

ESL Tutoring Overview

1. Contact

Dr. Levin Arnsperger, Assistant Director, ESL Program, larnspe@emory.edu (Contact Dr. Arnsperger if you have questions about tutoring or if you want to become a tutor.)

2. Mission Statement

Our skilled and well-trained ESL tutors...

- support non-native speakers of English enrolled in Emory College courses
- effectively collaborate with students in developing their assignments
- guide students in applying their existing knowledge about rhetorical concepts to other contexts and classes
- help students develop their writing, communication, reading, and research skills
- act as cultural informants, for example by clarifying references to U.S. American events, symbols, ideas, or individuals
- contribute to fashioning a welcoming environment for all Emory students.

3. ESL Tutoring Policies

Please read the following information carefully before making an ESL tutoring appointment.

a) Who is allowed to work with ESL tutors and what can tutors help with?

All international undergraduate students who are non-native speakers of English are encouraged to use ESL tutors throughout their time at Emory, but only for assistance with Emory College classes (not for Business School assignments, for instance). ESL tutors are available to help with writing, reading, speaking, and multi-modal assignments. Tutors can work on resumes and applications with students, though the Career Center and other offices offer related services.

b) Scheduling Appointments

Tutoring appointments last 50 minutes. In Fall 2018, tutoring starts the second week of the semester, on September 4. Appointments must be scheduled more than 10 hours in advance via our website at college.emory.edu/connect/esl_tutoring. Then complete the form. You should make no more than 2 appointments per week (Sun-Sat).

c) Before and after the Tutoring Session

You will receive an email confirmation once you have completed the form. You will also receive a reminder. After the tutoring session, we will send you an email with a link to a survey.

Arrive at appointments prepared with specific questions you want to ask the tutor. Be prepared to show the tutor any instructions for the assignment provided by your instructor and relevant class-related material such as the text discussed in the paper or presentation.

Having this information with you at the tutoring session is essential if you have questions about specific passages in the text or about the instructor's expectations for the assignment.

You do not have to print out your work for an ESL tutoring session. You can bring your work and related materials on a laptop or tablet.

d) Cancellation Policies

ASST will allow you to cancel an appointment up to 4 hours before the scheduled time. If you need to cancel less than 4 hours before an appointment due to an emergency, notify the tutor directly by email as soon as possible. The tutor's email address is included in your appointment confirmation message. Please be considerate of tutors' schedules and the availability of tutoring appointments to other students. If you know you cannot make it, cancel well in advance of your appointment.

If you arrive more than 15 minutes late or if you cancel less than 4 hours before the session, the appointment will still count toward your 2-session weekly limit and you will be marked as a "No Show." If you have too many No Shows in a short amount of time, we may cancel your privilege to schedule any tutoring appointments.

Tutors are only required to wait 15 minutes at the scheduled meeting location, so if you arrive later than 15 minutes, the tutor may have already left.

If you arrive late for your session, the scheduled end time will remain the same. The session will therefore be shorter than originally scheduled.

Sometimes tutors encounter situations that prevent them from coming to campus or working with students. In that case, either the tutor or Dr. Arnsperger will contact you, and we will find a solution.