

CAE Tutoring FAQ for Faculty

Q: What services do you provide to students, faculty, and staff?

A: The CAE provides writing assistance and peer subject tutoring to the entire Drew community.

Q: Are there services that you do not provide?

A: Peer subject tutors and writing specialists will never complete students' work for them. They cannot help students complete take-home quizzes or tests, nor can they give students the answers to homework problems.

Q: Who is employed by the CAE?

A: We hire undergraduate and graduate students from across the curriculum at Drew. Brief bios for all peer subject tutors and writing specialists are also shown when you click on the their name in MyWOnline. We also employ students to support the daily activities and operations of the CAE known as Student Administrators.

Q: Can I recommend a high-achieving student for employment as a tutor or writing specialist at the CAE?

A: Yes! If you feel that one of your students is especially qualified to work as a peer subject tutor or writing specialist, please submit a [Tutor Nomination Form](#).

Q: Can I require my class to come to the CAE?

A: We ask that you do not require students to come to the CAE. We appreciate your support of the CAE, but we know from experience that tensions may arise when students are required to visit the CAE for a class. Some of these problems include:

- Many students will often simply drop in to have us verify their attendance (“Can you sign this to show I’ve been here?”).
- Some students will wait until the last minute and then find the available tutors are completely booked.
- Some students will come in but are not really interested in talking about their work. If students don’t plan on making substantial revisions to their work, they are often not interested in interacting with a tutor.
- Requiring a large number of student to come to the CAE, may prevent other students, who are perhaps more serious about improving their work, from scheduling an appointment.
- Please see the next two questions for suggestions about how to encourage your students

to take advantage of our services.

Q: Should I offer extra credit to my students for using the CAE?

A: Awarding points may offer the incentive to reluctant students to visit the CAE on their own, but it also may lead to students making appointments simply to get those extra points. If you do offer extra credit, please be certain to talk to your students about our services and the ways we interact with students during sessions. You might also prepare your students by sending them to the CAE's web site.

Q: How can I encourage my students to use the CAE?

A: Here are some of our suggestions:

- Remind students of our website: <https://www.drew.edu/cae>
- Let your students know that visiting the CAE on their own initiative sends you the message that they are motivated and conscientious enough to think more deeply about their assignments and their learning.
- Ask students who have visited the CAE to share their experiences with others in the class.
- Share anecdotes about your former students who have used our services and improved as writers.
- Ask us for informational fliers to post on your office door, pass out in class, or send to all of your students via email.
- Request a tutor visit to your class! At your request, one of our staff members can visit your class and briefly explain our services and strategies. If interested in this, please email us at CAE@drew.edu.
- Visit us as a class! Bring your class to the CAE for a 10-minute “meet-and-greet” with one of the tutors on staff to help your students be more comfortable with the resource. If interested in this, please email us at CAE@drew.edu.

Q: Will I be notified if my students come to the CAE?

A: You or your students may request that we share their attendance record and a brief report of their work at the CAE with you. The only time we will not share this information is when a student specifically requests that we keep her/his attendance confidential. Please email us at: CAE@drew.edu for more directions.

Q: Can my students come to the CAE's University Writing Center (UWC) to have their papers proofread or edited?

A: We are not a proofreading or editing service. The [University Writing Center](#) practices reflect the belief that learning to be a more effective writer is learning to be a more effective reader of one's own texts. If we simply "corrected" the errors on a student's paper, not only would that student not learn anything but we would interfere with that student's ability to take responsibility for her/his own work. We do support students in learning how to spot their own errors more effectively, but this is an interactive process that is broader in scope than proofreading and editing. On a case-by-case basis, we will offer gradual instruction in grammar, usage, sentence structure, punctuation, etc.; this occurs in the context of reading and discussing the writing that students bring to us. Visit the UWC at <http://drew.edu/writingcenter>.

Please be reminded of the CAE Policies and Procedures: <http://bit.ly/CAEPolicies>