

# Academic Support Program for Student-Athletes

Thursday, August 16, 10am – 3pm

Saturday, August 18, 9am – 2pm

## Orientation Introduction

~ 10 min

*Phil Moses, Director of ASPSA*

## Tutorial Program Overview

~ 5 min

*Wendy LeBlanc, Tutorial Coordinator*

## Handbook Activity

~ 10 min

## Academic Integrity and Student Conduct

~ 20 min

*Paul Cousins, Director, Office of Student Conduct*

## NCAA Rules and Regulations

~ 20 min

*Jon Fagg, Associate Athletics Director for Compliance*

## Break

~ 5 min

## Tutorial Program Policies & Procedures

~ 20 min

*Wendy LeBlanc, Tutorial Coordinator*

## Tutor Training Program

~ 15 min

*Sarah Hebble, Tutorial Program Intern*

## PAC Program Overview

~ 15 min

*Christi Turner, PAC Program Coordinator*

## Break

~ 30 min

Pizza & Drinks

## Case Scenarios

~ 25 min

## Breakout Session 1

~ 15 min

Mathematics Tutoring Strategies  
English 100/101 and Writing Tutoring Strategies  
Incorporating Study Skills into Content Tutoring

## SAMS & Payroll Procedures

~ 15 min

*Wendy LeBlanc, Tutorial Coordinator, and Muriel Hood, Program Assistant*

## Question & Answer Period

~ 10 min

## Quiz

~ 10 min

## Breakout Session 2

~ 15 min

Drop-In Tutoring Procedures  
Football Study Hall  
Men's Basketball Study Hall

## New Tutor SAMS Registration/Payroll

~ 15 min

## TUTOR CONTRACT

Academic Support Program for Student-Athletes  
North Carolina State University

**Name:** \_\_\_\_\_ **SS#** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City/State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Daytime Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

Please carefully read the tutor contract requirements below. Failure to adhere to these contract requirements may lead to termination of employment.

### Tutor Contract Requirements:

- All tutoring appointments must be arranged by the Tutorial Coordinator or with Tutorial Coordinator approval.
- I will be responsible for approving & verifying my time sheet on the specified dates as posted by the Payroll and Tutorial Coordinator.
- I will submit complete and accurate session evaluation for each student I work with through SAMS after each tutoring session.
- I will be obligated to wait fifteen (15) minutes for a tutorial session. If the student-athlete does not show after the elapsed time, I must report the student as a NO SHOW in SAMS. In order to be paid for the full hour of the appointment, I will wait at the designated area to be of assistance to other students or help the tutoring office as necessary.
- If a student signs up for drop-in and does not show up, I am obligated to submit a NO SHOW report.
- I understand that tutors will NOT do the work for the student-athlete (this includes typing materials and doing research of any kind).
- I understand that tutors cannot help students with a take-home test of any kind with out prior approval from both the course instructor and the students Academic Coordinator.
- I understand that my performance as a tutor will be evaluated.
- I understand that my employment is determined on a per-semester basis, and I will be notified as to my status at the end of each semester.
- I will maintain the confidentiality of all student-athletes.
- I will be punctual for all appointments. When it's necessary for me to cancel a tutoring session, I will contact the student-athlete and Tutorial Coordinator at least three (3) hours in advance of the scheduled appointment.
- I agree to treat student-athletes with respect and maintain a friendly, but professional relationship with them.
- I agree to follow all current and future NCAA, ACC, NC State University, and ASPSA regulations regarding my position as an academic tutor.
- I agree to implement the tutoring techniques that are taught in training sessions/workshops in order to make tutoring sessions as effective as possible.
- I must fulfill all CRLA certification requirements, including attending Fall Tutor Orientation and a minimum of 2 additional training sessions each semester. Not doing so will make me ineligible to tutor in the future.

As an employee of Academic Support Program for Student-Athletes, I realize the importance of an education, mine as well as that of the student-athletes that I will be tutoring. As I am/was expected to be an ethical student, I will work with the student-athlete in promoting good academic standards, helping them to be the best student that he or she can be. I will be an example of academic integrity and honesty set forth by the university.

With this in mind, I promise that I will not engage in, knowingly conceal, nor promote cheating, plagiarizing, or any action that constitutes academic fraud. I promise that I will not engage in, knowingly conceal, nor misrepresent the amount of time spent with students, or report hours that were not worked.

I also understand that I am working with students who have an additional set of rules that apply to them. As athletes, they cannot receive any additional benefits (i.e., typing of any materials, use of an automobile, purchasing an item, loaning of money...) as defined by the NCAA. I am responsible for obtaining the rules if I have questions regarding particular issues or situations.

I further acknowledge my understanding that my employment with the Academic Support Program for Student-Athletes may be terminated at any time with or without cause. This is a North Carolina State University policy for all temporary employees, probationary employees, or employees with time-limited appointments.

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

Wendy LeBlanc, NC State University

## Letter of Professionalism

**Any of the following acts constitutes academic misconduct:**

1. Cheating – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
2. Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Plagiarism – Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
4. Facilitation– Intentionally or knowingly helping or attempting to help another to violate any provision of this code.
5. Falsification – Creating non-authentic data or information

Any ASPSA employee, including tutors and monitors, found to have broken or facilitated Academic Misconduct will be immediately terminated from employment with ASPSA.

**Any of the following acts constitutes ethical misbehavior and will not be tolerated:**

1. Socializing outside of the ASPSA with student-athletes who you had no prior relationships with while employed with ASPSA.
2. Providing extra benefits for any student-athlete per NCAA/ACC regulations.
3. Dating a student-athlete is prohibited while you are employed by ASPSA.

**By signing this document, you agree to abide by all of the regulations set forth. You also agree to report any violations of these regulations to the Tutorial Coordinator or other ASPSA staff. Failure to abide by these regulations will be cause for immediate termination.**

“I agree to the stipulations set forth above and I understand that violations of this policy will cause my immediate termination.”

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Signature

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Date

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Printed Name

## **Tutor Advisory Committee Purposes and Expectations**

The purpose of the Tutor Advisory Committee (TAC) is to provide an opportunity for open communication between tutors and the Tutorial Program staff. It serves as a forum to generate new ideas, improve existing practices, policies, and procedures, and gives tutors an opportunity to express their opinions and concerns. TAC also serves as a way to further the development of tutors by allowing them to be more involved in the “behind the scenes” of the tutorial program and giving them a say in tutoring policies, procedures, trainings and programs.

In the beginning of each semester all tutors on staff are sent an email about TAC and are asked if they are interested in the program. Once all of the responses are in, TAC members are selected by the Tutorial Program staff to serve a one-semester term on the committee. Several different factors are considered during selection: dependability, amount of experience with ASPSA, past tutoring or teaching experience, familiarity with different tutoring locations and student populations, and the ability to tutor multiple disciplines. The Tutorial Coordinator and Tutorial Program Intern also serve on TAC by attending the monthly meetings, acting as facilitators and organizers.

Once appointed to the committee tutors are required to attend the monthly TAC meetings and can expect an open discussion where they will be encouraged to share opinions, concerns and anything else of interest related to tutoring. Additionally, committee members will be encouraged to report any issues or incidents other tutors may have shared with them. Prior to the meetings committee members are urged to email any suggestions for agenda items, and then an agenda is compiled by the Tutorial Program staff. Each meeting will end with an open dialog where tutors can bring any new topics or ideas to the committee.

TAC members are also expected to assist in compiling the monthly newsletter, *Tutor Times*. TAC members may be asked to write stories, collect information, generate ideas, communicate with tutors and complete any other tasks related to the newsletter.

TAC members are also strongly encouraged to lead at least one tutor training. The TAC member can lead a tutor round table discussion, or they can come up with a training session on their own as long as it is approved by the Tutorial Program staff.