

# CADE

Center for Academic Development and Enrichment

## Developmental Dispatch

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225

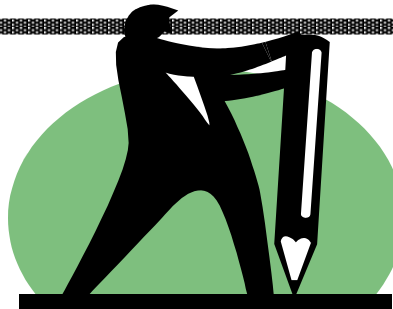
Alumni Hall 436-3010

[Http://cade.oneonta.edu](http://cade.oneonta.edu)

### Notices:

- ◆ The last day for students to sign up for a tutor is April 22nd. Encourage students to visit CADE immediately if they need assistance in a course.
- ◆ We now offer peer tutoring in 200-level courses: if you would like to recommend a student as a tutor, please do so.

Although CADE works closely with Student Disability Services, the office of Student Disability Services exclusively arranges for testing accommodations and note-takers. SDS can be reached at 436-2137.



**Upcoming Dates for the College Writing Exam**  
Please announce in classes!

### Permission forms required

Near the end of any semester, many students find themselves in academic crisis. Suddenly, they realize that they haven't managed their time well, or they didn't incorporate the writing strategies you've been teaching since January. If this semester is like most others, in the next few weeks, the CADE staff will see a large influx of students who need our help--and *fast*.

To provide your students the assistance they need in a timely manner, we ask that **if you refer your students for writing consultations, please make sure you have filled out a permission form.** We have copied the form on the back of this newsletter, and it is also available on our website at <http://cade.oneonta.edu>. We cannot work with a student on class-related papers without a professor's permission. To make it a bit easier for you, we have included an option to allow "blanket" permission for your whole class to seek consultation on their writing assignments.

If you have questions about our services, you will find answers on our website. Feel free, too, to give us a call at 436-3010 and a member of our staff will be happy to chat with you about how we might be able to provide assistance to your students.

Please note location carefully

Thursday  
April 7th  
IRC  
4:00-7:00

Tuesday  
April 12th  
225 Alumni Hall  
5:00-8:00  
computer based

Wednesday  
April 13th  
IRC  
2:30-5:30

Thursday  
April 14th  
225 Alumni Hall  
4:00-7:00  
computer based

Tuesday  
April 19th  
225 Alumni Hall  
5:30-7:30  
computer based

Thursday  
April 21st  
225 Alumni Hall  
4:00-7:00  
computer based

Monday  
April 25th  
IRC  
3:30-6:30

May dates are listed on the website. Go to <http://cade.oneonta.edu>

### Please recommend your exceptional students as tutors!

CADE offers <b>free</b> tutoring in most 100-level courses. We hire (at \$6.00/hour -- and more for tutors who take the Prof 221-223 training course) exemplary	students with faculty recommendations to tutor students one-on-one. We encourage all prospective tutors to take our tutor training course sequence	(PROF 221-3).Please direct your outstanding students to contact Mary Dorn at 436-3010 or at <a href="mailto:LSS@oneonta.edu">LSS@oneonta.edu</a> .
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Center for Academic Development and Enrichment  
225 Alumni Hall 436-3010 [cade.oneonta.edu](http://cade.oneonta.edu)

## Blanket Permission Form

Professors: This form grants permission for your students to seek assistance with writing assignments at the Writing Center, 225 Alumni Hall. Without a professor's written permission, we will not assist the student. If you wish to grant permission on a case-by-case basis, please visit the CADE website for an individual permission form.

Professor's Name \_\_\_\_\_ Date \_\_\_\_\_

Choose **One**:

**Blanket Permission:** I hereby grant permission for any student in any of my courses to seek assistance from CADE with any assignment from my course. (This permission expires \_\_\_\_\_.)

**Course Specific Permission:** I hereby grant permission only for students in my sections of \_\_\_\_\_ (course name) to seek assistance from CADE with any assignment.

**Assignment-Specific Permission:** I hereby grant permission for students in my \_\_\_\_\_ (course name) to seek assistance from CADE only with their assignment titled \_\_\_\_\_.

**Student-Specific Permission:** I hereby grant permission for the students on the **attached list** to seek assistance from CADE with their writing assignments for my course in the \_\_\_\_\_ semester \_\_\_\_\_ year.

Other (please specify conditions) \_\_\_\_\_

\_\_\_\_\_  
Professor's Signature: \_\_\_\_\_