors help to hone a student's skill with the writing process. We do not provide an editing, proofreading, or formatting service.

Flexible Scheduling

The tutor and student will work together to establish a mutually agreeable appointment schedule. Sessions may be conducted face-to-face or online — depending on tutor demand and availability. In order to provide maximum benefit to the student, sessions are limited to two hours for no more than two sessions per week.

Attendance and Cancellation Policy

Students *must* notify coach/tutor 24 hours in advance to cancel a scheduled session.

Students who do not report for two scheduled tutoring sessions in a term without notification will be ineligible to receive services for the remainder of the term.

Frequently Asked Questions:

1. How can tutors help SPS students?

Tutors provide one-on-one skill-building guidance to assist students with difficult course concepts by:

- *breaking down difficult material to make it easier to comprehend
- *providing real-life examples to reinforce the concepts
- *suggesting time management strategies
- *recommending effective study methods
- *helping students increase their writing, editing, and proofreading skills

2. How do students request a tutor?

All student requests must be made through the Centenary University website by completing the online Request form. We **MUST** receive this form. Students should not reach out directly to a tutor.

3. How are tutor-student assignments made?

Once a tutoring request is received, the coordinator will contact a tutor whose expertise lies within the area of the student's primary need. Assignments are made on a per diem basis dependent on the courses that may be running and the requests received. While you may work with a student more than once, in fairness to all students, tutor requests are not encouraged.

4. What do I do if a student is late?

If a student does not arrive within 30 minutes of a scheduled appointment, the tutor may leave. Please document the "no show" with Post Session Notes and enter one hour in the ADP portal.