**CTL Syllabus Statement(s)**

**CTL Syllabus Statement:** At Hobart and William Smith Colleges, we encourage you to learn collaboratively and to seek the resources that will enable you to succeed. The **Center for Teaching and Learning** (CTL) is one of those resources: CTL programs and staff help you engage with your learning, accomplish the tasks before you, enhance your thinking and skills, and empower you to do your best. Resources at CTL are many: Teaching Fellows provide content support in 13 departments, Study Mentors help you manage your time and responsibilities, Writing Fellows help you think well on paper, and professional staff help you assess academic needs.

I encourage you to explore these and other CTL resources designed to encourage your very best work. You can talk with me about these resources, visit the CTL office on the 2nd floor of the library to discuss options with the staff, or visit the CTL website: [Center for Teaching and Learning | Hobart and William Smith (hws.edu)](https://www.hws.edu/centers/ctl/)

*The CTL resource(s) of most use for this class include. . .* [please see supplemental statements, below.]

***Supplements to the CTL Syllabus Statement:***

**Teaching Fellows**

CTL works with the \_\_\_\_\_\_ Department to offer one resource that will be essential to your learning in this course, the \_\_\_\_\_\_ **Teaching Fellows**. The Teaching Fellows are accomplished \_\_\_\_\_\_ majors and minors who are paid to assist other students. They hold regular study hours Sunday—Thursday (I will post this term’s hours as soon as they are available). *To get the most out of this resource, I recommend that all students in this course begin attending the TF hours next week and attend once or twice weekly (to study, to ask questions) throughout the semester.*

**Writing Fellows**

The CTL resource that will be most essential in enhancing learning in this course is the **Writing Fellows** program. Writing Fellows help students develop their writing by providing feedback on essay drafts, offering strategies for the writing process, and enhancing students’ understanding of what good college writing means. *In this class, Writing Fellow assistance with our \_\_\_\_\_\_ and \_\_\_\_\_\_ will be extremely helpful to you, and I suggest that you make an appointment via StudyHub on the CTL website this week/ by [date] to begin work on \_\_\_\_\_\_\_*.

To schedule a meeting click here [Log in Appointments (hws.edu)](https://campus.hws.edu/StudyHub/Appointments/Account/Login?ReturnUrl=%2fStudyHub%2fAppointments).

**Study Tables**

For our class, CTL also offers a group **Study Table** for help with course content. *This Study Table is facilitated by \_\_\_\_\_\_, an accomplished student who has already taken this class; he/she will help you engage with the complexities of \_\_\_\_,* and the group-study opportunity will enhance your study time.

**Study Mentors**

The CTL resource especially valuable to students either just starting college OR adjusting to the demands of their choice of major is the **Study Mentor** program. Study Mentors engage directly with each student in the process of adjusting to new academic demands: they help you find the time you need for both your academic and co-curricular activities, and can help you find strategies to accomplish the tasks in front of you and enhance your reading and study time. Study Mentors may be especially important for those of you who are involved in many activities, work on or off campus, are studying for Teaching Certification, graduate school exams, or prepping for fellowships, or who have one or more unusually demanding courses on your schedule. To meet with a Study Mentor, make an appointment via StudyHub on the CTL website: [Log in Appointments (hws.edu)](https://campus.hws.edu/StudyHub/Appointments/Account/Login?ReturnUrl=%2fStudyHub%2fAppointments). You can also contact Ingrid Keenan, x3832, keenan@hws.edu, or drop in at the CTL office on the 2nd floor of the library.

**Office of Disability Services Syllabus Statement**

**Disability Accommodations:** If you are a student with a disability for which you may need accommodations and are new to our office, you should self-identify for services by logging into the Accommodate Portal, [Accommodation Request Intake Form (symplicity.com)](https://hws-accommodate.symplicity.com/public_accommodation/), and completing the Accommodation Intake Form. Disability related accommodations and services will be provided when the registration and documentation process is complete. The guidelines for documenting disabilities can be found at the following website: [Disability Services | Center for Teaching + Learning | HWS](https://www.hws.edu/centers/ctl/disability-services.aspx)

Returning students may request by logging into the Accommodate Portal and requesting semester accommodation letter. Should you need to meet to add or discuss accommodations, please schedule an appointment in the Accommodate Portal (directions are on the website, should you need them [Disability Services | Center for Teaching + Learning | HWS](https://www.hws.edu/centers/ctl/disability-services.aspx)).

Please direct questions about this process or Disability Services at HWS to ctl@hws.edu or x 3351. Jamie Slusser, Disability Services Administrator & Accommodation Specialist and Christen Davis, Associate Director of CTL for Disability Services are the main contact staff for Disability Services.