TUTORIAL MANUAL

University Tutorial Program

Center for University Advisement

101 Memorial Hall
(516) 463 - 3500
Hempstead, NY 11549
University Tutorial Program Mission Statement

The University Tutorial Program strives to provide accessible and quality academic support in both individual and group settings to Hofstra undergraduate students seeking assistance with subject matter difficulties they maybe experiences in their courses. Each member of the University Tutorial staff promotes this mission by exemplifying the values of integrity, commitment and professionalism in their interactions with Hofstra students.
Center for University Advisement Mission Statement

The Center for University Advisement supports and guides Hofstra undergraduate students as they explore, identify and achieve academic goals while fostering their autonomy, responsibility and love of learning. Through an individualized approach, the Center for University Advisement teaches students how to utilize campus resources in order to promote their academic endeavors and personal growth. We also serve as an advocate and liaison with other offices to create a collaborative and supportive environment for all students.

Center for University Advisement Vision Statement

The Center for University Advisement strives to provide all Hofstra undergraduate students with the support necessary to achieve academic success at Hofstra. Each member of the Center for University Advisement promotes continued academic enrichments and self-discovery among Hofstra undergraduates with the ultimate goal of cultivating passion for life-long learning.
A Message from the UTP Staff

Dear Tutor:

Congratulations on being selected to serve as a tutor for the University Tutorial Program (UTP). You have an incredible opportunity as a peer tutor to offer your knowledge of a specific field of study and your academic experience to other students who seek such excellence for themselves.

Serving as a tutor is a responsibility that should not be taken lightly. Students request tutors for a variety of reasons but all are looking for assistance in understanding content, test preparation, practicing skills and increasing their academic success. Students who seek your help maybe experiencing difficulty in a course that may be needed as a requirement for their major or graduation. Many students who have a history of difficulty in a subject also request a tutor in anticipation of these difficulties. Your knowledge, commitment, and professionalism can help these students achieve their academic goals at Hofstra.

As a tutor, it is important to display honesty, empathy and patience during each tutoring session. By doing so, you will empower the students you work with to learn by increasing their confidence in themselves and in their understanding of the subject matter you are tutoring.

We require that all tutors learn and abide by the guidelines set forth in this handbook. After reading the University Tutorial Handbook in its entirety please complete the Tutor Contract. This form must be completed and turned in to the University Tutorial Program before you begin tutoring.

If you need any assistance, or have any concerns, please feel free to contact a member of the UTP staff. It is our pleasure to have you as part of our staff. Best of luck for the semester!

Sincerely,

Susan Bauer, Assistant Dean of Advisement

Rachel Peel-Macandrew, Associate Dean of Advisement
# Table of Contents

<table>
<thead>
<tr>
<th>Topics:</th>
<th>Page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Directory</td>
<td>6</td>
</tr>
<tr>
<td>Tutorial Components</td>
<td>7</td>
</tr>
<tr>
<td>Tutorial Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Tutorial Responsibilities</td>
<td>10</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>11</td>
</tr>
<tr>
<td>Payroll</td>
<td>12</td>
</tr>
<tr>
<td>Tutoring Tips and Tools</td>
<td>14</td>
</tr>
<tr>
<td>Sample Forms</td>
<td>16</td>
</tr>
<tr>
<td>Tutor Contact Form</td>
<td>17</td>
</tr>
<tr>
<td>Student Work Permit</td>
<td>18</td>
</tr>
<tr>
<td>Time Card</td>
<td>19</td>
</tr>
<tr>
<td>Time Sheet</td>
<td>20</td>
</tr>
<tr>
<td>No Show Form</td>
<td>21</td>
</tr>
<tr>
<td>Tutor Update Form</td>
<td>22</td>
</tr>
<tr>
<td>Student Application to Receive Tutoring</td>
<td>23</td>
</tr>
<tr>
<td>Student-Athlete Tutorial Section</td>
<td>25</td>
</tr>
<tr>
<td>Introduction</td>
<td>26</td>
</tr>
<tr>
<td>Responsibilities and Procedures</td>
<td>27</td>
</tr>
<tr>
<td>NCAA Violations</td>
<td>28</td>
</tr>
<tr>
<td>Academic Ethics</td>
<td>29</td>
</tr>
<tr>
<td>Academic Fraud</td>
<td>30</td>
</tr>
<tr>
<td>NCAA Position on Sports Wagering</td>
<td>31</td>
</tr>
<tr>
<td>Research Guidelines</td>
<td>32</td>
</tr>
<tr>
<td>Tutor Contract</td>
<td>33</td>
</tr>
</tbody>
</table>
University Tutorial Staff Directory

Rachel Peel .................. Associate Dean of University Advisement
101 Memorial Hall
(516) 463 – 6770
Rachel.J.Peel@hofstra.edu

Susan Bauer ............... Assistant Dean of University Advisement
Tutorial Program Coordinator
012 Memorial Hall
(516) 463 – 7090
Susan.Bauer@hofstra.edu

Graduate Assistant
University Tutorial Program
012 Memorial Hall
(516) 463 – 4953

Other Important Numbers
Center for University Advisement....463-6770 and 463-7222
Academic Records ..................463-6715  Writing Center ..................463-4908
Public Safety ..................463-6606  Services for Students with Disabilities.....463-7074
Community Standards ..................463-6913  Parent & Family Programs ..................463-7055
Recreation & Intramural Sports ......463-6958  Saltzman Community Center .............463-6791
Health and Wellness Center .........463-6745  HofstraCard Services ..................463-6942
RESNET ..................463-3000  Interfaith Center ..................463-6920
Student Accounts .............463-6680  Multicultural Student Programs ........463-6796
Student Counseling Center ........463-6791  Student Leadership & Activities .... 463-6914
Ombudsperson ..................463-6614  Orientation & New Student Programs ...463-6320
University Tutorial Program .......463-3500  Language Lab ..................463-5653
Career Center ..................463-6060  Residential Programs ..................463-6930
Commuting Student Affairs ........463-3469  Dean of Students ..................463-6913
International Students ...........463-6796  Student Employment ..................463-6782
Tutorial Components

The University Tutorial Program offers tutoring to Hofstra students through several means and collaborates with other University departments to ensure all students at Hofstra are able to receive the academic support they need.

**Individual Subject Tutoring**

Individual tutors provide one-on-one or small group tutoring to students relying upon specialized course backgrounds for which they were hired. Individual tutors provide supplemental guidance and interpretation of course content in order to facilitate the learning process. Students may receive a subject tutor in up to three courses for up to 1 ½ hours per course, per week.

**Laboratory Based Tutoring**

There are several tutorial labs that operate to serve students enrolled in QM and core business courses, Computer Science courses, Biology courses and Chemistry, Physics, Astronomy courses. The labs each have their own scheduled hours in which they are staffed by one or more tutors who have expertise in that field. Students may use these tutorial labs on a walk-in basis and attend for as many hours as needed. There is no individual tutoring available for the courses covered with the tutorial labs.

**Academic Support for Student-Athletes**

Tutorial Staff who work with student-athletes not only serve as tutors, but as examples of academic dedication, achievement and integrity. UTP expects tutor who work with student-athletes to recognize the unique experiences, time commitments and difficulties of those students who are juggling the roles of full-time student and student-athlete. All tutors who work in any capacity with student-athletes need to also be aware and follow the rules for academic conduct set forth by the NCAA. These tutors must carefully read the Student-Athlete Tutorial section in the back of this handout.

**Study Hall for Student-Athletes**

The UTP provides student-athletes with monitored study halls throughout the semester. The study hall staff is responsible for checking student-athletes in and out of study hall, monitoring student-athletes to ensure time is spent on academic material and turning in all study hall attendance to the University Tutorial Program Coordinator.

**NOAH Program Tutoring**

NOAH (The Arthur O. Eve Higher Education Opportunity Program) is an admission and developmental program designed to identify and admit nontraditional students whose educational experience and economic status did not allow them to demonstrate or develop scholastic abilities to the requisite level for undergraduate admission and study at Hofstra. The support services available to NOAH students through the UTP cover all subjects except for English, reading and developmental math, for which specialized instruction is provided by NOAH staff.
Tutorial Procedures

Assignment and Contacting Students

When you applied to become part of the UTP staff you listed on your application the subjects and courses your were able to tutor. When a student requests a tutor for a course you are able to tutor the Tutorial Program Coordinator will contact you. Tutors are assigned to students based on familiarity with the subject matter, experience. You will come to the UTP office and pick up a Tutor Contact Form with the student’s name and phone number. Contact the student in a timely manner and set up your first meeting time, write the time in the space provided on the Tutor Contact Form and return it to the UTP office.

Upon initial contact, tutors and students should exchange phone numbers to ensure adequate communication of appointments as well as any changes that may arise. You are only authorized to tutor students who have requested tutoring through the UTP office and who have been assigned to you by the University Tutorial Program. Tutors will not be compensated for any unauthorized tutoring sessions.

Time and Locations of Tutoring Sessions

The times of your tutoring sessions will be determined by yourself and the student. Find a mutually convenient time, when possible it is most effective to establish a weekly meeting time that you will keep for the entire semester. Each student can only receive 1 ½ hours of tutoring per course, per week. It is up to yourself and the student how you want to schedule that time. (two 45 minute weekly sessions, one 90 minute session, ect...)

It is preferred that all individual tutoring sessions take place at the Tutoring Center in 011 Memorial Hall. There are individual tutoring rooms, computers, study tables, and white boards available for your use. Please contact the UTP Graduate Assistant if you need to reserve an individual tutoring room. The Center is available Monday-Thursday 8am – 7pm and Friday 8am – 5pm. If you need to meet outside of these hours it must be done on campus in a public space (Library, Computer Lab) with approval from the Tutorial Coordinator.

The First Tutorial Session

The first tutorial session with a student is extremely important. It will set the tone, and expectations for the rest of the semester. During the first session please introduce yourself, set expectations and determine a student’s status in his/her respective class. Methods to achieve this include:

Introduce yourself
- Let the student know you will be working them all semester
- Give background information of your knowledge of the subject or course

Set Expectations
- Exchange telephone numbers and email in case of cancellations
- Inform the student that “no shows” are unacceptable and services may be discontinued
- Discuss the scheduling and appointments times. A weekly time is most effective
- Make sure the student knows what to bring to each tutorial session (books, notes)

Determine a Student’s Status
- Make a copy of the syllabus
- Ask the student to identify his or her greatest difficulty in the class
- Review with the student the expectations of the professor
- Review the course material with the student
Preparation for the Tutorial Session

At each tutorial session, you should be prepared with a plan of what you and the student will be working on during the session. As a subject tutor, you will be expected to be competent in the content of the subject you are tutoring. If you do not feel comfortable with the content of any subject you are asked to tutor, please notify the University Tutorial Coordinator immediately. Any materials you feel could help the student (i.e., textbooks or study guides) should be brought along.

Patience is a vital personality characteristic for all tutors. You will be working with a diverse group of students of varying academic backgrounds. It will be important in some cases for you to be patient and work with student at his/her pace. If you are currently a student, remember that you are acting as a role model for students and the methods you employ will likely be emulated by them.

“No Show” Policy

A student is required to give their tutor 24 hours notice for a cancellation. If a student does not notify you of the cancellation or does not show up for a scheduled appointment it is considered a “no show”. As a tutor you can get paid for “no shows’ but you must take the following steps:

- Wait at least 15 minutes for the student to show up
- Fill out a “no show” slip and turn it into the UTP office within 48 hours
- You will be paid for 50% of the agreed tutorial session, fill this out on your timesheet
  - 90 minute tutorial session will be indicated as 45 minutes on timesheet
  - 60 minute tutorial session will be indicated as 30 minutes on timesheet
- Attempt to call the student, find out what happened and set up another appointment

The University Tutorial Program “no show” pay policy is designed to compensate tutors who arrive expecting to work, only to find that the tutee does not show up for the scheduled session. The “no-show” pay policy applies to both individual and group tutorial sessions.
Tutorial Responsibilities

Tutors

Generally, tutors are expected to have a clear understanding of course content. In addition, the tutor should also be aware of course assignments for the entire semester and help students schedule time in advance to prepare for papers, projects and tests. This will allow the tutor to effectively assist the student in understanding areas and topics in the course with which they are experiencing difficulty. As a tutor with the University Tutorial Program, you will be expected to accept the following responsibilities:

- Make a commitment to be available to tutor for the entire semester
- Maintain a cumulative GPA of 3.25 and above as an undergraduate and/or a 3.50 and above as a graduate student for the duration on employment
- Attend all scheduled tutorial sessions on time. Consistent lateness and/or failures to attend are unacceptable and will result in termination from the UTP
- Complete the Tutor Update Form sent out at the end of each semester and return it to UTP
- Return all phone calls and emails from UTP staff and tutees in a timely manner
- Attend all tutor training and tutor meetings organized by the UTP
- Adhere to the limits imposed upon the students receiving tutoring: 1.5 hours of tutoring a week, per course. Any changes may only be made with the Coordinator’s approval.
- Follow all payroll and timesheets procedures outlined in the Payroll section of the manual
- Adhere to the University’s academic honesty policy

Tutees

Tutees have already taken the first step to their success in a course they might be struggling with in seeking tutorial assistance. Tutees should attend all of their courses regularly. It is not your responsibility to teach material from classes the students missed. Tutees should keep their tutors informed of their assignments, papers, projects, quizzes and tests. They should not expect emergency help the night before an exam because of failure to prepare in advance. Tutees should bring a textbook, notebook and other relevant course materials to each tutorial session. Tutees must also adhere to the University’s academic honesty policy at all times.

**Tutees should never ask tutors to complete assignments for them or write any portion of a paper, as a tutor you should never feel responsible for doing the work of students.** Tutees are responsible for keeping all scheduled appointments or giving at least a 24 hours cancellation notice.

Professionalism

Tutors must conduct themselves in a professional manner in all aspects of their relationship with the students. In this capacity, it is important that you never criticize an assignment, a course, or a professor. As a tutor you will be privileged to confidential information, such as grades, details on students’ progress or academic standing in his/her courses. It is very important that you keep all academic information confidential. This is important not only to protect the student’s privacy but to develop the kind of trusting relationship necessary for maximum productivity in tutorial sessions.
Academic Honesty

All tutors and students are required to adhere to the University Policy of Academic Honesty. Any students in violation of this policy will be subject to University sanctions. The following is an excerpt from the Guide to Pride Student Handbook, Section VI which outlines the violations. Please read the entire Section VI in your student handbook or online at http://www.hofstra.edu/pdf/dos_gtp_0708.pdf.

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B. Students’ responsibility

The academic community assumes that work of any kind, whether a research paper, a critical essay, a homework assignment, a test or quiz, a computer program, or a creative assignment in any medium, is done, entirely and without assistance, by and only for the individual(s) whose name(s) it bears. If joint projects are assigned, then the work is expected to be wholly the work of those whose names it bears. If the work contains facts, ideas, opinions, discoveries, words, statistics, illustrations, or other elements in any media form (including electronic) that are beyond the assumption of being common knowledge, these must be fully and appropriately acknowledged, following a prescribed format. They may be acknowledged through footnotes, endnotes, citations, or whatever other means of accreditation is acceptable according to the format prescribed in that particular field of study. Students bear the ultimate responsibility for implementing the principles of academic honesty. Students must understand that it is not enough to identify the source of quoted material; it is also necessary to indicate when one is paraphrasing (restating in other words) material found in a source. Thus, the use of other’s ideas as well as their words needs to be acknowledged.

II. Violations

Any violation of these principles constitutes academic dishonesty. Indeed, it is important for students to avoid even the appearance of dishonesty. The following is a partial list of such violations and is not exhaustive:

Violations Regarding Exams:

• obtaining unauthorized information concerning an exam and/or giving such information to another student;
• communicating with anyone, other than the exam proctor, while taking an exam;
• helping another person to cheat on an examination;
• reading or copying another student’s examination sheet or book during an exam;
• possessing unauthorized material or tools (such as calculators or computers) in the examination room during an exam and/or consulting such materials or tools during an exam;
• without proper authorization, beginning an exam before the prescribed time or continuing to work on the exam after the prescribed time;
• failing to submit all bluebooks and examination materials at the end of an exam or removing bluebooks or examination materials from the exam room without the proctor’s or faculty member’s approval;
• having another person take an exam in one’s place;
• submitting work produced with unauthorized collaboration or assistance.

Violations Regarding Plagiarism:

• copying or substantially copying someone else’s words without both citing the author of the quotation and using either quotation marks or an indented block quotation;
• paraphrasing someone else’s words or work without citing the source;
• using paid “research services”;
• copying from another’s term paper or computer disk;
• submitting work produced with unauthorized collaboration or assistance;
• fabricating sources.

Other Violations:

• submitting the same or a significantly similar work for credit in more than one course without the consent of the faculty members involved;
• falsifying experimental data;
• using computer programs or data without proper authorization or acknowledgment;
• making one’s own academic work available to others to present as the recipients’ own;
• submitting work produced with collaboration or assistance unauthorized by the faculty member.

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Tutors working with student-athletes in any capacity must also adhere to additional NCAA rules and regulations. Those are outlined in the Student-Athlete section of this manual.
Payroll

Student Work Permit

All members of the UTP staff that are current students at Hofstra University must fill out Student Work Permit form at beginning of each academic year. This must be signed by the student, the UTP supervisor and taken over to Student Employment. You must have a separate form filled out and turned in to Student Employment for each department you are working for on campus. This form is how you are added to payroll, Student Employment may also ask for additional documents. International students must get prior permission from the Office of International Students BEFORE becoming a tutor.

Taxes and Withholding

Every employee of Hofstra University is required to complete a W-4 Federal Tax Withholding Form and an I-9 Employment Eligibility form. Once you are on the Hofstra payroll, you do not have to file new forms while you continue as a Hofstra employee unless you wish to make a change, either in exemptions, name or address. All changes must be made at the Payroll Office located in the Human Resources Center. All student earnings are considered taxable by the IRS. You will receive a W-2 Statement of Earnings form at the end of each calendar year. This information is also reported to the IRS and New York State. Hofstra students who are enrolled for a minimum of 9 credits per semester are exempt from FICA deductions. Students carrying fewer than 9 credits will have Federal Insurance Contributions Act (FICA) deducted from their pay.

University Guidelines

According to University policy, students with campus jobs are only allowed to work a certain number of hours per week. This maximum number is the total combined number of hours they are allowed to work on campus, NOT per department.

<table>
<thead>
<tr>
<th>Tutor Classification</th>
<th>Maximum Hours Per Week</th>
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</thead>
<tbody>
<tr>
<td>Undergraduate Student</td>
<td>25 hours</td>
</tr>
<tr>
<td>Graduate Student or Non-Student</td>
<td>25 hours</td>
</tr>
<tr>
<td>International Students</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

Paychecks

Tutors are paid by check payable to the tutor. Tutors who live in university housing may pick up their checks at the Payroll Office. All others will have their checks mailed to their home or off-campus address. Earnings cannot be applied to any University Bill.

Pay Dates

Hofstra has a semimonthly payroll, which is not always equal to two weeks. They pay dates are the 15th and last day of each month. Should a pay date fall on a weekend or holiday paychecks are available on the closet prior weekday. There is a pay period delay for all student employees. Hours worked the first half of the month are paid at the end of the month; hours worked the second half of the month are paid on the 15th of the following month.
**Time sheets/Cards**

All UTP staff must complete both a time card and a time sheet each pay period. You may get each of these from the UTP office. **Warning: Any student found responsible for forging a supervisor’s signature, or a student’s signature, or listing hours not worked will be subject to University disciplinary action and may be barred from all future on-campus employment.**

**Time Sheets**
- These are the blue (undergraduate) and green (graduate) bubble payroll time sheets
- Each individual session must be recorded on the time sheet and hours totals at the bottom
- Group sessions/Tutorial Lab hours/Study Hall hours are recorded on a separate time sheet and the “shift” bubble must be filled in
- The tutor must sign the bottom of the time sheet

**Time cards**
- These are the blue, cardstock forms
- All UTP staff must also record hours on the time card
- Individual Tutors
  - Have a separate time card for each student you are tutoring
  - Record each session
  - Have students sign the bottom after each tutoring session
- Group Tutoring
  - Have one time card per group
  - Record group members names and check “yes” for group study
  - Record hours of sessions
  - Have group members sign the bottom after each session
- Tutorial Labs/Study Hall
  - Record all hours on the time card
  - Students do not have to sign the bottom under tutee signature

**Both the time sheets and the time cards must be turned into the UTP office on the 15th and last day of every month.** If these dates happen to fall on a Saturday or Sunday, time sheets must be submitted on the Friday prior to the 15th or last day of the month. Time sheets must be submitted semi-monthly and should not accumulate over an entire semester. They must be filled out completely with the appropriate and correct information and signatures. Failure to comply with this will result in either a delay in payment or not payment; termination of employment will be the final result for those who do not comply with the above responsibilities.

**Hourly Rates**

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate tutor without a Bachelor’s Degree</th>
<th>Tutor with a Bachelor’s Degree</th>
<th>Tutor with a Graduate Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual (one-on-one)</td>
<td>$10</td>
<td>$14</td>
<td>$14</td>
</tr>
<tr>
<td>*Group Rate</td>
<td>$20</td>
<td>$28</td>
<td>$28</td>
</tr>
<tr>
<td>Study Hall Rate</td>
<td>$20</td>
<td>$28</td>
<td>$28</td>
</tr>
</tbody>
</table>

*Group tutoring consists of groups of two or more tutees together for a course, and working hours in the Tutorial labs
Tutoring Tips and Tools

Tutors should keep in mind the following strategies in their approach to working with their tutees. In the case in which an academic issue arises beyond the assistance the University Tutorial Program can provide please encourage the tutee to make an appointment with his or her Advisement Dean.

Tutoring Sessions – One step at Time

**Welcome** Establish and maintain a positive learning environment

**Relax** Have a friendly, supportive relationship with your student

**Inquire** Determine the tutee’s expectations of tutoring sessions and of you. Gather information about past academic experiences; it is best to do this by asking open-ended questions.

**Care** Display your own interest in the subject that you are tutoring. Listen intently to the tutee’s concerns. Empathize and sympathize rather than judge.

**Praise** Build the tutee’s confidence whenever possible. Use positive reinforcement.

**Asses** Allow the tutee time to evaluate his or her performance. Offer constructive feedback.

**Plan** Discuss with the student a general tutoring plan for the semester. Each week the tutor and tutee should prepare for the next session by establishing assignments and making a plan.

**Act** Act ethically and adhere to a high standard of conduct at all times

**Give** Never give up; patience and sensitivity should always be displayed

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Establishing Rapport with the Student You Tutor

Show you feel good about tutoring
- Be on time
- Express your enthusiasm for the subject you are tutoring

Display empathy for your students
- Be willing to listen and inquire about their concerns
- Share the concerns or problems you had in the class and offer strategies you found helpful

Be honest and open to develop trust
- Don’t assume the student knows a concept - - ask
- Offer both positive and negative feedback

Show genuine concern for your students as individuals
- Get to know a little bit about them
- Ask about their week or how their other classes are going

Help students relax and gain self confidence
- Express your confidence in their ability
- Encourage them to do their best

Be patient
- Explain points several times and in several different ways if necessary
- NEVER talk down to the students you are tutoring
Tutoring Tips and Tools

Highlighting the importance of prior knowledge

1. Help students value what they already know. Point out that existing knowledge is a great resource.
2. Finding the words to explain a concept helps to facilitate understanding. Therefore, asking student to explain concepts to you is a beneficial learning strategy.
3. Devise pretests to find out what the learners already know. Explain that the objective is to show them how much they already know and to let you see what you don’t need to explain to them.

Helping students identify problem areas

1. Don’t accept that your students are having trouble with everything; ask them to be more specific.
2. Ask students to tell you what they do know.
3. Have students begin work on their own, watch and make note of where they get stuck.
4. Ask students to identify problems/questions which can be addressed during tutoring sessions.

Explaining and clarifying

1. Come up with a few different ways to explain a concept. Use simple terms to ensure understanding.
2. Use interesting examples to illustrate your points.
3. Always check for understanding. Ask your students to explain what you have said; clarify if necessary.

Promoting reading as a source of learning

1. Point out the value of formulating questions before reading. The reading will then become more active and as answers to questions are found, they tend to register in the reader’s mind.
2. Suggest that active reading is done with a pen. Taking notes, jotting down key terms, paraphrasing and writing summaries helps students remember information.

Fostering Independence

1. Always let the students do the writing during tutoring sessions
2. Never do the students homework or just give out answers. Help students to understand concepts so they are able to complete assignments themselves
3. After working out a problem together, have students work on a similar one without your assistance.
4. Encourage students to come up with their own ideas, as well as identify and correct their own mistakes
5. Build self-confidence! Accentuate the positive: point out what has been done well before discussing what is incorrect.
Sample Forms

*For copies of these forms or any questions about their use and/or how to fill them out please see the UTP Coordinator in Memorial Hall, Room 012
University Tutorial Program

Tutor Contact Form

Date: ___________________________

Instructions for Using this Form

1. The student and tutor must contact each other immediately upon receiving this form to establish the Date and Time of First Scheduled Tutoring Session (see below).

2. The tutor will fill in the Date and Time of First Scheduled Tutoring Session in the space provided below once a mutually convenient meeting date/time has been established.

3. The tutor must return this form immediately to the UTP Office in Room 101, Memorial Hall with the Date and Time of First Scheduled Tutoring Session filled in below. Tutors who fail to return this form will not be compensated for tutoring the student named on this form.

<table>
<thead>
<tr>
<th>Tutor: ___________________________</th>
<th>Telephone Number: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student: _________________________</td>
<td>Telephone Number: ___________________________</td>
</tr>
<tr>
<td>Scheduled to Tutor:</td>
<td></td>
</tr>
<tr>
<td>(Course Number and Course Title)</td>
<td></td>
</tr>
<tr>
<td>Date and Time of First Scheduled Tutoring Session:</td>
<td>Day</td>
</tr>
<tr>
<td>(To be completed by tutor)</td>
<td>------------------------------------------------</td>
</tr>
</tbody>
</table>

Remember:

• Tutoring sessions must take place on campus in either the Netherland/'s Cafeteria, Main Cafeteria, library, or computer lab.

• Sessions are scheduled once per week for 1½ hours. The Director's Permission is required if additional time is necessary.

• No Shows must be reported to the UTP Office within 48 hours after it occurs if a tutor wishes to be paid for his/her time.

• If for any reason you are not satisfied with the tutor you have been assigned, or if you cannot contact your tutor, please contact the Director of the University Tutorial Program at 516-463-4960 or advjo@hofstra.edu. You can leave / send messages 24 hours a day.

White: Tutor Copy to return to UTP
Yellow: Tutor Copy
Pink: Student Copy
Gold: Student File
HOFSTRA UNIVERSITY
WORK PERMIT FOR UNDERGRADUATE ASSISTANTS

INSTRUCTIONS FOR SUPERVISOR

- Should you decide to hire a student as an Undergraduate Assistant, please complete the information requested below. Be sure to sign the Work Permit and have the student sign it as well. If a student presents this Work Permit to you, she has been referred by the Office of Student Employment and can be considered for employment as well.

- "Budget Number To Be Charged" (FUND and ORG) must be entered by the Supervisor. Time sheets cannot be paid unless the Banner budget number is entered and matches the information you provide on this form.

- The student must return to the Office of Student Employment in person with this completed Work Permit. At that time, the student will be given all payroll material to complete so she can be paid once time sheets are submitted.

- An Undergraduate Assistant may work a maximum of 25 hours per week and must remain a student in good standing at Hofstra University. Students may hold only one on-campus job at a time. Students can work "occasional" hours at a second job for no more than 5 hours per week.

- The Salary Rate is determined by the employing department. All salary rates offered to the student, including shift differentials, must be listed on this Work Permit.

We remind you that it is your responsibility to monitor your department's Undergraduate Assistant budget. For further information, please refer to the Current Guidelines for Student Employment On Campus, or contact us at ext. 3-6782.

STUDENT MUST RETURN COMPLETED PERMIT TO THE OFFICE OF STUDENT EMPLOYMENT

HOFSTRA UNIVERSITY
UNDERGRADUATE ASSISTANT WORK PERMIT

☐ Academic Year
☐ Summer

Year __________ Start Date __________ Hours Per Week: __________

Name __________________________ _______________ __________

FIRST NAME LAST NAME HOFSTRA ID NUMBER

Current Address __________________________ Current Phone __________________________

Permanent Address __________________________ STREET __________ CITY __________ STATE __________ ZIP

Employing Department __________________________ Location __________________________

Supervisor __________________________ Job Description __________________________

Per Hour Salary Rate $ ______ / $ ______ Budget Number To Charge __________

FUND ORG ACCOUNT 6S101

Signed By: Supervisor __________________________ Date __________________________

Student __________________________ Date __________________________
University Tutorial Program - Tutor Time Card

Period through 20

Budget # 19500-20107

Directions: INK ONLY! Hours worked are to be indicated at the bottom of this form and completed in its entirety with certifications by both the tutor and the tutee(s). This information is to also be reflected on the blue/green time sheet. Both the time sheet and time card must be submitted to the UTP office by 4pm on the 15th and last day of each month. If these dates fall on a Saturday or Sunday, then time sheets must be submitted on the Friday prior to the 15th or last day of the given month.

* Group and No-show reflections need to be appropriately indicated on this time card for all applicable dates. NO EXCEPTIONS

TUTOR NAME: ___________________________ Contact #: ______________________

TUTEE NAME (S): ________________________

GROUP: Yes _____ No _____ # in Group _____ No-Show Dates: __________

COURSE: ________________________________________________

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Tutor Signature: ___________________________ Date: ___________ Rate: $ ___________ Total Hours: ___________

Tuttee Signature: ___________________________ Date: ___________ Total Hours: ___________

Tuttee Signature: ___________________________ Date: ___________ Total Hours: ___________

Tuttee Signature: ___________________________ Date: ___________ Total Hours: ___________

I attest that the information provided on this time card is an accurate account of the tutoring services provided and received. I understand that any discovered falsification on my behalf will be subject to either a prohibition from future on-campus employment (tutor) or jeopardize my status with the University Tutorial Program (tuttee).

kh/03
### Undergraduate Assistant Time Sheet

**Name (please print)**

**Department**

**Hofstra ID No.**

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**Period Ending**

**Day**

**Budget Number**

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- **Shift:**

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**Marking Instructions**

- **Incorrect Mark:**
  - Do not use ink, felt pen, or pencil when marking.
  - Make all marks as clear as possible.
  - Make all marks on the lines provided.

- **Correct Mark:**
  - Use only a pencil to mark.
  - Make all marks on the lines provided.
  - Make all marks as clear as possible.

- **See reverse for additional instructions.**

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**Total Hours**

**Reminder**

A one-hour (60 minute) break must be taken after every four consecutive hours worked.

Please note: when you do not work for the entire hour, do not turn in your timesheet for that time. See reverse for more information.

- **If you must check this box if you are working in more than one department during this pay period.**

**Certification**

The undersigned certifies that this sheet was signed by the employee named below.

**Employee's Signature**

**Supervisor's Signature**
University Tutorial Program

NO-SHOW REPORT SLIP

This form must be submitted to the UTP office in 101 Memorial Hall 48 hours after the No-Show has occurred if a tutor wishes to be paid for his/her time.

After waiting 15 minutes, I, ____________________________, declare that ____________________________ missed the tutoring session scheduled for ____________________________ at ____________________________.

Tutor's Name: ____________________________ Tutor's Signature: ____________________________ Date: ____________________________

Subject: ____________________________ (Day and Date) ____________________________ (Time) ____________________________

Date Received: ____________________________ Tutor's Pay Rate: ____________________________

COPY DISTRIBUTION: White... UTP Director  Yellow... Special Department: Gold... Tutor  Letter... Sael  Entered into Database

18
Tutorial Update Form

**Return to UTP Coordinator **

Name: __________________________________________________________________________

ID Number: ____________________________

Please place an X by the appropriate response

Will you be available to tutor during the upcoming semester?  YES _____   NO______

If necessary please update your address and telephone number.

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Please list any additions or deletions of the courses you are available to tutor:
ADD:_______________________________________  Delete: __________________________

_________________________________________  ________________

_________________________________________  ________________

Do you currently work in one of tutorial labs?    YES* _______    NO _______

Do you currently work study hall for student-athletes?    YES *_______    NO _______

*If yes, please see the University Tutorial Staff to give them your availability for the upcoming semester

Please add any comments, concerns or suggestions you may have:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________
University Tutorial Program

Application to Receive Tutoring (front)

Today’s Date: __________________________ Name: __________________________

Student ID Number: __________________________

Local/Campus Address: Permanent Address:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Telephone Number: __________________________ Telephone Number: __________________________

E-mail: __________________________________________________________

Class Standing: Fresh. ___ Soph. ___ Jr. ___ Sr. ___ Major: __________________________

Courses for which I am requesting a tutor: Course Professor / Instructor:
(Including course number and title)

1st Course: __________________________

2nd Course: __________________________

3rd Course: __________________________

Reasons for requesting tutorial assistance:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I am enrolled in / I participate in the following programs:

○ Intercollegiate Athletics

○ New Opportunities at Hofstra (NOAH)

○ Program for Academic Learning Skills (PALS)

○ Pre-Med / Post Bac. Certificate

○ English Language Program (ELP)

○ Freshman Division, School for University Studies

○ Transfer Division, School for University Studies

How did you hear about the University Tutorial Program? (Circle all that apply.)

School Paper  Advisor  Flyer/Poster  Department  Professor  Coach  Friend  Other

Have you participated in the University Tutorial Program in the past? (Circle one) Yes  No

If yes, When? ___

Please Print Neatly. When you have completed this application, please return to: Room 101, Memorial Hall.
University Tutorial Program

Student Agreement Form (back)

I, ____________________________, as a participant in the University Tutorial Program (UTP), agree to accept the following responsibilities in exchange for tutorial services provided by UTP.

1. I, the tutee, understand that it is my responsibility to attend all tutorial sessions as assigned. Should I be unable to attend a tutorial session, I will notify the tutor, at least 24 hours prior to my scheduled appointment.

2. I understand that once I receive my tutor’s phone number, I will call him or her immediately.

3. I understand that a No-Show will result if I do not notify my tutor 24 hours in advance when it is necessary for me to cancel a scheduled tutoring session. I also understand that three No-Shows will result in my dismissal from UTP for the remainder of the semester.

4. If I am no longer in need of tutoring or if I withdraw from a course, I will notify the University Tutorial Program and the assigned tutor immediately.

5. I will devote effort and study time to the course(s) for which I am being tutored and, if requested by the UTP Coordinator I will submit a record of all test grades received in the course(s).

6. I understand that should I have any problem with my assigned tutor or request a different tutor, I am to contact the Coordinator at 463-7090.

7. I understand that failure to abide by the above requirements may result in my dismissal from the UTP.

8. If I am a student-athlete at the University of Hofstra I understand that in addition to the UTP policies I must also adhere to all NCAA rules and regulations.

____________________________________________  __________________
Signature of Student                             Date
STUDENT-ATHLETE TUTORIAL SECTION

All UTP staff who have contact with student-athletes MUST read the following section of the tutorial handbook. This includes study hall staff, tutorial lab staff and individual tutors working with student-athletes.
Introduction

The University Tutorial Program works closely with the Athletic Department to support student-athletes. As a member of the UTP tutorial staff you play an important role in supporting student-athletes in the following areas:

1. Transition to college
2. Development of study skills
3. Daily academic progress
4. Graduation

In your capacity as a tutorial staff member, you could have daily or weekly contact with student-athletes. As a result, you could become a very influential person in the lives of the student-athletes you work with. You have a great opportunity to have a positive influence in the development of academic skills that will aid a student-athlete through his/her time here at Hofstra. With your expertise, commitment and encouragement you are able to guide student-athletes on their way to academic success. However, the potential for a variety of problems exists if you fail to follow the tutorial policies and procedures, as well as NCAA rules. Please read this manual and do not hesitate to ask questions that arise to the University Tutorial Program Coordinator or if any policies are unclear.
Responsibilities and Procedures

Tutors

Because of the unique nature of the job, we reserve the study hall and individual student-athlete tutoring positions for the most flexible, committed and professional tutors. Athletic tutors should have proficiencies in the distribution courses, introductory courses and have a specialization in math, English, business, physical education or foreign language. Athletic tutors are expected to commit to the entire semester. Given the availability of positions, and provided that a tutor remains in good academic and ethical standing, UTP expects its athletic tutors to make a long-term commitment to serving as tutors.

Communication with Tutorial Staff

It is important that the University Tutorial Program is aware of student-athletes progress in their courses. Please do not hesitate to inform the University Tutorial Program Coordinator of any concerns or issues that arise during the course of tutoring. Also, please notify the UTP Coordinator immediately of any “no shows”. This information will be directed to the appropriate advisement deans.

Study Hall

Study hall hours will take place at various times and campus locations throughout the day to give student-athletes several opportunities to complete their required study hall hours. If you are working study halls you will receive your schedule at the beginning of the semester. These assignments are for the entire semester. As a study hall supervisor you play a crucial role in the academic support of student-athletes, please adhere to following responsibilities:

1. Arrive on time for each study hall session you are assigned and stay the entire time you are scheduled
2. Pick up an attendance sheet/packet from Memorial Hall 012 to bring with you to each study hall
3. Check student-athletes in and out of study hall making sure it is clear what hours they attended
4. During study hall, walk around and make sure student-athletes are working on academic related material, and assist with any academic concerns or questions you are able to address
5. Ensure at all times that there is a quiet environment for the student-athletes. Student-athletes should not be browsing the internet, on cellular phones, nor having loud conversations.
6. At check out time make a final walk through of the area to make sure all student-athletes who are there check out by recording the time on the attendance sheet. It is not your responsibility to track student-athletes down but be visible and available for student-athletes.
7. Turn in the attendance sheets/packets to Memorial Hall 012 no later than two days after the study hall took place
8. If at any time you do not feel comfortable addressing an issue with a student-athlete or have any concern please let the UTP Coordinator know as soon as possible
NCAA VIOLATIONS

All student-athletes must adhere to National Collegiate Athletic Association (NCAA) regulations in order to participate in athletics at Hofstra University. It is important for you, as an employee of the University, to be aware of these rules. One of the laws in the NCAA manual concerns “extra benefits.” An employee, either in one on one tutoring or as a study hall supervisor, you must NEVER provide a student-athlete with a benefit that is not available to the general student body. Examples of this include:

* Giving student-athletes rides anywhere
* Loaning money
* Checking out library books on their behalf
* Providing photocopies
* Buying a student-athlete a snack or a meal
* Tutoring a student-athlete in your home

Remember this is not a complete list. The following simply provides some concrete examples of rule violations. Please note that:

Tutors found violating any NCAA rule will be subject to dismissal from the University Tutorial Program.

If you are ever in doubt or feel the rules are unclear, please see the UTP Coordinator BEFORE you proceed. These rules must be taken seriously since severe consequences could result for the athletic program if violations occur.
ACADEMIC INTEGRITY

It is IMPERATIVE that student-athletes always do their own work. Student-athletes who attempt to get you to compromise your ethics should be reported to the Tutorial Coordinator or other UTP staff immediately. The most common violation impacting both tutors and student-athletes is PLAGIARISM.

DO NOT ENCOURAGE PLAGIARISM IN ANY WAY!

Plagiarism is one of the most common violations of academic honesty and will result in your termination from the University Tutorial Program and disciplinary actions from the University. Plagiarism includes, but is not limited to:

* Copying material from published work without proper citation
* Writing a paper / doing a project for a student-athlete
* Giving answers for take home tests to student-athletes
* Allowing student-athletes to use a copy of a paper done by you as a reference for assignments
* Giving a student-athlete ideas for complete sentences or paragraphs

Try to avoid all situations that might even give the APPEARANCE that a rule violation may be occurring. This includes taking notes for a student, typing papers, or working with a student in the computer lab.

The University Tutorial Program does not allow tutors to type papers for student-athletes under any circumstances. Tutors may only assist in the development of the paper prior to the student-athletes typing the paper themselves.

POLICY FOR REPORTING ACADEMIC DISHONESTY

Any observation or accusations of suspected academic dishonesty by a tutor, student-athlete or other academic support staff employed at Hofstra University should be immediately reported to Rachel Peel, Associate Dean of Advisement or the UTP Coordinator. The appropriate course of action will be discussed with the tutor.
NCAA’s RULES – ACADEMIC FRAUD

Academic fraud is defined as “knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.” [See NCAA bylaw 10.1 (b)]

But what does that really mean? What this means is that academic staff, student workers and support personnel have to be knowledgeable and mindful of NCAA rules.

Several years ago, the Legislative Review Interpretations Committee (LRIC) issued the following interpretation of academic fraud (9/6/00 Official Interpretation):

a. The subcommittee confirmed that an institution is required to report a violation of Bylaw 10.1-(b) any time an institutional staff member (e.g., coach, professor, tutor, teaching assistant) is knowingly involved in arranging fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete, regardless of whether the institutional staff member acted alone or in concert with the prospective or enrolled student-athlete.

b. The subcommittee confirmed that an institution is required to report a violation of Bylaw 10-1-(b) any time a student-athlete, acting alone or in concert with others, knowingly becomes involved in arranging fraudulent academic credit or false transcripts, regardless of whether such conduct results in an erroneous declaration of eligibility.

c. If a student-athlete commits an academic offense (e.g., cheating on a test, plagiarism on a term paper) with no involvement of an institutional staff member, the institution is not required to report a violation of Bylaw 10.1-(b), unless the academic offense results in an erroneous declaration of eligibility and the student-athlete subsequently competes for the institution.

Therefore, if you know of a student-athlete who is submitting work that is not his/her own, or is submitting test or examination materials that are not his/her own, it is your responsibility as a staff member of Hofstra University to report this activity to the University Tutorial Program Coordinator.
A recent survey by the University of Cincinnati indicated that gambling is alive and well on college campuses. Of the 648 Division I intercollegiate men’s basketball and football respondents, 25.5% had gambled money on college sporting events, 3.7% had gambled money on a game in which they played and 0.5% received money from a gambler for playing well in a game. But the perception that this is a football or basketball issue is just not true. Gambling can happen to anyone, including any student-athlete, coach or athletics administrator. Even more recently, the head football coach at the University of Washington was fired for involvement at an off-campus NCAA basketball tournament pool.

The NCAA has “zero tolerance” for any gambling activities, whether by staff members of the athletics department, student workers or student-athletes. Staff members, student workers and student-athletes of a member institution shall not knowingly:

- Provide any information (i.e., reports concerning team morale, game plans and injuries of team members) to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Solicit a bet on any intercollegiate or professional team (e.g., cash, shirt, dinner, etc.);
- Accept a bet or bribe on, or agreeing to throw, fix or illegally influence the outcome of any intercollegiate athletics contest;
- Participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling; or
- Solicit or accept a bet for a non monetary material item (i.e., shirt, dinner) that has tangible value. However, it is permissible for institutions that compete against each other may agree to participate for a tangible item (i.e., governors cup), provided no student-athletes receive any tangible item. [NCAA Bylaw 10.3]

The following should serve as a guideline for all student-athletes governing gambling activities:

Student-athletes shall not participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling (e.g., sports “pools”, internet gambling, “800” numbers, etc.). This includes other methods not run through organized gambling (e.g., pools, fantasy leagues involving cash to enter, etc.), even if the bet or value of the prize is a “friendly” wager.

The NCAA, while recognizing the fact that gambling is very popular in today’s society and that people gamble, also emphasizes the importance of ensuring the integrity of intercollegiate competition and that student-athlete welfare and institutional character is not compromised.
Research

In most college courses that require writing assignments some form of research will be involved. Many students may be unfamiliar with the processes involved with academic research. The large university library is a lot different from the libraries students may be used to and it can be confusing and intimidating. Student-athletes may ask tutors to assist them in their research, there are several academic honesty concerns involved with this. Here are some general rules to follow that will help guide you when assisting student-athletes.

1. NEVER check out library books on a student-athletes behalf. Unlike general population students, student-athletes are restricted by NCAA rules and checking out books for a student-athlete can be considered an extra benefit.

2. NEVER photocopy an article or any part of a book for a student-athlete. To avoid any problem tell the student-athlete to bring change for the copy machine.

3. NEVER find materials for the student-athletes. Finding the information is part of their assignment and responsibility. You may educate students on how to use the library and refer them to the reference desk for extra assistance.

Paper Proofing

It is important that all tutors who assist students in paper writing and paper proofing make sure that in the editing process substantial changes that involve content are not being made. The content of a paper must be that of the student-athlete and the student-athlete only. You may refer students to the Writing Center, located in Mason Hall additional assistance in writing papers. Again, here are some general rules to follow.

1. Always have the student-athlete print off a copy of the paper to be edited. Do NOT edit papers while they are on the computer screen.

2. It is not your responsibility to come up with the ideas or content of the paper. Encourage the student-athletes to use various brainstorming techniques to clarify and organize ideas. Strongly encourage student-athletes to use outlines, this provides them with a model that can help them put their thoughts down on paper.

3. Always check for and encourage PROPER CITATIONS! Students should always cite material in a paper correctly to ensure there is no plagiarism taking place.

4. Remember, it is never your responsibility to complete assignments for a student-athlete. You may run into a situation where the information a student-athlete has is not sufficient to complete the intended assignment. Do not be afraid to tell the student-athlete more background needs to be done on their part and schedule another meeting. You should only CLARIFY and CORRECT, never COMPLETE.
Tutor Contract

Please remove this page from your handbook and return it to 012 Memorial Hall. This must be on file in our office before you receive your tutoring assignment. Thank you and have a great semester.

Please initial each statement:

_______ I, the tutor, have read the “Tutorial Components” section of the tutorial manual

_______ I, the tutor, have read the “Tutorial Procedures” section of the tutorial manual and will abide by the guideline as they pertain to myself and my tutee(s)

_______ I, the tutor, have read “Sample Forms” section of the tutorial manual and have a working knowledge of the forms described and relay any questions I have to the Tutorial Coordinator

_______ I, the tutor have read the “Payroll” section of the Tutorial manual and will abide by all the payroll procedures

_______ I, the tutor, understand that if I work with student-athletes in any capacity I have read the “Student-Athlete” section of the tutorial manual and will follow all NCAA rules and regulations

_______ I, the tutor understand that employment with UTP is on a temporary, part-time basis, and UTP cannot guarantee any employment beyond a given semester. I also understand that failure to comply with UTP policies and procedures may result in me not being invited to serve as a tutor in future semesters

Name: ______________________________________________________________________________________

Telephone Number: __________________________________________________________________________

Signature: ___________________________________________________________________________________

Date: ________________________________________________________________________________________