

Student Employee Manual Confirmation and Tutor Contract

_____ will work as an employee for the Herbst Academic Center to tutor student-athletes beginning _____.

Terms of Employment:

_____ Confidentiality is mandatory. Tutors may have access to information helpful to the success of both tutor and student-athletes. All tutors will maintain confidentiality of this information.

_____ I will abide by the Ethical Guidelines, Proper and Professional Conduct, Campus Policies, and other requirements as stated in this manual.

_____ Tutors meet with student-athletes at the Herbst Academic Center within Dal Ward, unless otherwise authorized.

_____ Tutors must record time spent with student-athletes on payroll time sheets. You must indicate which student-athlete(s) tutored, and for which subjects.

_____ Tutors must notify the Tutor Coordinator if they learn of any violation of the University of Colorado at Boulder Honor Code or academic conduct code.

_____ Tutors are **required** to complete a Tutor Feedback Form after each tutoring session which is available at www.buffacademics.com.

_____ Tutors are required to follow guidelines set by the NCAA (including, but not limited to 'extra benefits') and academic honesty.

_____ Tutors must attend Sexual Harassment Training session provided by the Office of Discrimination and Harassment (<http://www.colorado.edu/odh/training.html>).

_____ I will contact the student-athlete and the Tutor Coordinator in case the need to cancel a session should occur.

_____ When questions arise, I will bring these to the Tutor Coordinator for clarification throughout my employment here.

I, _____, have received the tutorial manual. By signing this, I am aware of and will adhere to the policies set forth by the Herbst Academic Center and the University of Colorado at Boulder Athletics Department.

Tutor Signature

Date

Tutor Coordinator Signature

Date