

STUDENT AND CAREER SERVICES

Student Services represent a variety of resources available to students that aid in augmenting their educational experience and which are intended to aid students in their attainment of satisfactory academic progress.

Orientation

Prior to the start of the program, students must attend a mandatory orientation. The purpose of this orientation is to:

- Acquaint **students with the program's goals** and objectives as well as its rules and regulations.
- Notify students of their advisors
- Provide **students with basic "back to school" skills**
- Provide students with a guide on how to use the library resources available
- **Provide students with the necessary training to use the Center's Student Portal**
- Provide students with training in prevention of sexual harassment, Blood Borne Pathogens, HIPAA and plagiarism.

Advisement

At orientation, students will be assigned academic advisors who will assist the student throughout their enrollment in the program with any issues they may have in meeting satisfactory academic progress. Students should meet with their advisor at least once a semester. In addition, at orientation students will be introduced to the guidance counselor. A student may seek advice or assistance from the guidance counselor for non-academic issues. . The guidance counselor may recommend a solution or may refer you to a different staff member at the Center or to a different department of the hospital. The guidance counselor may also recommend that you seek help from an outside agency.

Student Government Association

The student government association (SGA) is a group comprised of student representatives from each program at the Center. This association serves as a student advisory committee to provide the student body with a mechanism to deal with the affairs of students and as a forum for expression and participation concerning student life at the Center. The Director of Career Services and Student Life will organize and lead the SGA. The SGA will be called to order at least once per semester.

Disability Services

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, New York Methodist Hospital Center for Allied Health Education, through its program of disability services empowers students with disabilities to realize their academic potential in its educational programs, by providing reasonable accommodations and support services for eligible students. For further information, see the *Disability Services* policy as published in the Institutional Catalog.

Academic Counseling

Upon recognition by a student or a faculty member that an academic problem exists, a counseling session with the Program Director will be scheduled. The objective of the counseling session is to help identify the problems that may be the source of the academic issues. Once these problems are recognized a remediation plan will be suggested to help find a solution.

Social Counseling

Upon recognition by a student or a faculty member that a social problem exists, the guidance counselor will be notified. The guidance counselor will recommend outside agencies that may be able to assist the student with their social problem.

Academic Assistance or Remediation

Learning Center

New York Methodist Hospital Center for Allied Health Education has established a Learning Center to address the needs of students requiring academic assistance or remediation in their efforts to achieve satisfactory academic progress. The Learning Center is staffed with faculty members who are available to assist students with their academic needs. If a faculty member feels that a student needs additional assistance outside the scope of the

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Learning Center, they may recommend to the student additional tutorial services (tutorial services beyond those provided by the Learning Center and Peer Tutoring Program). Students who wish to utilize the Learning Center must register at least one week prior by emailing learningcenter@cahe.edu with the following information: student name, program, course #, subject and specific topic(s).

Peer Tutoring

(Available only for students enrolled in a program that is at minimum one year in length)

New York Methodist Hospital Center for Allied Health Education's Peer Tutoring Program is a resource available for students to receive remediation and enhance academic performance.

The Peer Tutoring Program is designed to provide assistance to students in various courses, in various programs. In a relaxed atmosphere, peer tutoring sessions lead to a deeper understanding of the concepts learned in the classroom and clinic.

The peer tutoring offered is not intended to replace classroom instruction, or any other aids offered by faculty. The peer tutoring program provides assistance beyond the scope of that given in a course.

Benefits of peer tutoring

- Peer tutors have often had the same or similar struggles as their tutee. They understand the frustrations that you may be feeling, and they understand the potential roadblocks to success. They can help the student address those difficulties.
- **Peer tutors "speak the same language" and can** connect with the student.
- Peer tutors serve as role models for their student tutees.
- Students often feel a sense of partnership in working with a peer tutor because there is less distance between the tutor and the tutee.
- Peer tutors often have great energy and enthusiasm for what they do because it is a new function for them. They are drawn to tutoring because they want to help others, and they want to do the job well.
- Peer tutors help the student to work toward self-responsibility and self-direction.
- Peer tutors often provide social support as well as academic support. Tutors and their tutees often become friends.

The process to become a Peer Tutor is competitive and only several students per program will be named. To become a peer tutor the following criteria must be met:

- an overall average of 85 or better
- **have an "A" in the subject area you wish to tutor in**
- successful interview with Program Director and Assistant Director.
- have good communication skills.
- have a high level of patience and a sincere desire to help others.

Peer tutors who provide a minimum of 30 hours per semester for at least two semesters will be recognized at graduation and will be reimbursed up to \$200.00 for any fee associated with a state/national exam/registry or society membership for their profession.

Students who are interested in tutoring peers should request a *Peer Tutoring Application* from their program director.

Students who are interested in improving their academic progress with a Peer Tutor should email learningcenter@cahe.edu and include their name, program course # and topic(s) needing assistance with.

Tutoring provided via the Peer tutoring program must take place on campus. Tutoring off campus is prohibited.

Career Advisement

New York Methodist Hospital Center for Allied Health Education assists students in preparing for entry into their chosen career. Students are given assistance through formal and informal means, including but not limited to, resume writing, interview skills, presentations, and discussions regarding expected behavior and attitudes of healthcare professionals.

Employment Assistance

New York Methodist Hospital Center for Allied Health Education provides assistance to students, at the time of graduation, to obtain entry-level positions in their respective fields. However, while employment assistance may be provided, it is understood that New York Methodist Hospital cannot promise or guarantee employment to any student or graduate.