

THE ROLE OF AN ORGANIZATIONAL TUTOR (OT):

PROVIDES:

- ✓ Strategies, techniques, and suggestions for organization, time managements, note taking, and exam preparation, etc
- ✓ Support and encouragement to help each student develop academic independence
- ✓ Assistance in self-monitoring grades, coursework, educational planning, and goal setting
- ✓ Individualized weekly support
- ✓ Assistance in monitoring enrollment dates and procedures
- ✓ Encouragement and accountability for academic success
- ✓ Confidentiality for all student information, accommodations, and grades (under FERPA)
- ✓ Referrals to the Counseling Center, Academic Advising, Center for Academic Resources, and other campus resources, as needed
- ✓ Assistance with planning and receiving accommodations through Project Success/ UW Oshkosh

DOES NOT PROVIDE:

- Ⓢ Personal assistance or help with daily life activities
- Ⓢ Direct communicate with UW Oshkosh Faculty and Staff on behalf of the student
- Ⓢ Reminder emails or follow-up with course attendance, turning in assignments, and waking up on time
- Ⓢ Completed coursework or assignments for the student
- Ⓢ Modifications on examinations and coursework at UW Oshkosh
- Ⓢ Arrangements for accommodations outside of regular office procedures and protocols
- Ⓢ Access or modification to professor's grading and attendance records, or course information
- Ⓢ Access to a student's Titan Web, D2L, or email information
- Ⓢ Negotiated grades, extra credit opportunities, or any other issues of academic integrity with UW Oshkosh staff members