



Tutor Tips

Newsletter for Herbst Academic Center Tutors
University of Colorado-Boulder

August
&
September 2008



WHAT IS AN "INSTITUTIONAL STAFF MEMBER?"

An "institutional staff member" is a person who works for the University of Colorado-Boulder. The NCAA charges its member athletic departments with monitoring its own campus. Understandably, we cannot be omnipotent on our campus. While we are accountable for what occurs on our own campus, the charge we spend the most time on is making sure that our **athletics staff members** are following NCAA rules.

Whether or not you realize it, you are an institutional staff member because you are performing work for the University of Colorado-Boulder. Moreover, you are an athletics staff member because of your position as a tutor.

Since you are a tutor, you are required to follow the same NCAA rules as all athletics department employees follow. What does that mean? Briefly, it means you are prohibited from:

- Providing extra benefits to student-athletes
- Arranging for fraudulent academic credit for any student-athlete
- Violating any of the components of NCAA Bylaw 10.1, governing Ethical Behavior
- Completing schoolwork for a student-athlete
- Recruiting prospective student-athletes to participate in CU Athletics.

MINDY'S REMINDERS

1. Make sure that you visit http://www.cubuffs.com/ViewArticle.dbml?DB_OEM_ID=600&ATCLID=1513899 and complete the tutor orientation. You should be printing, signing and handing to me the following PDF documents: the FERPA Acknowledgment, the NCAA Bylaw 10.1 Acknowledgment and the Tutor Manual Confirmation Agreement.
2. Please check with your graduate department coordinator to make sure that you are approved to work for us.
3. Please ask any questions you have as the semester progresses.

CONTACT INFORMATION

Rob Heuer
Rules Education Coordinator
(303)492-6155
Rob.Heuer@colorado.edu

Mindy Sclaro
Academic and Tutor Coordinator
(303)735-2491
Mindy.Sclaro@colorado.edu

PROTECT
YOUR  **TEAM**