Date: September 8, 2008
To: Carleton Faculty
From: Kathy Evertz, Director, Academic Support Center

Academic Skills Coaching

I am writing to introduce you to the services Mel Stauffer can provide your students through the Academic Support Center. Mel, a Hall Director, has a collateral assignment in the Academic Support Center this year. She holds an M.A. in Student Development in Post-Secondary Education from the University of Iowa.

Mel serves as our Academic Skills Coach. In this role, she coaches students to troubleshoot problem areas in time management, test preparation, and study skills. Her objective is to prepare students with the necessary skills to succeed at Carleton, including note-taking, increasing participation in class, avoiding procrastination, and planning for long-term assignments. She also serves as a resource and refers students to other academic support resources, such as the Speakeasy or Math Skills Center.

In addition to offering one-to-one meetings with students, she is available to conduct in-class presentations and workshops and campus-wide seminars; she can also arrange programs with Residential Life staff. Drawing from strategies and techniques that she has found helpful, as well as an impressive array of handouts and resource guides, Mel can help develop students’ confidence and motivation to succeed.

Please let Mel know if you’d like her to work with you or your students on any of the aforementioned skills outlined here. She has office hours in 206G Scoville on Tuesdays from 5-7 p.m. and on Wednesdays from 2-5 p.m., but she will be happy to meet with faculty or students elsewhere and at other mutually convenient times. Her office hours are posted at http://apps.carleton.edu/campus/asc/academicskillsconsulting/; you can also reach her at mstauffe@carleton and x4442.

Speakeasy Coaching

I am also pleased to announce that the Speakeasy will continue to offer assistance with comps talks, student presentations, and all other public speaking events this term. Coaching is available to develop communication skills in all areas of presentations, including posture, articulation, projection, body language, eye contact, command of material, and effective use of visual aids. The Speakeasy coach can also work with students on the material of the presentation, including content, organization, flow, and clarity.

Lauren Jarocha ('09, Chemistry) brings much public speaking experience to her position. She is a graduate of the Illinois Mathematics and Science Academy (IMSA), where she completed the Leadership Education and Development program, which included training in project presentation, public speaking, and interview skills; she also participated in a peer-led discussion forum for ethical issues (leaders took a week-long training seminar in public speaking, debate, and techniques for facilitating discussions). Lauren has been an active member of Mock Trial since her first year at Carleton, and with the start of the term, she enters her third year as our Speakeasy coach.

Lauren will hold regular office hours, which are posted here: http://apps.carleton.edu/campus/asc/speakeasy/. Appointments are also available outside of office hours. She can also visit classes to talk with your students about how to give effective presentations. For
more information, please contact Lauren at jarochal@carleton.edu. We look forward to supporting you and your students this year.