

# TUTORING INSTRUCTIONS

Tutoring is available **On Campus** and **Online** for Spring 2023!

On Campus (Blountville)

Online (Zoom, email, phone)

Note: Not every subject is available on every campus.

Please email [TLC@NortheastState.edu](mailto:TLC@NortheastState.edu) to schedule **online tutors** or **in-person tutors by appointment**.

Provide the following information:

Name

Student ID number (900#####), if possible

Course number or title

Instructor's name, if possible

Session preference: in person, online, or either

Description of the assignment and/or content with which you need help

Best phone number at which to reach you

Times which would be convenient for you to work with a tutor

If sending a **writing assignment** or research paper for feedback, you will need to include:

A draft of your writing assignment or research paper (as a **Word** document)

A copy of the assignment description with was provided by your instructor

A grading rubric, if one was provided by the instructor

We often return feedback within a couple of hours.

However, due to staffing differences on different days, we ask that you allow up to 2 business days for feedback when planning your writing schedule.

If needing help with **math or science problems**, you may prefer to send:

A screenshot of specific problems with which you need help, or

Problems cut-and-pasted into your email.

You can also wait to address specific problems until you meet with your tutor.

Occasionally additional tutoring hours may be available due to tutor schedule changes.

Email [TLC@NortheastState.edu](mailto:TLC@NortheastState.edu) to check about possible additional hours.

This semester, TLC is also trying out a partnership with tutor.com, which will allow you to supplement our TLC services, which can be especially helpful if you need assistance with a very specialized subject or at hours that TLC tutors are not available. This tutor.com service is available 24/7. If you wish to contact tutor.com, look for the link in the D2L course for which you need help.

For more information about tutoring services, you may call TLC at 423.354.5112 (Monday-Thursday, 9am-6pm).

You may also email [TLC@NortheastState.edu](mailto:TLC@NortheastState.edu) (anytime).

The Learning Center staff and tutors look forward to helping you this semester.



Elizabeth Thomas	Statistics (1530)	online 9am – 4pm	online 9am – 4pm	online 9am – 4pm	online 2pm – 8pm			
Christina Tokarz	Statistics (1530) MATH 1100 MATH 1710	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm		online 10am – 5pm	online 1pm – 8pm
Luke Warden	MATH 1100 MATH 1710 MATH 1720 MATH 1910		Blountville 9am – 3pm		Blountville 9am – 3pm			

## CHEMISTRY

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Christina Tokarz	General Chemistry 1	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm		online 10am – 5pm	online 1pm – 8pm
Janice Kasten	General Chemistry Organic Chemistry	Blountville 12:30pm – 3:30pm	Blountville 10am – 2pm		Blountville 9am – 12noon			
Emily Adkins	General Chemistry Organic Chemistry	Blountville 5pm – 6pm	Blountville 12noon– 6pm	Blountville 4pm–6pm	Blountville 4pm – 6pm			

## BIOLOGY

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Averi Sills	Biology 1 Microbiology A & P 1, 2	Blountville 10am – 4pm	Blountville 10am – 4pm	Blountville 10am – 5pm	Blountville 10am – 4pm			
Emily Adkins	Intro to Biology Microbiology A & P 1, 2	Blountville 5pm – 6pm	Blountville 12noon–6pm	Blountville 4pm–6pm	Blountville 4pm – 6pm			
Mackenzie Leonard	Microbiology A & P 1, 2	Blountville 1pm – 6pm						
Christina Tokarz	Biology 1	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm	online 5pm–8pm		online 10am – 5pm	online 1pm – 8pm

## PHYSICS

Contact [tutor.com](http://tutor.com)

## PHYSICAL SCIENCE

Contact [tutor.com](http://tutor.com)

## ENGLISH / WRITING

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Zack Keith	English Writing						online 10am – 5pm	online 1pm – 8pm
Susan Evans	English Writing	online 3pm – 8pm	online 3pm – 8pm	online 3pm – 8pm	online 3pm – 8pm			
John Moorehouse	English Writing	Blountville 9am – 2pm	Kingsport 9am – 2:30pm	Blountville 9am – 2pm	online 9am – 2pm	online 9am – 1:30pm		
Samantha Phillips	English Writing	online 4pm – 7pm	Blountville 3pm – 6pm		Blountville 3pm – 6pm			
Averi Sills	English Writing	Blountville 10am – 4pm	Blountville 10am – 4pm	Blountville 10am – 5pm	Blountville 10am – 4pm			

## COMPUTER SCIENCE

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Gerald Burke	CISP 1010 CISP 1020 CISP 2410 WEBT 2300 CITC 1300 CITC 1301 CITC 1302 CITC 1303 CITC 1317 CITC 1332 CITC 1372		online 5pm – 8pm		online 5pm – 8pm		online 11am – 3pm	online 1pm – 4pm
Sadayaa Smith	CITC 1300 CITC 1301 CITC 1302 CITC 1303 CITC 1320 CITC 1323 CITC 1324 CITC 1332 CITC 2352 CITC 2353	Blountville 3pm – 6pm		Blountville 3pm – 6pm				



## COMPUTER APPLICATIONS

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Samantha Phillips	INFS 1010 Word Processing	online 4pm – 7pm	Blountville 3pm – 6pm		Blountville 3pm – 6pm			
Gerald Burke	INFS 1010		online 5pm – 8pm		online 5pm – 8pm		online 11am – 3pm	online 1pm – 4pm
Sadayaa Smith	INFS 1010	Blountville 3pm – 6pm		Blountville 3pm – 6pm				

## ACCOUNTING

Tutor	Course/Subject	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Joe Thomas	Accounting		online 10am – 2pm	online 1pm – 8pm		online 1pm – 5pm		