

COUNSELING PROGRAM FOR INTERCOLLEGIATE ATHLETES

GENERAL TUTORIAL POLICIES

1. Our tutorial program relies heavily on the tutorial database (www.cpia.uconn.edu/nets). To ensure that the program runs smoothly and properly each tutor must fully complete his/her profile on the database before using the system. **Falsifying ones contact information on the profile is grounds for termination.**
2. While it is generally the responsibility of students to arrange appointments with tutors, we ask you make at least one initial e-mail to your students once you have received the e-mail assignment through the database or viewed the assignment through “View Assignments” on the NETS system. In the e-mail please indicate when you are available for tutoring. Moreover, informing the tutees of your available times will allow for less scheduling conflicts in the future.
3. You are required to schedule all tutoring appointments on University property in an environment conducive to learning. Dorm rooms/personal homes and dining facilities are not considered appropriate tutoring locations. University classrooms, offices, CPIA offices, library quiet areas and designated study rooms are recommended meeting places. ****You are required to indicate where you meet with the tutees in your comments on the database.*** If necessary, please contact the Tutorial Coordinator to be assigned a private academic classroom to conduct tutoring appointments.
4. All Tutors must complete the tutoring meeting notes **within 24 hours after the meeting.** Meeting notes are submitted through the database once a meeting has been completed. If you fail to submit **detailed** notes we reserve the right to remove you from your tutoring duties.

SAMPLE:

Touchdown Tommy was on time and had all of his materials with him when we met at Bookworms. He was eager to learn, however, I feel he is not fully comprehending his reading and taking careful notes. We worked on chapter 2 and I feel he is progressing nicely, however, working on reading comprehension and note-taking will improve his performance greatly.

5. You are required to tutor the student athlete you have been assigned until that student no longer needs your services. This applies during final exam week and though you may not have any exams, you are still required to be available to schedule a tutoring session with your tutee at that time. Keep in mind that you may be busy during final exam time and other points in the semester with your own studies. Therefore, we ask you to be cognizant of planning time (perhaps extra) with your tutees.
6. If a student misses an appointment please indicate “NS” (No Show) when you complete a meeting. You may give additional information as to why the student missed the meeting in

the comments. We kindly ask that you wait 15 minutes past the appointment time before a student can be considered a No-Show. We ask the students to wait at least 15 minutes for you also. If a student gives you **less than four hours** notice to cancel a meeting, this is also considered a No-Show. Tutors will be compensated for one-hour individual tutor time for each No-Show. Tutees will be addressed by CPIA for neglecting an appointment.

7. To be compensated for No-Shows, tutors must report the No-Show on the database. This feedback will allow the Tutorial Coordinators to better facilitate a positive experience for the tutor and tutee. If there are issues or problems and you would like to meet with a counselor please indicate this in the comments submitted through the database.
8. If, for valid reasons, you cannot make an appointment and must cancel the appointment, it is your responsibility to contact the Tutorial Coordinators and the student at least a day before the appointment. *Two missed tutorial appointments without at least one day notice may result in the termination of your employment.*
9. You are **REQUIRED** to meet with the instructor of the section of the course(s) for which you were hired as a tutor. At this meeting, please introduce yourself as a trained tutor with CPIA, discuss the strategies you plan to employ in your tutoring sessions and ask for his/her suggestions. If the instructors have any questions or concerns regarding your role as a tutor, please request the instructor to contact the Tutorial Coordinators.
10. You **must** receive approval from the Tutorial Coordinators before submitting “PREP TIME,” “NOTE TAKING,” or “MEETING WITH PROFESSOR” hours. Proof that these hours occurred must be received *prior* to submitting these hours on your time card (ex: copy of practice test, copies of notes, note from professor). Failure to submit documentation will automatically void recorded hours. If you are given approval you should indicate this time as accordingly.
11. In addition to coordinator approval for PREP TIME, all study guides and additional supplemental materials **must** be approved by course instructor. Please record this meeting as MEETING WITH PROFESSOR on your time card and/or forward email approval to coordinators.
12. If you need textbooks to assist you with your tutorial sessions, CPIA will provide them for you either from our own library or through the UConn Co-op. **To request texts, complete the online book request for in NETS.** You may not purchase or pick up books for CPIA at the Co-op under any circumstances.
13. Time sheets must be finalized online through the database by 2pm on each specified Wednesday, even if you have not met with any students during this pay period. CPIA has a bi-weekly pay period. Study hall monitors only will select Schedule Meeting from the left side menu followed by Study Hall under Meeting Type.
14. Your first paycheck can be expected approximately 5 weeks after your paperwork is completed. If you have more than one job on campus, you will most likely receive one check

from payroll including payment for both jobs. *Remember, your payroll paperwork must be updated at the beginning of each semester if your tutoring position has been renewed by CPIA. **You will not receive payment until paperwork has been completed.*** Upon completion of each semester, you must specify what you want CPIA to do with your final paycheck. If you want your final check sent to you, it is important that you inform us of any changes of address (you may also do this through the database).

15. We rely heavily on e-mail communication and it is for this reason that we ask you to respond to our emails by the indicated response date. If you fail to respond by the indicated date given in the email we will take notice and your position as a tutor is in jeopardy. ***You will be given 2 chances to respond, and if you fail to do so your employment will be terminated.***
16. If you wish to terminate your duties as a tutor, we ask you to give **at least two weeks notice** so that a replacement can be found.
17. Timely feedback from our tutorial staff is a major contributor to the success for our program. If you have any questions or concerns or would like to stop in, we are happy to assist you to the best of our ability.
18. The purpose of the CPIA Tutorial Program is to supplement all of the sound educational practices (class attendance, note taking, time management, instructor contact, etc.) that are necessary for the academic success of all students. ***If you feel at anytime one of your students is not engaging in appropriate academic behavior, as defined in the University of Connecticut Conduct Code, please contact the Tutorial Coordinators and the respective CPIA Counselor immediately.***
19. **Your employment will automatically be terminated if you claim more hours than you actually tutored and/or do not strictly follow any of the rules/guidelines detailed in this manual.**
20. **Under no circumstances** should you acknowledge/discuss the students you are tutoring and/or their academic performance to anyone (including friends, family, and media representatives) other than the Tutorial Coordinators and/or the respective CPIA counselors.

_____ **I understand and agree**

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THE TUTOR AND THE STUDENTS

It is important you remember the main tenet of the Tutor program is to meet the academic needs of the students. While you may want to be their “friend” or “buddy,” it is important you keep in mind your primary goal is to help students improve their academic performance. Strictly adhering to the CPIA Tutor Program, University and NCAA guidelines outlined in this manual is crucial. You, as the tutor, should be supportive and encouraging, yet demanding. Your goal is to facilitate students to engage in the learning process and clarify course content – your responsibility is NOT to re-lecture the course content or simply answer questions.

_____ **I understand and agree**

As a Tutor, You SHOULD:

1. Know your tutees’ names and basic information, as to where they are from, major, sport etc.;
2. Encourage an informal session; one that allows students to sit, talk, and interact comfortably;
3. Allow the student to do most of the talking;
4. Encourage students to look through their notes, handouts, and books for information;
5. Redirect questions to the tutees rather than answering them yourself – at least right away;
6. Allow time between questions and the respective answers (generally a count to 15 or 20 seconds is sufficient)
7. Rephrase a question or give a bit more background info before you answer the question yourself;
8. Provide extra tutoring sessions if your schedule permits;
9. Encourage students to meet with the instructor and/or teaching assistants for additional assistance;
10. Assist tutees in making a study plan for course requirements; suggest other resources the tutees may access for assistance model desirable academic skills, practices and behavior;
11. Positively reinforce tutees progress and engagement in desirable academic behavior;
12. Provide detailed observations, notes and recommendations when commenting on the database following each tutoring meeting.

_____ **I understand and agree**

As a Tutor AVOID:

1. Encouraging a formal session by constantly standing in the front of the room and being the only active one in the session;
2. Allowing one or two student to dominate the session;
3. Giving copies of your class notes to students who have missed a class;
4. Dominate use of chalk/marker/pen (tutees should be at the board);
5. Encouraging negative discussion of the course instructor or the course;
6. Constantly interrupting or rephrasing what the students are saying.

_____ **I understand and agree**

UNIVERSITY OF CONNECTICUT

Code of Conduct

A. ACADMIC INTEGRITY

A fundamental tenet of all educational institutions is academic honesty; academic work depends upon respect for and acknowledgement of the research and ideas of others. Misrepresenting someone else's work as one's own is a serious offense in any academic setting and it will not be tolerated.

Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation (e.g. papers, projects, and examinations); any attempt to influence improperly (e.g. bribery, threats) any member of the faculty, staff, or administration of the University in any matter pertaining to academics or research; presenting, as one's own, the ideas or words of another for academic evaluation; doing unauthorized academic work for which another person will receive credit or be evaluated; and presenting the same or substantially the same papers or projects in tow or more courses without the explicit permission of the instructors involved.

A student who knowingly assists another student in committing an act of academic misconduct shall be equally accountable for the violation, and shall be subject to the sanctions and other remedies described in The Student Code.

Please refer to the following website for more information: www.dosa.uconn.edu

_____ **I understand and agree**

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TUTOR CONDUCT AND NCAA COMPLIANCE

As a tutor in the Counseling Program for Intercollegiate Athletes, it is imperative that you have a working understanding of NCAA rules and regulations as they apply to your involvement with student-athletes. We have listed below several guidelines that you must follow which will ensure compliance with NCAA policies. Please carefully review these guidelines prior to meeting with your assigned student-athletes. Failure to comply with NCAA regulations will automatically lead to the termination of your employment. If you have any questions regarding NCAA rules and how they apply to your tutorial activities, please contact the Tutorial Coordinators immediately.

1. You must never do homework, class assignments or papers for the student-athlete. One method for avoiding any confusion in this area is to make sure that the students are always physically doing the work (e.g., writing, typing, etc.), and that the students are generating their own thoughts and ideas. If you ever encounter a situation in which you believe someone is doing work for a student-athlete, please contact the Tutorial Coordinators immediately.
2. You may never accept tickets for an athletic event from a student-athlete. This includes “will call.” Moreover, under no circumstances should you give money or any item of value to a student-athlete for a ticket.
3. While it is permissible for a student-athlete to ride in your car, we recommend that you only engage in these activities in extraordinary situations (e.g., extreme weather conditions, late tutorial session, etc.). **To maintain a professional tutor/tutee relationship, we do not recommend such activities.** Moreover, you are not allowed to buy a student-athlete ANYTHING, including water, coffee, candy bar, etc. if you do give a student a ride or break one of these rules, you must inform the Tutorial Coordinators or Compliance office immediately.
4. It is permissible for you to provide students with supplemental learning materials such as course-related handouts or practice exams.
5. You should not loan books to a student-athlete unless it is your usual practice to loan books to any students who request them. **You cannot loan tutees the texts CPIA supplied to you.**
6. It is not permissible for you to use any likeness of a student-athlete (photograph, autograph, etc.) to endorse any venture or product whether it is for profit or not.

7. You are strongly encouraged to work with faculty members to attain course information and develop strategies for working with your students. However, it is important that you do not represent yourself as an advocate for the students. For example, **you should never approach a professor to discuss a student's grade**. If you have concerns regarding a student's grade, please contact the Tutorial Coordinators or the student's CPIA Counselor.
8. If you are a teaching assistant and have a student-athlete in your section, you are unable to receive compensation from CPIA for tutoring that student. If this situation occurs, please inform the Tutorial Coordinators so that the student can be reassigned.
9. **Under no circumstances should you ever contact a University athletic coach.** Moreover, under no circumstances should a coach contact you. You must report instances of "implied pressure" to act in a fraudulent manner by coaching staff or CPIA staff to the Tutorial Coordinators.
10. You must immediately report any instances of student athletes requesting you to complete academic assignments/work for them to the Tutorial Coordinators.
11. You must immediately report to the Tutorial Coordinators any instance where a student-athlete is requesting assistance with a course sponsored by an institution other than the University of Connecticut, Storrs campus.

Applicable NCAA Bylaws

10.1 UNETHICAL CONDUCT

- (b) Knowingly involved in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete.

16.3.3 NONPERMISSABLE ACADEMIC AND OTHER SUPPORT SERVICES

- (a) Typing costs, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled. Typing costs are not considered as institutional fees under NCAA legislation, and payment would be considered an extra benefit not available to the general student body.
- (b) Course supplies (e.g., calculators, art supplies); and
- (c) Use of copy machine only for student-athletes.

If you have further questions or concerns as they relate to NCAA Compliance, please contact the following persons:

Alicia Alford Queally	Associate Athletic Director/ NCAA Rules Education and Compliance Services	486-1211
Marielle vanGelder	Assistant Director of Athletics/ NCAA Rules Education and Compliance Services	486-4580

_____ **I understand and agree**

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MONITOR/TUTOR AGREEMENT

I, _____, as a monitor/tutor working for the Counseling Program for Intercollegiate Athletes (CPIA) will uphold the University’s Academic Conduct Code that encompasses the ethical conduct standard mandated by the NCAA bylaws. I am aware that the violation of any section of the Code may result in the immediate termination of my employment in the CPIA and could result in my dismissal from the University.

Acknowledging that gray areas exist there are definite boundaries that I should never cross. Examples of the type of unethical conduct for which my employment may be terminated and that could result in my dismissal from the University of include the following:

1. Completing course work for a student-athlete (i.e., papers, problem sets, homework);
2. Providing tutoring for a non-enrolled prospective student-athlete;
3. Sitting as a proctor or arranging for a proctor during a student-athlete’s exam;
4. Attending classes for a student-athlete;
5. Taking an exam (in class or take-home) for a student-athlete;
6. Providing a student-athlete with an exam or answers
7. Influencing and/or advocating for the grades of the student-athlete
8. Plagiarizing or aiding a student-athlete in t he act of plagiarism; and
9. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete.

By signing below, I certify that I have read the University Conduct Code and will abide by all of the Code’s requirements.

Signature

Date

TUTOR CONFIDENTIALITY PLEDGE

I, _____, have been informed of NCAA and University rules as they pertain to my position on the tutorial staff in the Counseling Program for Intercollegiate Athletes. I promise to uphold these rules as well as the honor code of the University of Connecticut. I will respect student privacy and will not release any student information, including grades and academic progress, to anyone outside of the CPIA staff. I understand that failure to comply with these policies will lead to an immediate suspension and further investigation.

Signature

Date