

## Geno A. Ballotti Scholar Information

### Center for Learning & Academic Success

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The Center for Learning and Academic Success (CLAS) is a free on-campus resource offering peer and professional tutoring in math, writing, and English, as well as a wide range of business, science, and liberal arts courses. Students may join study groups, participate in drop-in tutoring, or make one-on-one appointments with tutors to reinforce course content and encourage effective study habits. Peer-led services include tutoring, study groups, and academic skills workshops. The CLAS is conveniently located within the Division of Student Success on the 9<sup>th</sup> floor of 73 Tremont. You can learn more by visiting our center or calling (617) 573-8034.

### Geno A. Ballotti Scholars

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The Geno A. Ballotti Scholarship recognizes and is awarded to students who demonstrate a strong commitment to excellence in learning and academic support. Ballotti Scholars are proactive student leaders and role models in addition to being peer tutors, study group leaders, and academic workshop facilitators. Scholars also participate—along with all CLAS peer tutors—in required weekly and monthly trainings in accordance with the [standards of the College Reading & Learning Association \(CRLA\)](#), the international collegiate learning center certification body. Additionally, there are different roles for which scholars can apply based on their interests and skills (detailed below).

### Scholar Roles

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In addition to tutoring, leading study groups, and/or facilitating workshops, **scholars will choose one role for which to apply.**

#### Administrative Scholar

The primary responsibility of an Administrative Scholar is to assist the CLAS management team in the day-to-day administration of the learning center. Responsibilities may include maintaining supplies and organization in the tutoring, drop-in, and study group spaces, creating spreadsheets to aid in CLAS tasks, sending emails to the tutoring staff, and creating content for the CLAS informational tutor board.

#### English Language Learner (ELL) Support Scholar

ELL Support Scholars help the CLAS reach out to the Suffolk ELL community, both international and domestic. These scholars work closely with the INTO-Suffolk program, doing class visits and making connections with INTO- Suffolk students at various events. ELL Support Scholars also reach out to other ELLs through the Home Away from Home program as well as through other on-campus opportunities.

#### Justice, Equity, Diversity, and Inclusion (JEDI) Scholar

The JEDI scholar role is grounded in advocacy for and with students and staff from historically marginalized groups. JEDI Scholars work to develop a socially conscious, inclusive, and equitable community for all students who use CLAS services as well as CLAS staff. Scholars in this role will establish and maintain relationships with departments and student groups across the university and collaboratively educate and support CLAS tutors through activities such as mentorship, trainings, and resource delivery.

#### Marketing Art & Design Scholar

Marketing Art & Design Scholars are an energetic and creative force in the CLAS. They design, develop, and disseminate to the Suffolk community innovative print and digital marketing materials for the CLAS. This scholar should have a background in one or more of the following areas: graphic design, fine arts, advertising, and/or marketing. In addition, an interest in and experience with various social media platforms and other means of engaging students and faculty is essential.

#### Research Scholar

Research Scholars create research projects that inform the work of the learning center and intersect with their own disciplinary interests under the supervision of the director of tutoring at the CLAS. This significant year-long responsibility includes researching, planning, and presenting a session at the McNair-Ballotti Undergraduate Research Symposium in April and, if chosen, at the New England Peer Tutoring Association Conference that occurs in the spring semester.

## Workshops Scholar

CLAS workshop scholars present academic skills workshops in various departments at Suffolk. Each workshop scholar also creates an original workshop and engages in peer review with other workshop scholars. The workshop scholar role provides an opportunity to develop presentation skills and create connections with the Suffolk community. Workshop scholars also revise existing presentation materials.

## Requirements of Applicants

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- Must be currently enrolled as a full-time undergraduate student at Suffolk University.
- Must have completed at least one semester at Suffolk University by the start of the scholarship appointment.
- Must have and maintain a cumulative GPA of 3.0 or higher.
- For the course(s) in which scholars are tutoring or leading study groups, the scholar must maintain a GPA of at least 3.3.

## Important Notes Regarding Scholarship Eligibility & On Campus Employment

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Suffolk University policy does not allow for grant and scholarship funding in excess of the cost of tuition. If you are a recipient of scholarship funds that total the cost of tuition (e.g. Miller Scholars, Veterans Benefits, Tuition Exchange/Remission, Institutional grants, etc.), you are ineligible to accept this award. Suffolk University policy also states that students are not allowed to accept more than one employment award that carries a grant (scholarship) with it. Students who have questions regarding these policies should contact the Ram Center at [ramcenter@suffolk.edu](mailto:ramcenter@suffolk.edu) or (617) 573-8488.

Suffolk University student employees are limited to a MAXIMUM of 20 hours of working on campus per week. Students are responsible for tracking their hours to ensure that they submit accurate hours and do not exceed this 20 hour per week maximum.

Please note: Ballotti Scholars work an average of 8-10 hours per week at the CLAS.

## Required Expectations of Scholars

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- Serve as leader and role model as a tutor, study group leader, or workshop facilitator in the CLAS.
- Successfully complete the duties that pertain to your scholar role. (These duties will be outlined by the scholar and a professional staff member.)
- Willingness to commit to CLAS justice, equity, diversity, and inclusion efforts as well as anti-racist tutoring praxis.
- Attend all program training sessions, weekly support meetings, scholar meetings, and all-employee meetings.
- Complete all paperwork required by student financial services within the first 2 weeks of the semester. (This time frame may only be extended by a CLAS supervisor or Student Financial Services for reasons of extenuating circumstances.)
- Work approximately 260 hours (130 hours per semester), subject to confirmation by Student Financial Services.  
**Note: if you do not complete this requirement, the grant portion of your award may be reduced or revoked.**
- Ensure that scholar commitments precede all other campus employment opportunities.
- The following requirement applies to students who will tutor **writing**:
  - Peer writing tutors are required to take and successfully complete ENG-320 and ENG-321: Writing and Tutoring—Theory and Practice in the fall and spring, respectively. These are 1-credit courses that provide focused training along with transcript recognition. Moreover, course hours count toward required CRLA training hours. Because credit is earned, course hours are not paid.

## Award

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***The Geno A. Ballotti Scholarship award is approximately \$5100 allocated as follows:***

\$1800 as tuition grant (\$900/semester)

\$3300 as student employment (\$1650 for fall semester & \$1650 for spring semester)

**This award is subject to confirmation by Student Financial Services.**