

Study Group Request Form

The Academic Support Center

Rowan College South Jersey

Tutors are available to facilitate study group sessions for Rowan College courses. In order to request a facilitator for a study group, the group must have at least four (4) students from the same course who can meet at the same time on a weekly basis.

The first person to sign up on the chart below (#1) will be the contact person for the group and will assume responsibility for informing the rest of the group of relevant information.

The Administrator of The Academic Support Center will assign a time and facilitator to your group, and will inform the contact person (#1) on the table below. If you have questions, call the Administrator of The Academic Support Center at (856) 415-2248.

Complete the information below for each member of the study group. It is strongly recommended that study groups be limited to 6 members.

Name	Phone Number	Course/Section	Instructor
1.			
2.			
3.			
4.			
5.			
6.			

Indicate the desired *day(s)* **and** *time(s)* for your study group to meet.

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Attendance Policy: The Administrator will let you know the start date. Attendance is expected; if group members fail to attend the first session or any two consecutive sessions without calling in advance to cancel, the group will lose its facilitator for the rest of the semester. It is of the utmost importance that all members attend the first meeting.

The Academic Support Center Use Only: Date rec'd: _____ Date filled: _____ Date grp. Cntct. Notified: _____

Adapted from Heartland Community College, Tutoring Services

Study Group Guidelines

The Role of the Facilitator

1. To familiarize group members with the structure of a study group by reviewing the guidelines
2. To introduce beneficial study strategies that will benefit students outside of the study group
3. To model the role of the session leader during the first meeting
4. To encourage members to discuss and learn from one another
5. To check in, as needed, during the session to clear up any questions about which the whole group is uncertain

The Role of the Contact Person

1. Give out your phone number to all members
2. Get phone numbers from all members
3. Call Tutoring Services if study group is not meeting that week
4. Responsible for reviewing guidelines if any group member misses the first session

The Role of the Study Group

1. Give phone number to all members
2. Each member should be on time and come prepared with any notes, texts, or questions
3. Stay focused on subject matter
4. Each member should contribute to each session
5. Collaborate to figure out answers to questions

The Role of the Session Leader

1. Each member will take turns as the session leader. Session leaders will rotate weekly.
2. Keep group focused on subject matter
3. Ensure that the sign-up sheet is filled out at end of session

This will be signed by all members at the first meeting.

Please acknowledge your understanding of the conditions described above by having each study group member sign below. I understand the conditions for reserving a study group facilitator.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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