Tutor Procedures & Requirements for
THE ACADEMIC CENTER FOR EXCELLENCE (ACE)
About the Academic Center for Excellence (ACE)

Since 1985, the ACE Center (formerly known as the Learning Center) has provided tutoring and additional academic support for students pursuing all levels of coursework at Lehman. The ACE is committed to the following goals:

- hiring and training highly qualified tutors
- providing workshops that target students’ academic needs
- fostering a positive, motivating atmosphere for student learning
- facilitating students’ development of independent and collaborative learning and study skills.

Employment Procedures

We encourage all undergraduate and graduate students who want to become tutors to fill out a Lehman College Tutor Application Form in the ACE (see sample in Appendix). We screen applicants through careful evaluation of their Academic records. Please read “Academic Requirements” (page 4) for further information about eligibility requirements.

We contact applicants by telephone if they are eligible and if we have positions available. We then schedule an interview to evaluate the extent to which each applicant exhibits professionalism as well as strong communication and interpersonal skills. If hired, applicants must attend tutor training (page 4).

The following is the Lehman College Tutor Pay Scale as of October 2006:

TUTOR PAY SCALE

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>PAY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 64 credits (no degree)</td>
<td>$9.86</td>
</tr>
<tr>
<td>AA Degree OR 64 credits</td>
<td>$10.07</td>
</tr>
<tr>
<td>BA Degree</td>
<td>$10.81</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>$11.88</td>
</tr>
<tr>
<td>Ph. D.</td>
<td>$13.80</td>
</tr>
</tbody>
</table>
Hiring & Completing Timesheets

All tutors within the CUNY system are hired as College Assistants.

Mandatory paperwork Once hired, tutors receive a hiring packet. Tutors must complete all forms provided in the Hiring Packet, and provide all necessary documentation (e.g. Legal Permanent Resident card, Social Security card, etc.) prior to the start of working. Please go to the Academic Center for Excellence (ACE) in the Old Gym, Room 205, to obtain a hiring packet. Please ask for Ms. Amelia Brewer-Nelson (tel. 718-960-8175).

First paycheck Once tutors complete their paperwork, they receive the first paycheck 6 to 8 weeks after the first day of tutoring.

Fingerprinting is mandatory for tutors who are not enrolled as students at Lehman or at any other CUNY College. Tutors who have graduated or are not full-time students at Lehman College must be fingerprinted in the Human Resources Department (Shuster Hall, 230). The charge for fingerprinting is $75 and tutors must submit payment in the form of a postal money order. Tutors who must be fingerprinted may not tutor until they have completed this process. A tutor who has been fingerprinted within the past year at another CUNY College should notify the Lehman College Human Resources Department (Shuster Hall, Room 230). Please note that students who work over 230 hours during the academic year will also need to pay an additional $10 application fee (in the form of a postal money order) once they have reached 230 hours.

Contact information Tutors must keep their address up-to-date with the Human Resources Office (Shuster Hall, Room 230) and the ACE. Tutors who are also Lehman students should notify the Registrar’s Office (Shuster Hall, Room 182) of any address changes.

Mandatory break after five hours’ work CUNY payroll regulations prohibit College Assistants from working over five hours without taking a half-hour break. If a tutor works more than five hours without taking a break, the payroll department will automatically adjust his/her timesheet to reflect a half-hour break (see sample timesheet in Appendix).

Wage rate differential after 6 pm College Assistants receive a 10 percent wage rate differential after 6 pm. If their hours extend beyond 6 pm to the ACE’s closing time at 7 pm, they should add a one-hour shift differential to their timesheet. Tutors should enter the one-hour shift differential in addition to their tally of total hours worked. (Please see sample timesheet in Appendix.)
Check Pick-up & Direct Deposit

Tutors who do not receive their checks via Direct Deposit can pick up their checks on designated paydays, usually every other week on Thursday in Shuster Hall, Room 017. Hours of operation are 9:15 am – 4:30 pm.

Tutors can pick up Direct Deposit stubs in the Payroll Office, Shuster Hall, Room 227. Hours of operation are 9:15 am – 4:30 pm.

On non-paydays, tutors can pick up checks in the Bursar’s Office in Shuster Hall, Room 031. The hours of operation for the Bursar’s Office are listed below by semester:

Bursar’s Office Hours of Operation for Check Pick-Up on Non-Payday

Fall & Spring Semesters

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY &amp; THURSDAY</td>
<td>9:15 am – 4:00 pm</td>
</tr>
<tr>
<td>TUESDAY &amp; WEDNESDAY</td>
<td>9:15 am – 3:30 pm, and 4:30 pm – 6:30 pm*</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>9:15 am – 3:30 pm</td>
</tr>
</tbody>
</table>

* Evening hours are offered when classes are in session during the Fall and Spring semester only.

Bursar’s Office Hours of Operation for Check Pick-Up on Non-Payday

Intersession

<table>
<thead>
<tr>
<th>DAY</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - THURSDAY</td>
<td>9:15 am – 4:00 pm</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>9:00 am – 3:30 pm</td>
</tr>
</tbody>
</table>
Payment Questions & Concerns

Missed checks If tutors fail to pick up their checks, their checks will remain in the Bursar’s Office, (Shuster Hall, Room 031). After one month, this office may contact the tutor. The Bursar’s Office will not mail checks.

Questions or concerns regarding pay If tutors have questions about their pay, a copy of their timesheet is available in the office of Ms. Amelia Brewer-Nelson, in the Old Gym Building, Room 205. If tutors still have concerns after reviewing their timesheets, they should go to the Payroll Office (Shuster Hall, Room 227) and speak to Ms. Maria Camilo, or call (718) 960-8438.

Tutor Requirements

Tutoring at Lehman College requires diligent professionalism. Tutors should take note and remember the important items listed below.

All Lehman College tutors must uphold the following Academic requirements:

- All tutors must maintain an overall GPA of 3.0 in order to remain active tutors.
- All tutors must have an A or A- in the subject area in which they wish to tutor. Tutors cannot tutor in courses they have not taken.

New and continuing tutors must attend workshops and training: The Academic Center for Excellence holds tutor training workshops twice a year; these are mandatory for all new and continuing tutors. The ACE generally holds workshops in late January, prior to the start of the spring semester, and in late August, prior to the start of the fall semester. The workshops provide strategies for effective tutoring and emphasize methods for promoting independent learning and improving study skills. Training sessions also cover updates regarding tutoring policies and procedures.

- Sensitivity to tutees’ needs. Tutors must perform at their highest standards, and be sensitive to the needs of tutees.
- Timeliness and preparation. Tutors should be on time and appropriately prepared for their scheduled tutoring sessions.
- Advance notification of tutor absences. If a tutor is unable to make a tutoring session or come to work on time, it is mandatory that the tutor call the ACE to inform the administrative assistant 24 hours in advance (or as soon as possible) so that she can make alternate arrangements with students and other tutors.
- Confidentiality. Tutors should never engage in unprofessional discussions about tutees, including ability to comprehend course material, with others.
- Communication. We strongly encourage tutors to communicate with staff should they have any troubles or concerns regarding a tutee or a tutoring session.
ACE Policies

No “double-timing.” A tutor who works for Lehman College in any other capacity can only tutor in his or her free time, not during formal work hours for another position.

Instructors. We welcome instructors as tutors; however, an instructor cannot tutor his/her own students.

Tutoring hours allotted per student. Students can sign up for at least one hour of tutoring per subject, per week. They may obtain additional tutoring time if a tutor is available. For example, if a tutor is available for a walk-in session, a student may participate in additional tutoring.

Late/negligent tutees. Even if a tutee is late or does not complete assigned work, tutors are expected to do their best to assist him or her. Similarly, tutors should not refuse to assist a student who is unprepared for the tutoring session, even if he or she has failed to bring materials or do homework. Tutors should still do their best to assist the student, e.g. using materials available at the ACE. If the pattern continues, tutors should consult the ACE Assistant Director or their cohort leader. Tutors may turn away a student who is late only if he or she is more than 15 minutes late and the tutors has already taken a walk-in student.

Eating in the ACE. Tutors should not eat or drink in the ACE. They should also inform their tutees that we do not allow eating and drinking in the ACE. We appreciate their assistance in keeping the ACE clean and vermin-free.

Contact Information. Tutors should keep ACE staff informed of changes in their home address, email address, and/or telephone number. Failure to notify us of changes in contact information will make it difficult for the ACE to notify tutors of important events and policy updates, etc.

Evaluations. Cohort Leaders and Learning Skills Specialists conduct tutor evaluations informally and formally throughout the semester. They will discuss formal evaluations with the tutor at the end of each semester and keep said evaluations on file.
Procedures & Guidelines for Tutoring

SESSION SUMMARIES

***** VERY IMPORTANT*****

Tutors are responsible for the thorough and accurate completion of Tutee Session Summaries, as described below.

Incomplete session summaries result in an inability to process tutoring data fully. Because of the severity of this situation, and because this information is vital to the success of the Academic Center for Excellence (ACE), the ACE will document any failure to accurately enter data in TutorTrac in tutor evaluations.

STUDENT APPLICATIONS and TUTORTRAC

Tutors will need to have the tutee fill out an application (for all walk-ins) and enter all new and returning students into TutorTrac, every semester. Tutors should follow the procedures below exactly so that data entry and processing, upon which ACE funding depends, can occur in a smooth fashion.

Student Applications

✓ All students must fill out a Student Application every semester. We do not keep applications from past semesters.
✓ At the start of a session with a new student, tutors should check to see that each student has completed an application.
✓ It is vitally important that tutors obtain this application if the student is new to the tutoring center (especially if the student came in as a walk-in).
✓ Tutors should remind students that they must PRINT their names and Social Security numbers.
✓ Tutors must take the time to go over the necessary information with their tutees. Tutors must make sure to check that the completed form is legible and COMPLETELY filled out.
✓ Finally, tutors must return the Student Application to the front desk. Before returning forms, please double check that ID information is correct!

TutorTrac

✓ The ACE has implemented TutorTrac, a tutor and learning center management and tracking software. Tutors must utilize this technology in their daily activities as tutors in order to maintain effective communication and organization while working in the ACE. A guide to TutorTrac appears below.
TUTORTRAC – TUTOR LOGIN

The ACE computer password is: issp10468

1. Open Internet Explorer.

2. From Lehman, go to: https://issp. If you need to access TutorTrac from home, go to: https://issp.lehman.edu

TUTORTRAC is now open.

3. Enter your user name (your first name) and password (your last name followed by the last two digits of your Social Security Number without spaces).

4. Click “Logon.” Your schedule for that day will appear.

5. When a student you are scheduled to tutor arrives, click on the student’s name. The visit information will appear.

6. • Click the arrow to the right of “Status” to show that the student “Attended,” was a “No Show” or “Canceled.”

   • Click the box on the lower left side to choose the “Purpose of Visit”: under {ACE}, choose “Drop In” or “Individual Tutoring.”

   • Enter the “Time In.” Be sure to indicate a.m. or p.m.

7. • After the session has ended, enter the “Time Out.” Be sure to indicate a.m. or p.m.

   • Type your Session Summary.

   • Click “Save Appointment.”

8. In the top left corner, click on “Go to” and “Main Menu.” Your schedule will reappear.

9. If you are finished for the day, click on “Go to” and “Main Menu.” Then click “Exit” in the right corner, and close Internet Explorer.

PLEASE NOTE: If you have a “G” on your schedule, that means that you have a group. Click on the “G.” If your students attended, click “no,” and it will change to “yes.”
How to Login a “DROP-IN” STUDENT

1.   Click on “Go to” and “Log List.”
2.   Next to “Enter ID,” enter student’s SS# and click “Log In/Out.”
3.   Select the Center, the Subject, and under “Visit Reason,” select “Drop In.” Click “Continue.” A new screen will appear with the student’s name and then automatically return to the “Log List” screen.
4.   Begin Tutoring (WITH THIS PAGE OPEN).
5.   When the tutoring session has ended select “LOGOUT.” On the page that appears, click “Continue.”
6.   Click “Main Menu.” Then click “Go To,” and then “Recent Visits Listing.”
7.   Select the name of the student you just logged out. (If the student’s name does not appear, hit F5 to refresh the screen.)
8.   Write your session summary, and click “Save.”
9.   Click “Go To” and “Main Menu.”
10. If you are finished for the day, click “Exit” in the right corner, and close Internet Explorer.

Additional Information

Options in the “Go To” drop down menu:

TUTOR SCHEDULE

If you want to see your schedule for the week, go to “Week Schedule.” It will list all of your appointments for the week. Click “Go to” and select “Return” to go back to your schedule for the day.

TUTOR UTILIZATION:

Your tutoring history is recorded here.

RECENT VISITS:

A list of your recent tutoring sessions appears here. If you select a student, you can view the summary you wrote for that session.

EDIT CONTACT INFORMATION:

If there are any changes to be made to your personal information, please contact someone at the Front Desk.

SEND NOTE:

You can send a note or email to a student. (This feature is not yet activated.)

*In the event of technical difficulties with the TutorTrac program, tutors must keep session summaries on paper. Session summary forms are available on a shelf to the right of the Front Desk in the ACE. On this form, tutors must list the time, date, and duration of the session as well as the tutee’s full name.
TIPS FOR TUTORING

- Remember: a tutor is not a teacher. It is okay to demonstrate methods and model study skills, but the student should be doing more talking than the tutor. Also, the student should be doing the problem-solving, not the tutor.

- Tutors must challenge tutees. They can do this by giving them a few sample problems or exercises during or between tutoring sessions. This is one way to make sure that students understand the material. Sometimes, tutees say they understand the material when they do not.

- Tutors must focus on encouraging and helping the student do his or her work independently whenever possible. The tutor's main goal is to help the tutee build confidence, study skills, and problem-solving abilities to the point that he or she can apply those tools independently. The tutor should not do a student's homework. The tutor's goal as a tutor is to “tutor him/herself out of a job.”

- Tutors must realize that tutees have different learning styles, e.g. visual, auditory, etc. Consequently, they must be receptive and open to utilizing strategies that address the individual tutees’ learning styles.

- If a student is seeking help in an area with which the tutor is unfamiliar, the tutor should speak with the ACE Assistant Director or his/her cohort leader so the appropriate tutor can be recommended.

Tutor & Tutee Counseling

COUNSELING

If tutors are having difficulty coping with family and/or personal issues, and if they find that their studies, tutoring, and/or professional relationships with tutees are suffering, they should seek guidance from the counseling services on campus. Counseling for Lehman students is available in the Old Gym Building, Room 114, (718) 960-8761.

Tutors should also inform tutees who mention that they are experiencing personal and/or family problems about the Counseling Center. Tutors should never attempt to counsel or diagnose a student themselves.

* We hope you have read this manual carefully. ISSP administration will strictly enforce these procedures.
Academic Center for Excellence

Statement of Agreement

To be completed by Tutor.

I have read and understand the policies, procedures and guidelines outlined in this Tutor Procedures Manual. If I have any questions concerning this manual I will address these questions to the Director, Ms. Althea Forde, prior to agreeing to sign this statement.

I ____________________________ understand and agree to adhere to the policies, procedures, and guidelines outlined in this manual, and I also understand that my employment at the Academic Center for Excellence (ACE) will be based on the annual ACE budget.

Signature: ________________________________ Date: _________________
Appendix
PLEASE KEEP FOR YOUR RECORDS

LEHMAN COLLEGE INSTRUCTIONAL SUPPORT SERVICES PROGRAM

BASIC TUTORING POLICIES AND PROCEDURES

All potential tutors must complete the Lehman College Tutor Application Form.

All tutors must have an A/A- in the course (s) for which they want to tutor. Tutors may not tutor in courses that they have not taken.

All tutors must maintain an overall GPA of a 3.0 in order to be an active tutor.

All writing tutors must take and pass the ISSP writing diagnostic.

All tutors must to attend tutor training, meetings, and workshops in order to maintain and increase tutoring effectiveness and proficiency.

Tutors will only be paid for tutoring sessions approved by the Instructional Support Services Program (ISSP).

After each session tutors must complete the Tutoring Session Summary/Time Form and return the form to the appropriate place whether on paper or TutorTrac.

A tutor who works for Lehman College in any other capacity can only tutor in his or her free time, not during work hours.

Students seeking tutoring are entitled to at least one hour of tutoring per subject, per week. However, if a tutor is available for a walk-in appointment, students can utilize this time even if they have already utilized their time for the week.

We invite all instructors to serve as tutors; however, an instructor cannot tutor his/her own current students.

When a student’s personal or academic needs are beyond the tutor’s expertise, tutors should to meet with the Director of the ISSP.

If a tutor is unable to attend a scheduled tutoring session, the tutor must to notify the Instructional Support Services Program 24 hours in advance.
Learning Skills specialists or cohort leaders will evaluate tutors both formally and informally during the course of the semester. They will discuss all evaluations with tutors and the director and keep a copy of each evaluation on file.

**Confidentiality of the Tutoring Session:** Building a relationship with the student is of the utmost importance in developing a successful tutoring session. Each student must trust that 1) tutors know the material and have the ability to explain the material and 2) that the tutoring session or student’s ability is never the object of unprofessional discussion. Thus, it is of the utmost importance that tutors are respectful and mindful of their relationship to the students they serve.

**PLEASE KEEP FOR YOUR RECORDS**
Lehman College Bi-weekly Time Report (sample)

<table>
<thead>
<tr>
<th>DATE</th>
<th>IN</th>
<th>OUT</th>
<th>IN</th>
<th>OUT</th>
<th>LEAVE CODE</th>
<th>LEAVE HOURS</th>
<th>REGULAR HOURS</th>
<th>SHIFT DIFF. HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun. 12/15/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon. 12/16/02 12:00 pm</td>
<td>5:00 pm</td>
<td>5:30 pm</td>
<td>7:00 pm</td>
<td></td>
<td>6.5</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues. 12/17/02 1:00 pm</td>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. 12/18/02 1:00 pm</td>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Thurs. 12/19/02 3:30 pm</td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fri. 12/20/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat. 12/21/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1st Wk Totals</td>
<td>20</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Sun. 12/22/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon. 12/23/02 12:00 pm</td>
<td>5:00 pm</td>
<td>5:30 pm</td>
<td>7:00 pm</td>
<td></td>
<td>6.5</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues. 12/24/02 1:00 pm</td>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. 12/25/02 1:00 pm</td>
<td>6:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs. 12/26/02 3:30 pm</td>
<td>7:00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Fri. 12/27/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat. 12/28/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd Wk Totals</td>
<td>20</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

> Grand Total hours of both wks

LEAVE CODES:
A - Annual       J - Jury Duty       B - Bereavement
M - Military Duty S - Sick Day

<table>
<thead>
<tr>
<th>Beginning Bal. Period</th>
<th>Earned</th>
<th>Hrs Taken</th>
<th>Bal. End of Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shift Diff. Rate</td>
<td>9.46</td>
<td>0.946</td>
<td></td>
</tr>
<tr>
<td>Gross Amt. Due</td>
<td>$378.40</td>
<td>$3.784</td>
<td>$382.18</td>
</tr>
</tbody>
</table>

EMPLOYEE SIGNATURE

APPROVED: Supervisor’s Signature

9.46 0.946 $378.40 $3.784 $382.18
In order to receive tutoring services, I will agree to the following guidelines and responsibilities:

1. **I will attend all classes for the courses in which I am being tutored.** I understand that tutoring is not a substitute for class attendance.

2. **I will notify the Academic Center for Excellence (ACE, tel. 718-960-8175) at least 24 hours in advance, or as soon as possible, if I am unable to attend a session.** Otherwise, I will receive an unexcused absence (no-show).

3. **I understand that one unexcused absence (no-show) will result in the loss of my assigned tutoring time.** After one unexcused absence, I am responsible for contacting ACE and scheduling subsequent appointments. I understand that my originally assigned time and tutor may not be available.

4. **I will be on time for my tutoring appointments.** I will make every effort to contact ACE if I am running late. My tutor is obliged to wait for 15 minutes and if I arrive after this, there is no guarantee my tutor will be able to meet with me. Repeated lateness may result in loss of the assigned appointment time.

5. **Walk-in policy:** I understand that if I do not have a scheduled appointment, I will be helped on a first-come-first served basis when and if a tutor becomes available.

6. **I will come to my sessions prepared** with the appropriate book(s), notebook, writing utensils and syllabus. I will have made my best effort to read assigned class material and to complete assignments prior to coming to my session.

7. **I will not hold my tutor responsible** for grades I receive on any test or in any class.

8. **I understand that my tutor will not edit or re-write any assignments for me.** My tutor can guide me through an assignment but will not do it for me.

9. **I understand that my tutor will not directly assist me with take-home tests or graded problem sets,** unless authorized by the faculty member who gave the assignment.

10. **I understand that my tutor will not do work for me** or help me more than I am willing to help myself.

____________________________  _____________________________
Tutee Signature                    Tutor Signature

____________________________     _____________________________
Date              Date
Instructional Support Services Program Staff Directory

Althea Forde, Director
Old Gym, 213
(718) 960-8066
althea.forde@lehman.cuny.edu

Marisol Jimenez, Assistant Director
Old Gym, 216
(718) 960-8231
marisol.jimenez@lehman.cuny.edu

Academic Center for Excellence

Sarah Blazer, Writing and Literacy Coordinator
Old Gym, 302A
(718) 960-7880
sarah.blazer@lehman.cuny.edu

LEARNING SKILLS SPECIALISTS

Michael Cotto, Literacy Coordinator/Learning Skills Specialist
Old Gym, 302A
(718) 960-8196
michael.cotto@lehman.cuny.edu

Carolyn Steinhoff, Learning Skills Specialist
Old Gym, 302A
(718) 960-7705
carolyn.steinhoff@lehman.cuny.edu

ADMINISTRATIVE ASSISTANT

Amelia Brewer-Nelson
Old Gym, 205
(718) 960-8175
amelia.brewer-nelson@lehman.cuny.edu

Science Learning Center

Ainsley Parkinson, SLC Coordinator and AMPS Coordinator
Gillet Hall, 133
(718) 960-7707
ainsley.parkinson@lehman.cuny.edu