Locations:

ASC General Area - BACA 207
College Writing Center – BACA 207
Language Services – BACA 208
Prep Writing Lab – BACA 207
Prep Reading Lab – BTEC 206
Math Lab – BLRC 200

Brandon Campus

Academic Success Center

HCC Student Success Service - Skills for Success, Connections for Life

Math Lab  College Writing Center  Prep Reading

Spring 2010 - Hours of Operation:
Welcome to the ASC

Contact Information:

• ASC General Line: 813-259-6598
• College Writing Center: 813-253-7934
• Language Services: 813-253-7824
• Prep Writing: 813-253-7934
• Prep Reading: 813-253-7967
• Math Lab: 813-253-7839
Our primary mission is to provide a welcoming environment with the necessary resources and qualified staff to facilitate academic success for HCC students. Students will be greeted warmly and encouraged to arrive with a specific learning goal, to think critically during study sessions, to be persistent in their study habits, and to relate course concepts to real world applications. For the benefit of students and the college, ASC staff will model goal setting, time management, personal preparedness, and respectful, personal relationships. To further facilitate the center’s support of student-centered goals, ASC staff will continually train to increase knowledge of subject areas and active learning strategies, to stay current with changing technology so that face-to-face sessions complement online services for students, and to provide equal services in each area of the ASC.
ASC – We Are Here to Assist You.

We Want you to Succeed!

What is your purpose in attending college?

What motivates you?

In order to have a successful college experience a student must find the motivation to devote time to study.
• Many factors can influence study time:
  – Work
  – Family/Children
  – Obligations
  – Friends
  – Time

How do you manage to find the time to study?

Remember to Never Lose Sight of why you are attending school.
ASC Services
All Services are FREE to HCC students:

• Supplemental Learning Study Groups
• Active Learning Strategies
• Group/Individual Study Areas
• Student Success Workshops
• Review Sessions
• Subject Specific Study Tools and Resources
• Computer Access and Printing (10 page max)
• Student Services Generalist is located in the ASC about questions regarding college policies, procedures, registration, course selection, career development, graduation requirements, and transfer process and evaluations.

**Spring 2011 Hours:** January 10th – May 9th
Monday-Thursday: 9:00am-8:00pm
Friday: 9:00pm-1:00pm
We provide learning assistance to students in various academic subject or skill areas. One of the ASC’s primary services is Supplemental Learning = Active Learning Study Sessions.

SL sessions are conducted by Supplemental Leaders (SL) who facilitate group study. SL’s are HCC students:
- Selected by a faculty member.
- Earned an A in the course area.
- Demonstrate competence and model student behavior in academic subject or skill area.

Supplemental Learning focuses on creating a consistent study schedule throughout the term.
- Study sessions focus on current course material covered within the week.
- Use of active learning and study skill strategies to master course content.
- SL model adapted from UMKC program. Students who actively study earn ½ letter grade or higher in the course and do not require remedial assistance.

Supplemental Learning allows a student to identify the following:
- learning styles
- academic goals for the course
- strengths/areas of improvement as a student
Student Success Workshops

Check in the lab for a list of upcoming workshops!
ASC General Area – BACA 207

BSC 1085 & BSC 1086: Nick & Brian
CHM 1025/2210: Nick
CHM 1045/1046: Kathryn, Nick, & Brian

Computer Science - CGS & COP courses: Keith

Spanish: Shereka

Accounting (Managerial and Financial): Marge
BACA 207 – Inside the ASC

Spring 2011 - January 10th - May 9th:
Hours of Operation:
Monday - Thursday: 9:00 a.m. - 8:00 p.m.
Friday: 9:00 a.m. - 1:00 p.m.

PH. 813-253-7934

• RESOURCES to facilitate student learning
• SERVICES to provide help
  – Review Writing
  – Reinforce Writing and/or Grammar Skills
• PROCEDURES/POLICIES
  to encourage writing growth while ensuring academic integrity
• E-Mail: br-writingcenter@hccfl.edu
College Writing Center Resources

• Copies of all English texts, some notes from instructors

• References:
  – College dictionaries and thesauruses
  – MLA, APA, Chicago, ACS, and CBE style guides
  – Anthologies of poetry and short story criticism
  – *The Complete Works of Shakespeare, 3rd and 4th editions*

• Handouts/ worksheets/ sample papers
  – grammar, writing, documentation, Internet resources

• Small library of other texts and resources for writing in the disciplines
  —Art
  —Creative Writing
  —Sciences
  —Political Science
  —Business Writing
  —Humanities
  —Public Speaking

• Qualified, trained advisors (B.A. or higher)
College Writing Center Services

• One-on-one consultations

• Review of any writing assignment, at any stage of completion from any HCC class, any campus
  Essays  Research papers  Speeches
  Lab reports  Reaction papers  Résumés
  Film/art reviews  Personal statements
  Business letters

• Review of grammar skills
College Writing Center
Group Study Sessions
SPRING 2011

- Writing/Grammar Mechanics
- Computer Basics for Writing Projects
- Analyzing Literature: Fiction/Poetry
  - Research Paper Blues?
    MLA, APA, ACS, CMS
- English Conversation and Pronunciation

Please Sign up in Advance!

Academic Success Center
BACA 207
1. Students Sign in  ASC **Who’s Next**

2. WC Staff asks
   a. Assignment guidelines
   b. Stage of writing: planning, drafting, near final
   c. Particular concerns of student

3. (A) Staff reads material, making only checks in margin
   OR
   (B) Student reads while tutor takes notes

4. Concerns are discussed in order of importance
   a. Organization and development
   b. Clarity, tone, and grammar
   c. Punctuation and format
College Writing Center Policy

- We ensure that student papers are autonomous works
  - 45-minute sessions
  - Two times per paper
  - Two times per week

- *WC Online* is our appointment system
  - Access via writing center Web page:
  - Schedule ahead 24/7 via *WC Online*
  - Walk-ins can often make instant appointments
Student privacy guarded

- Attitudes, concerns, complaints, frustrations, progress (or lack of) are NOT recorded
- Students are free to “vent” or to work through difficulties without the intimidating eye/ear of instructor.

Notes help staff improve next session with student

Session notes are available for student review

Faculty see student visits as positive steps
Have a great writing experience at HCC!

Take action to improve your writing by starting early, revising often, and applying new skills.

Be persistent in improving your writing.

Have the maturity to know that everyone’s writing can improve.

Writing Center staff welcomes ALL HCC students!
Language Services – BACA 208
Language Services

Spring 2011 - January 10th - May 9th:
Hours of Operation:
Monday - Thursday: 9:00 a.m. - 8:00 p.m.
Friday: 9:00 a.m. - 1:00 p.m.

Are you taking Prep Reading or Prep Writing?
Does Language get in the way of understanding these classes?
We can help you!

Language Services Objectives:
• To be a tool for student success at the Brandon Campus.
• To help bilingual students understand their ability to succeed and graduate with an AA and/or AS despite any language barrier.
• To service the specific language needs of bilingual students enrolled in Prep Reading and/or Prep Writing.
• We welcome Appointments and Walk-ins.

Remember Language Services can help you understand and switch over skills that you already have in your native language. We look forward to assisting you!
Math Lab – BLRC 200
Math Lab Services

Spring 2011 - January 10th - May 9th:
Hours of Operation:
Monday - Thursday: 9:00 a.m. - 8:00 p.m.
Friday: 9:00 a.m. - 1:00 p.m.

The Brandon Campus Academic Success Center Math Lab offers group study sessions guided by Supplemental Leaders (SL's) for the following mathematics courses:

- MAT 0012
- MAT 0024
- MAT 1033
- MAC 1105 College Algebra
- MAC 1114 Pre-Calculus Algebra
- MAC 1140 Pre-Calculus Algebra
- MAC 1147 Pre-Calculus Algebra w/ Trig
- MAC 2233 Calculus for Business & Social Sciences
- MAC 2311 Calculus & Analytic Geometry I
- MAC 2312 Calculus & Analytic Geometry II
- MAC 2313 Calculus & Analytic Geometry III
- MAP 2302 Differential Equations
- MGF 1106 Liberal Arts Mathematics I
- MGF 1107 Liberal Arts Mathematics II
- STA 2023 Elementary Statistics

The Math Lab also offers guided study in the subject area of Physics. This service is available for students in the following courses:

- PHY 1053 General Physics I
- PHY 1054 General Physics II
- PHY 2048 General Physics w/ Calculus I
- PHY 2049 General Physics w/ Calculus II

Math Lab has available computers and other resources to help students complete their courses of study successfully.
At the Math Lab, we are committed to helping students successfully complete the mathematics courses that will serve as the foundation for their future college success. For the students, on both a walk-in basis and during designated hours, we provide open group study session time frames, designated group study session time frames, graphing calculator workshops, computer areas that have access to MyMathLab, and available individual and group study areas.

Please check-out:

for time frames listed below:

**Open Sessions:**
These are open to all math levels. Any student from any level can come in to receive assistance during an open session.

**Specified Sessions:**
These are designated study session times for specific math levels.
Math Lab
policies and procedures

We ask that the following guidelines be followed to Enhance Assistance Received:

**Student Preparation:**

1. Students must sign-in and out at the front desk for the correct service they need assistance with. (student ID # required)

2. Must have the necessary study materials to receive assistance (book, pencil, paper, and class notes).
Prep Writing Lab – BACA 207
Prep Writing Lab Orientation

Answers to some frequently asked questions...
The State of Florida requires that any individual in prep writing I or II must have a minimum of 12 hours per semester in a “lab-like” setting.
“Where do I go to complete lab hours?”

• The Prep writing lab is located in BACA 207 in the Academic Success Center. Our hours are:
  Monday through Thursday- 9:00-7:30
  Friday- 9:00-1:00

• You may have in-class lab, which is located in BTEC 202. Please do not rely on in-class lab for all of your credit!
“How do I sign in?”

• Signing at the front computer is essential!

You must use the correct service, or your hours will not be recorded.
Signing in

Sign in at front desk

Sign out at front desk
• If you don’t sign out, your time is voided after 20 minutes. There is no way to reverse this.
• If you want someone to add up your hours, all you have to do is ask Tealia or Liz.
• You cannot earn credit for more than two hours per week! (in-class lab included)
“Is it true that I can only earn credit for two hours per week?”

If we do not have the two hour rule, students are tempted to rush through their lab hours at the beginning of the semester or wait until the very end to complete them.

Our goal is to help you build a consistent study schedule!
“What can I work on while I’m in lab?”

If you want credit for your time in the lab, you must be working on prep writing work. Here are some options that you have:
Complete quizzes or homework on your book’s website

Work on homework assignments or writing assignments

Work on lab assignments that your instructor has given you

Work with a prep writing tutor to revise your writing or to review your homework

Complete worksheets that pertain to the activities you are doing in class
"I’m here to complete lab hours for my reading class. Can I do that while I’m working on my prep writing hours?"

**NO**

The lab hour requirements that you have for reading cannot be completed in the prep writing lab.

You must go to BTEC 206 for Reading.

No Exceptions.
“Can the writing lab staff help me with my writing assignments?”

Of course! The Writing lab staff is always available to help you with writing assignments. We do ask that if you know when you will be coming in, either drop by or email Tealia at: 

tdeberry@hccfl.edu

She will be happy to make an appointment for you.

We do take walk-ins when we are able to do so!
Things we are not able to do:

- Revise writing assignments the hour before it is due
- Review questions that you have about tests or quizzes that have not yet been handed back
- Provide guidance for take home quizzes or tests
- Discuss advising issues
Lab Etiquette:

• Computers are for academic purposes only.
• Please put your cell phone on silent and take/make call or texts outside.
• Please be sure that your work is academically appropriate.
• Please eat your meals elsewhere.
• Be considerate of your noise level.
• Be nice!
Prep Reading – BTEC 206
The items listed below are intended to promote a collaborative and constructive learning environment. Please initial next to each rule to indicate that you have read and understand it.

1. To sign in properly at the front desk for any service in BTEC 206.
2. To sign out at the front desk when done utilizing services in BTEC 206. If a student doesn't sign out, time will be voided and no extra credit will be received.
3. To have an ASC staff member sign off on my folder.
4. Lab hour is for prep reading coursework and homework only. Student will not receive credit for lab hour spent working on anything other than prep reading materials.
5. The Academic Success Center - Prep Reading Lab does not permit the use of cell phones in its facilities. If a student needs to make a call or use their cell phone, they will step outside to do so.
6. The computers in the Academic Success Center are for academic purposes only. If a student needs to check their personal email or if they want to visit any social networking sites such as MySpace or Facebook, the student will use the computers in BTEC 203 (open computer lab).

7. Unless otherwise specified by the Lab Assistant or Instructor, students only receive credit for time spent in the lab. If the student has to leave the lab for an extended length of time (10 minutes or more), they will sign out at the front desk.

8. The student will understand that they are only allowed to earn a maximum of two hours per day.

9. Student will understand that the lab tech will only administer makeup/retake tests on Tuesday’s & Thursday’s and within one week of the original test date. Times available for testing are (10am-4pm) (5pm-7pm). Tests will not be administered an hour prior to closing. NO EXCEPTIONS unless given permission by the professor and he/she issues, supervises, and receives the test within their schedule.

10. Students will utilize the BTEC 201 entrance door for all the required lab hours with their instructor. Students will NOT enter through BTEC 206 nor will they use the middle door as an exit.
Other Subject Areas & Services

• The Academic Success Center is proud to offer tutoring services in other subject areas in **BACA 207**.

• Other Subject Area assistance includes SL sessions for:
  – Science
  – Accounting
  – Computer Science
  – Spanish

**Spring 2011 - January 10th - May 9th:**

**Hours of Operation:**
Monday - Thursday: 9:00 a.m. - 8:00 p.m.
Friday: 9:00 a.m. - 1:00 p.m.

• Please see the front desk for each SL’s updated Spring 2011 shift schedule
Other Subject Areas & Services...

- Services include sessions with knowledgeable SL’s in the following areas:
  - Science
    - Kathryn & Nick & Brian
  - Accounting
    - Marge
  - Computer Science
    - Keith
  - Spanish
    - Shereka
Disability Services:

The College fully complies with provisions of the American Disabilities Act (ADA). If you require an accommodation due to a physical disability or learning impairment, you should contact the Office of Services to Students with Disabilities.

Contact Person: Nicole Lambert (Bargeron)
Office of Services for Students with Disabilities
BSSB 109
(813) 253-7914
Questions