$250 Faculty Stipend

Four different options are available for non-credit course assignments: 1) Library Orientation (#8995), 2) Tutoring Services (#8994), 3) HLRC Writing Lab (#8953) and 4) OWL (#8978).

◊ Submit your syllabus to Academic Affairs requiring a non-credit course requirement.
◊ Set a scheduled time to take students to Library/LC and complete assignment.
◊ Make a reservation with the Library/LC using the orientation form on line. (http://library.wlac.edu/Library_Orientation_Request_Form_2007.doc)
◊ Students must be enrolled in one of the four SLA 1T options.

$250 Faculty Stipend

Steps to obtaining your first stipend:
The Title V grant requires documentation that demonstrates you have uploaded your syllabi online.
◊ Attend a workshop, “Putting Your Syllabi Online Using ADX.”
◊ Locate the syllabus that you posted on the website http://weekend.wlac.edu/wlacsyllabi using ADX and print out a copy of it.
◊ Sign it.
◊ Return it to mailbox #409 (Mary-Jo Apigo x4410).
◊ You can logon to the site here: http://weekend.wlac.edu/adx/.

ADX Help Desk
Juan Chacon (x4592) for troubleshooting questions.
Nick Dang (x4359 or dangnic@wlac.edu) for username and password questions.

Note: Please post syllabi for all your courses, however only 1 stipend per instructor can be issued.
**Tutoring Services**

Curt Riesberg, Tutoring Director  
310.287.4486 - riesbecd@wlac.edu  
Timothy Russell, Instructor  
310.287.4318 - russeltm@wlac.edu

**Non-Credit**  
Learning Center Services  
SLA 1T #8994

**Reservations for Learning Center Services**  
(HLRC 1ST Floor) To book a session with the Learning Center services, email a referral form to Diane Matsuno (matsund@wlac.edu) or Ted Pointer (pointer@wlac.edu). A referral form can be obtained at http://library.wlac.edu/ (Learning Skills) or retrieve a copy from the front desk in the LRC (1st floor). Please call x 4205 or 4283 to schedule your class in the Learning Center.

**Math Component:**

**Math Area 1:** Four separate Non-Credit modules of computer-assisted instruction have been designed to review and reinforce essential skills for student success; instructors can refer students to one or more of the following five-hour modules:

1. Fraction Review  
2. Decimal Review  
3. Ratio/Proportion/Percent Review  
4. Geometry and Measurement Review

**Algebra:** Four separate Non-Credit modules of computer-assisted instruction have been designed to review and reinforce skills and concepts important to student success in Algebra; instructors can refer students to one or more of the following five-hour modules:

1. Basic Number Ideas, including study of odd/even/prime/composite numbers;  
2. Math Sentences, including order of operations, expressions, polynomials, linear equations and linear inequalities, and quadratic equations;  
3. Graphing Basics, including plotting, graphing linear equations, and graphing linear systems;  
4. Equations and Formulas, including literal equations and using formulas.

**English Component:**

Instructors from across the curriculum can refer students for individualized assistance with writing assignments. Students will meet with tutors for help with process, focus, thesis, organization, format, proper research documentation, and other essential skills students need to compose effective writing. Writing Lab can help with various essay modes up to and including research papers; as such, Writing Lab in conjunction with one of the Library’s non-credit research methods is an effective combination for instructors to consider.

**Sentence Fundamentals:** Including parts and types of sentences, phrases, subject/verb agreement, sentence fragments, and run-on sentences.

**Punctuation and Capital Letters:** Including periods, commas, semi-colons, quotation marks, proper nouns, titles, and related issues.

**Practical Reading:** A general reading skills review and reinforcement; including identifying the main idea, the title as main idea, locating supporting details, understanding logical relationships, inferences, and vocabulary meaning from context.

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**Joyce Jaffe Writing Lab**  
HLRC 123 & HLRC 124  
Susan Fong - Instructional Assistant  
SLA 1T #8953

Assistance with WLAC Writing Assignments  
Tutors are available on the following days  
June 9 - August 5, 2008  
Monday - Wednesday  
8:00am - 6:00pm  
Thursday  
9:00am - 6:00pm  
Friday  
11am-5pm  
Saturday  
11:00am - 3:00pm

**Online Writing Lab (OWL)**  
SLA 1T # 8978; The internet can be used to post papers and receive feedback from Writing Lab tutors.  
Phone: (310) 287.4420 or onlinetutoring@wlac.edu

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The WLAC OWL (Online Writing Lab) Tutoring will also available until August 17, 2008.  
http://www.wlac.edu/online/owl.htm