

# TUTORING SERVICES AND ACADEMIC SUPPORT

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SF State offers students support in their coursework through tutoring, academic support programs, and individual conferences with instructors. There is no fee for SF State students for most options.

## Faculty Office Hours

All faculty maintain regular office hours and they encourage students to meet with them. Meeting with instructors can help students answer questions, solve problems, prepare for tests, figure out how to do assignments, find additional help if needed, and even plan academic and career goals.

Students can find out about faculty office hours from the instructor, course syllabus, department offices, or websites. If students would like to meet with instructors individually, it is best to arrange an appointment in advance.

## Tutoring Support

### Learning Assistance Center (LAC)

The Learning Assistance Center (LAC) offers tutoring across disciplines for undergraduate and graduate SF State students, focusing on supporting students in the following areas: reading, writing, math, sciences and study skills. Tutors—both graduate and upper division undergraduates—meet individually and in groups with students in both lower and upper division courses. Students can meet on a regular weekly basis with tutors, drop in when needed or work with tutors online. As part of their ongoing education at the Center, LAC tutors complete a course and attend workshops on developing tutoring/teaching skills and strategies. The LAC is located in HSS 348 and is open Monday through Thursday, 9:00 a.m. – 4:00 p.m., and Friday, 9:00 a.m. – 12:00 a.m. Contact the LAC at (415) 338-1993 or visit the website at <http://www.sfsu.edu/~lac> or <http://lac.sfsu.edu> to find out how to register and make appointments.

### Campus Academic Resource Program (CARP)

The Campus Academic Resource Program (CARP) provides critical academic support services and tutorial opportunities for all undergraduate students at San Francisco State (SF State), placing special emphasis on first-generation and underrepresented students. CARP offers free one-on-one and group tutorial sessions in writing, reading, study skills, professional development and math, science, and business concepts with a focus on each students' individual learning needs and styles. Additionally, CARP staff develop and facilitate workshops on a wide variety of conceptual, technical, and professional skills in collaboration with faculty, staff, and students throughout the SF State Community.

CARP is located in HSS 344 and is open Monday – Thursday from 4:00 p.m. – 8:00 p.m. and Friday from 11:00 a.m. – 2:00 p.m. Summer tutoring hours are 10:00 a.m. – 3:00 p.m. Monday through Thursday and 10:00 a.m. – 2:00 p.m. Friday.

For further information about CARP or to register for our services, please visit our website at [carp.sfsu.edu](http://carp.sfsu.edu) (<http://carp.sfsu.edu>) or call (415) 405-0316.

## Department-Based Tutoring

Academic departments are possible sources of tutoring. For example, the following departments have offered academic support in the past: Accounting, Decision Sciences, Economics, English Composition (arrangements made through English instructors for the English Tutoring Center), Finance, Mathematics, and Philosophy (Critical Thinking). Check with particular departments to find out if they offer tutoring. Consult the SF State home page directory for department office locations and websites.

## Course-Based Tutoring

For many courses, instructors have student assistants who can work with students on their coursework. Students should take the opportunity to get to know these assistants—ask questions about course material or assignments and, if appropriate, set up tutoring time.