



# Effective Speaking

The Academic Success Center



## Online Schedule for Fall 2020

***\*\*Please visit [www.bucks.edu/asc](http://www.bucks.edu/asc), email [tutor@bucks.edu](mailto:tutor@bucks.edu), or call 215-968-8044 to make an appointment.\*\****

### Phone Sessions

Phone sessions are **appointment-based** for **one hour**. The tutor will call you using a blocked phone number. You will have the option to email materials ahead of time so you and the tutor can look at the materials together.

### Real-Time Online Appointments

Online appointments last one hour. Prior to the appointment, you will receive an email with instructions for accessing the online platform where the appointment will take place. Once in the online space, you will have the option to chat/talk with your tutor; you will also be able to upload images or files (such as a draft of an essay).

**\*\*\*Note: All appointments must be scheduled at least one hour prior to the desired appointment time.\*\*\***

Phone and Online appointments are available during the hours listed below:

Real-time Online & Phone Appointments		
Day	Time	Classes Tutored
Monday	9:00am – 2:00pm	COMM 105, 110, 111, 240 and any class that requires an oral presentation
	4:00pm – 7:00pm	
Tuesday	9:00am – 1:00pm	
	3:00pm – 6:00pm	
	7:00pm – 9:00pm	
Wednesday	9:00am – 12:00pm	
	4:00pm – 9:00pm	
Thursday	4:00pm – 7:00pm	
Friday	10:00am – 1:00pm	
	4:00pm – 6:00pm	

**Review the next page for information about Drop-In Online Tutoring Availability and Online Forms**

## Drop-In Online Tutoring

\*\*\*Drop in tutoring is available **without an appointment**. It is best used to answer a **quick question**. A tutor will monitor the space during the hours listed below. If you have a more in-depth question, or want feedback on a piece of writing, we recommend that you make an appointment for an hour- long phone or online session.\*\*\*

Writing/Reading/Study Skills/Effective Speaking (for any course)	
Monday	10:00am – 12:00pm
	6:00pm – 7:00pm
Tuesday	12:00pm – 1:00pm
	7:00pm – 8:00pm
Wednesday	10:00am – 11:00am
	1:00pm – 2:00pm
	6:00pm – 7:00pm
Thursday	3:00pm – 4:00pm
	6:00pm – 7:00pm

## Online Writing Form and Ask a Tutor Form

Students also have the option to submit an essay using the Online Writing Form:

<https://www.bucks.edu/academics/asc/online/online/#d.en.39255> If you submit a draft before noon on a business day, we will do our best to return it to you by 4pm on the next business day.

If you have a quick question, you can submit it using the Ask a Tutor Form:

<https://www.bucks.edu/academics/asc/online/onlinequestions/#d.en.39247> We will respond to your question as soon as possible, but, as with the Online Writing Form, if you submit your form by noon on a business day we will return it to you by 4pm the next business day.