First-time Tutor Information

1. My name is Sue Zolliker. You can reach me at <szolliker@palomar.edu> or by phone at 760-744-1150 x 2562. My office is located in P-2N.

2. Our tutors work in San Marcos and Escondido during the school year, currently, we only offer tutoring at the San Marcos campus.

3. People you need to know are Cindi Spencer (760-744-1150, extension 2778) and John Goldsworthy (2683) at San Marcos and Jessica Ambrocio at the Escondido Center (8132).

4. If you need any help with Human Resources, contact Monique at 2609.

5. It would be a good idea to see what our students need to know for two of our developmental composition courses—English 10 and 50. You can see the English 10 final exam and the English 50 student final exams online at <palomar.edu/english/>. Go to “Faculty Resources” and click on “English 10 & 50.” For English 10, click on “10 Final Exam Practice Review.” For English 50, click on “Sample Student Responses to Past Exams.”

6. While you are in the tutoring center, you can use the resources on the shelves to help your students. Some students will sign up for tutoring sessions while others will just drop in to see if a tutor is available then. Right now the Escondido Center does not do appointments. If there are no students to tutor, you can relax, read, use the internet, or think nice thoughts. One key point—you are not to go over the English 50 final exam essay or prompt with any students.

7. John or Jessica will generate your timesheets. You fill in the hours, sign, and return to me via mail or in person.

8. Feel free to contact me with any questions. Our chair, Pam McDonough, will also be happy to discuss anything with you. Her office is in the P-2C. Her phone extension is 2700.