



What the Academic Support Center Can Do for You

Here are some of the areas in which we can help in the development or revision of your assignments, from first semester response papers to final semester Capstones and ILPs/IRPs:

1. **Brainstorming:** selecting a topic for your paper and helping you frame research questions.
2. **Developing and organizing ideas:** limiting or expanding a topic, outlining/ planning your paper.
3. **Critical thinking:** interpreting your assignment or a specific reading, including reading strategies. Forming an argument or thesis; developing ideas, or supporting your point of view.
4. **Research:** forming a research strategy, using the Cambridge College Online Library, finding appropriate sources, using scholarly journals.
5. **Revision:** reorganizing your paper, developing transitions, revising an earlier draft, using conventional grammar.
6. **Documentation:** using APA style, in-text citations and references. Understanding the effective use of quotations and paraphrasing. Clarifying what plagiarism is and how to avoid it.
7. **Facing the “impossible”:** managing time and materials, breaking down overwhelming assignments into manageable tasks, understanding what your assignment means.

How to Make the Academic Support Center Work for You

- 1. Sign up:** To make an appointment, call:
617-873-0185 – 1000 Mass Ave room 315
617-873-0418 – 80 Prospect Street room 205
617-873-0242 – 17 Monsignor O'Brien Highway

Appointments are 45 minutes long. You may sign up for one appointment each week. When it is time for your appointment, just walk in and let the tutor know you're there. Your appointment is important!

Walk-in: If you stop by the Academic Support Center and a tutor is available, you may walk in and work with the tutor—even if you've already had an appointment that week.

- 2. Keep your appointments:** If you cannot keep your appointment, please call the Academic Support Center and leave a message. You may change your appointment to another time that's convenient for you. Phone messages are answered during Center hours.

Tutoring services are in big demand as the semester progresses. If you make appointments and do not keep them and do not cancel them, you are denying other students the opportunity to get help. Failure to keep appointments or cancel them may result in your being denied the opportunity to sign up for tutoring services.

- 3. Come prepared:** When you come for an appointment, please bring with you:
 - A. the class syllabus, including the specific assignment you are working on;
 - B. any reading material/ texts that are part of the assignment;
 - C. any earlier drafts of your assignment with any instructor's comments you have received.Please bring your work as a printed copy or on a flash drive.

1000 Mass. Ave. Hours:

Monday	3:00 PM- 9:00 PM
Tuesday	3:00 PM- 9:00 PM
Wednesday	3:00 PM- 9:00 PM
Thursday	3:00 PM- 9:00 PM
Friday	12:00 PM-4:30 PM
Saturday	10:00 AM-2:30 PM

80 Prospect Street Hours:

Monday	3:00 PM- 9:00 PM
Tuesday	3:00 PM- 9:00 PM
Wednesday	3:00 PM- 9:00 PM
Thursday	3:00 PM- 9:00 PM

17 MOB Hours: By appointment