



225 Alumni Hall 436-3010  
<http://cade.oneonta.edu>

## PEER TUTORS NEEDED IMMEDIATELY

CADE offers **free** tutoring in most 100-level and some 200-level courses. We hire (at \$6.00/hour --and more for tutors who take the Prof 221-223 training mini-courses) 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 [LSS@oneonta.edu](mailto:LSS@oneonta.edu). Faculty recommendation forms are available at our website at <http://cade.oneonta.edu>.

## CADE's Mission and Vision

In May, in the midst of all the busy-ness of the end of the semester, the CADE staff met for a half-day retreat to work together to define its goals and mission. The result was our new mission statement, which we are pleased to present to you here:

**The mission of CADE is to provide a supportive environment which empowers students to become engaged, confident, and self-aware learners who can communicate clearly and achieve their goals in college and in life.**

## Permission forms required

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 either a "blanket" or individual permission form.** We have copied the blanket permission form on the back of this newsletter. Forms are 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.

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.

## Upcoming Dates for the College Writing Exam

**Please announce in  
classes**

Please note location  
carefully

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

### COMPUTER-BASED

**Monday, October 10**  
4:00 p.m.  
Alumni Hall Rm 225

**Monday, October 24**  
4:00 p.m.  
Alumni Hall Rm 225

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### PAPER-BASED

**SATURDAY October 1**  
1:00 p.m.  
IRC 1

**Wednesday October 5**  
3:30 p.m.  
IRC 5

**Monday October 17**  
3:30 p.m.  
IRC 3

**Thursday, October 27**  
6:00 p.m.  
IRC 1

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.



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: \_\_\_\_\_

Please return to: Cyn Utter, CADE, 225 Alumni Hall