



# PATHWAYS

Academic Support Services



New England  
College

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Since its founding in 1946, New England College has emphasized its small classes and student-centered education. Pathways-Academic Support Services provides NEC students with comprehensive academic support services that focus on individualized student attention and meaningful academic support.

# The Pathways Center

## AT NEW ENGLAND COLLEGE:

The Pathways Center is centrally located on the 4th level of the Simon Center and is an important hub for many of our academic support services. Found in the Pathways Center are NEC's Academic Advising office, Career & Life Planning office, Mentoring Program, Community Service office, and Connections Coordinator office. The Pathways Center is the first place we ask students to visit if they have questions about academic services or are in need of help in any aspect of their academic pursuits. All of our Pathways-Academic Support Services staff members have been trained to provide the necessary assistance to aid students in their path towards academic success and community engagement.

In the Pathways Center students find help and support in a great number of areas, from selecting the right major to creating semester academic schedules; from creating professional resumes and cover letters to preparing for first career job interviews; from connecting students with alumni and other working professionals to help obtaining valuable experience through internships in their chosen field. As well, Pathways staff guide students to other important academic support services such as the Positive Academic Support System (PASS) which matches students with a staff member to help them stay organized, motivated, and successful, and our Tutoring Center located in the Danforth Library which provides one-on-one tutoring to all NEC students. The Pathways Center also boasts a large computer lab, plenty of comfortable places to sit and study, and a friendly and helpful staff to keep students on the path to success!



New England  
College



# PATHWAYS— Academic Advising

Academic Advising Office  
*Director of Academic Advising*  
P: 603-428-2299  
F: 603-428-2234

New England College uses a shared organizational model of advising. All first-time NEC students (including transfer students) are counseled by the Pathways-Academic Advising office, which is located in the Pathways Center. Students make initial contact with advising personnel who help them choose their classes and acquaint them with basic academic information. Students are also assigned a faculty advisor at the time of registration. Whenever possible, this is a faculty member the student is taking a class with or a faculty member from within a major the student is interested in joining. All faculty advisors are full-time faculty members.

The advisor/advisee relationship is an important one that changes and shifts over time. Advisors are expected to initiate contact with first-year students to encourage them to participate in advising activities. Throughout the first year advisors are in contact with their advisees and share key dates and tasks that need to be met. The advising relationship continues throughout the students' academic career, and by senior year, the student should be the one to initiate contact, and should be able to independently develop strategies and set goals.

Students are encouraged to seek out their faculty advisor for their primary advising relationship, but they can also consult with the staff at Pathways Academic-Advising for

answers to questions, and short-term problem-solving when their advisor is not available.

Academic Advising staff members provide students with information regarding courses of instruction, learning resources, and college policies and procedures to aid students in pursuing their intellectual goals. Knowledge of college policies and basic academic procedures can help students work in cooperation with their professors, and develop personal strategies for academic success. The advising services at Pathways are available to all students at New England College.



*“All of you who work at NEC really do create an atmosphere of support for your students that is unique and rare and so important.”*

—Parent of NEC student

## THE GOALS OF THE ACADEMIC ADVISING PROGRAM

The central goal of the Academic Advising program is to help each student realize his or her full academic potential.

The program does this by first focusing students on making a successful transition from high school to college. Specifically, in the first months the program helps students:

- Make meaningful connections with other students, faculty, staff and organizations on campus;
- Understand the differences in expectations between high school and college;
- Select an appropriate class schedule;
- Learn college procedures and where to go to get assistance.

The program then focuses on providing students with the additional skills necessary to develop into independent learners and self-advocates. Specifically, during their time at NEC, Academic Advising aims to:

- Assist students in determining their goals, strengths, and weaknesses;
- Guide them in setting specific targets in dealing with these goals, strengths, and weaknesses;
- Facilitate students to learn time management and effective study habits;



- Guide students select courses and a major program that will help them to meet their goals;
- Support students selection of internships and activities that will heighten their strengths and help remedy their weaknesses;
- Facilitate students to identify when they are having difficulties with their course work or social adjustment and to become self-advocates when seeking assistance.

And finally, the program focuses on providing students with the skills necessary to successfully transition from NEC to the postgraduate world. Specifically, in the last year Academic Advising aims to work with Career and Life Planning to help students acquire the skills necessary to:

- Make appropriate career choices;
- Identify appropriate graduate or professional programs, or make the connections necessary to identify potential jobs.

# PATHWAYS— Career & Life Planning

Career & Life Planning Office  
*Director of Career & Life Planning*  
P: 603-428-2358  
F: 603-428-2234

As part of Pathways- Academic Support Services, the Career & Life Planning (CLP) office is integrated across the entire college community. CLP actively engages students and ensures access to comprehensive career development services consistent with their interests and abilities. Specifically, CLP helps students:

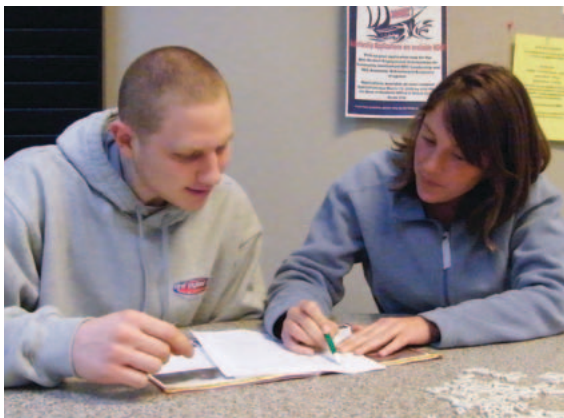
- Develop comprehensive career and life plans consistent with their skills, interests, values and personal characteristics;
- Acquire skills by engaging in internships, service activities, and study abroad;
- Demonstrate the results of their experiences in and out of the classroom and effectively present themselves;
- Make connections in the world of work and further study.

In order to reach these main goals, CLP provides services in the following areas:

1. Choice of major (in consultation with Academic Advising)
2. Career “focusing” and general planning for life, including travel
3. Interest testing
4. Community service
5. Internships
6. Summer jobs

7. Study abroad
8. Resume writing
9. The job search, in New Hampshire or anywhere in the world
10. Effective interviewing
11. Graduate school search and application

In a relaxed, informal atmosphere, CLP provides individual career advising appointments focused on the unique personal goals of each student. CLP gives students access to a career library, online resources, workshops and seminars on career development topics, job fairs, panel discussions with employers, and an alumni network. The Career & Life Planning office is committed to the professional development of each individual student at New England College.



*“Your commitment and enthusiasm in providing insights as to what careers best suit one’s strengths and weaknesses . . . has been most beneficial.”*

—NEC basketball coach



The Career and Life Planning office is committed to creating an environment in which students will:

1. Ask fruitful questions based on their natural curiosity and interests that direct them to professional and personal development;
2. Gain skills and experience (we often refer to these as “day one” competencies) through academic work in their major discipline, work-study and other employment, internships, hobbies, community service, service-learning, co-curricular involvement, athletics, and study abroad;
3. Describe themselves accurately in terms of skills, motivations, personal characteristics, and knowledge base – in print, in person, through electronic and other media, and over the phone;
4. Develop and maintain a network of professional contacts;
5. Obtain meaningful employment or acceptance into programs of further study;
6. Build professional relationships based on trust, honesty and mutual benefit;
7. Understand their own educational process in terms of the above so that they can continually reflect upon and reassess their personal and professional goals.

# PATHWAYS— Mentoring Program

Mentoring Program Office

*Director of Mentoring*

P: 603-428-2247

F: 603-428-2234

The NEC Mentoring Program (an additional for-fee service) provides academic support and life skills for students who may need extra help successfully transitioning to college life. This program works well for students who benefit from additional support in order to manage their time, stay organized and develop the needed skills to be successful in college. Mentors help students gain stronger communication, interpersonal and self-advocacy skills.

Mentor work with students is individualized and focuses on helping them develop necessary working relationships while effectively utilizing college resources. Mentors provide students with emotional support, encouragement, and valuable feedback. The central goal of the program is to provide the extra guidance necessary for students within the Mentoring Program to become more independent, self-advocating, confident, and successful in their academic and social lives. The specific goals of the Mentoring Program are to:

- Motivate students in developing their skills and strategies to become independent and self-motivated learners;
- Connect students to campus resources (including, but not limited to tutoring, peer tutoring, counseling, health services, residential life, and other learning services);

- Facilitate communication between students and their faculty and encourage students to create strong relationships with their faculty and advisors;
- Offer an individualized program to students that helps them build on their personal strengths to become successful learners;
- Demonstrate and promote good study habits, time management and organizational skills;



*“I have improved academically, but also personally. I am able to tell my mentor about friends, roommate issues and other matters.”*

—(Student in the Mentoring program)

- Help students structure their time to balance their academic responsibilities with their personal lives;
- Encourage students to accept greater responsibility for themselves and their education;
- Create an environment where our students have a place to turn when they need assistance;

- Aid our students in their efforts to transition into successful college learners;
- Empower students to use self-advocacy.

While the mentors' primary objective is to assist the students enrolled within the Mentoring Program, as a part of the Pathways-Academic Support Services staff, mentors assist all students who are in need of academic support or guidance. Thus, mentors also work as part of a team of staff members who aid students who are in academic difficulty via our Positive Academic Support System (PASS).

## **MENTORING SERVICES**

- Offer up to three hours of one-on-one individual meeting times per week;
- Contact parents a minimum of four times a semester;
- Contact professors to discuss academic programs and academic progress;
- Connect students to tutors, student life, career and life planning, faculty advisors, Academic Advising, and the many resources NEC has to offer.

Mentoring does not guarantee academic success, but the goal is to work collaboratively to create an academic support network for students who desire the extra support and guidance to become independent learners.



# PATHWAYS— Tutoring Center

Tutoring Center

*Coordinator of Tutoring*

P: 603-428-2276

*Lead Professional Tutor*

P: 603-428-2393

(Located on the second floor of the H. Raymond Danforth Library)

The Pathways-Tutoring Center is located on the second floor of the Danforth library and offers academic tutoring, free of charge, to all students enrolled at New England College. We believe that students experience higher levels of academic success when they take charge of their own learning. Therefore, the primary objective of the Tutoring Center is to facilitate academic success while encouraging students to become independent learners.

The Tutoring Center is staffed by professional tutors whose primary focus is to support students with their core academic needs such as writing development and mathematics, while working closely with faculty and staff to encourage students to excel in their academic goals. The professional tutors employ a variety of academic strategies to address the individual needs of students in a welcoming and supportive environment. Scheduled and drop-in tutoring sessions are provided by the professional tutors in writing development, critical reading skills, study techniques, test-taking strategies, and goal-setting, as well as select subject tutoring in a number of academic disciplines. Specifically, among the support services the Tutoring Center provides to our students are the following:

**Writing Support**—We assist students in all aspects of the writing process (brainstorming, critical thinking development, organization of ideas, thesis development, outlines, revision strategies and editing strategies).

Writing support is holistic in nature and thus we model effective writing strategies and help students implement those strategies in their own written work.

### **Time Management and Study Skills**

**Support**—We review course syllabi and co-curricular activities with students and help them create schedules that will lead to the most effective use of their time. Additionally, we teach effective study strategies tailored to individual student needs.

**English as a Second Language**—We assist those students for whom English is not their primary language with reading and writing skills and facilitate small group conversation practice sessions.

**Workgroups**—We provide select small group study sessions for students in discipline-specific areas.

**Peer Tutoring**—Peer tutoring is available in select academic disciplines. Our trained peer tutors strengthen the academic climate on campus and serve as academic peer-mentors.

The Tutoring Center at the Danforth Library also oversees accommodation testing for students with documented learning differences.

# PATHWAYS— Disability Services

Disability Services Office

*Director of Disability Services & Campus Compliance Officer*

P: 603-428-2302

F: 603-428-2433

(Located in Center for Educational Innovations, 210)

The Disability Services office is committed to providing equal access to all programs and activities so that New England College students can become independent and successful learners.

The Disability Services office works in partnership with NEC students, faculty, and staff to find ways to overcome barriers that may be keeping students from full participation in the social and academic life of the college. The goals of the Disability Services office are to:

- Guide students to develop the skills and strategies they will need to advocate for themselves in the years ahead;
- Direct students learning to think strategically about how to use their strengths to compensate for their challenges;
- Provide timely and equitable accommodations and services;
- Promote awareness of services, accommodations, and disability laws to students, families, and the NEC community;
- Keep current regarding trends and issues related to disabilities;
- Teach students to use the NEC resources available to them, and how to interact with outside agencies as needed;
- Assist students in learning to use adaptive technology, computer software such as MyNEC, Blackboard, and the other technical resources of the college;

- Provide development and information to NEC faculty and staff;
- Endeavor to find a balance between protecting students' privacy while maintaining necessary interaction and support and;
- Assure that the college is compliant with all federal and state regulations pertaining to persons with disabilities.

We have set these goals with the hope that students will learn to meet and exceed all the objectives and policies of the college. We cannot guarantee that all students will be successful, but we can reach out to students who are ready to pursue academic success. Hopefully, once the barriers are removed, the student's innate abilities will allow them to compete on an equal footing with their classmates. It is our most basic belief that every student can develop and grow if they are willing to participate as equal partners in the discovery process.





# PATHWAYS—Connections

Overseen by our Lead Connections Coordinator and staffed by dedicated NEC staff members, New England College also assigns a specific person to each first year student to act in the role as a Connections Coordinator. Supporting the mission statement of the college, Connections Coordinators act as a resource to students and aid them in their overall efforts to become engaged and invested in the college community. The Lead Connections Coordinator serves as a point person to whom the students can turn for advice and support.



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