



**UNIVERSITY OF WISCONSIN-MADISON**



**2014-2015  
OFFICE OF ACADEMIC  
SERVICES  
TUTOR HANDBOOK**

## Table of Contents

<b>Mission and Core Values</b>	<b>3</b>
Division of Intercollegiate Athletics Mission	3
Core Values	3
Office of Academic Services Mission Statement	3
<b>The Shared Responsibility of Academic Success</b>	<b>4</b>
Student-Athlete Responsibilities:	4
The Office of Academic Services Staff Responsibilities	4
Services Provided by the Office of Academic Services	4
<b>Compliance</b>	<b>5</b>
Regulations and Policies	5
Academic Conduct	6
Ethical Conduct	7
Sports Wagering Policy	7
Teaching Assistant (TA) Tutor Policy	8
Donation and Signature Requests	8
Shoe Box/Rookies Restaurant Policy	8
Writing and Editing Guidelines	9
Take Home Exams	9
<b>Tutor Expectations</b>	<b>10</b>
Professionalism Statement	10
Locations and Hours	10
Tutor Room Reservations	10
Tutor – Student-Athlete Relationship and Policy	11
Private Tutoring of Student-Athletes	12
Discrimination and Cultural Tolerance/Acceptance	12

IT Appropriate Use Guidelines	12
Fetzer Center Rules	12
<b>Getting Started</b>	<b>13</b>
Tutor Scheduling Procedure	13
Payroll Schedule	13
Textbooks and Course Materials	14
Appointment Cancellation Policy	14
Tutorial Duration	15
Evaluation Process	15
Facility Access/Wiscard	16
Parking	16
<b>Miscellaneous Information and Resources</b>	<b>17</b>
Campus Resources	17
Computing Resources	17
Athletic Department Resources	17
Community Resources	17
Recreation Resources	18
Employee Bus Passes	18
Division of Information Technology (DoIT)	18
Computer Labs and Campus Libraries	18
Recreational Facilities	18
<b>Contact Information</b>	<b>19</b>
<b>Statement of Understanding</b>	<b>20</b>

## Mission and Core Values

### Division of Intercollegiate Athletics Mission

The Division of Intercollegiate Athletics at the University of Wisconsin-Madison dedicates itself to the mission of providing athletic opportunities to a wide range of students and an environment in which all student-athletes can achieve their academic and competitive goals. The Division strives to provide equitable opportunities for all student-athletes and staff, regardless of gender or ethnic backgrounds. To honor its academic mission and that of the University, the Division supports the educational aspirations, academic progress and general welfare of the student-athlete. In competition, the Division fosters principles of sportsmanship, respect, fair play and athletic excellence. In all of its activities, the Division insists on integrity, ethical conduct and accountability.

### Core Values

- **EXCELLENCE** in Academics and Athletic Competition
- **COMMITMENT** to Fiscal Responsibility, Compliance and Diversity and Gender Equity
- **PERSONAL DEVELOPMENT** of Student-Athletes
- **SERVICE and CONNECTION** to Community and Campus
- **PROFESSIONAL DEVELOPMENT** of Staff
- **RECOGNITION** of Department Success

### Office of Academic Services Mission Statement

The mission of the Office of Academic Services is to provide student-athletes, through an enriching environment, the maximum opportunity for academic achievement. The Office of Academic Services will render quality academic support and guidance for student-athlete success. To provide the best possible collegiate experience, the staff will work in partnership with coaches, faculty, and administrators to empower student-athletes.



Prepared to Succeed. Inspired to Lead.

---

University of Wisconsin-Madison Student-Athletes

# **The Shared Responsibility of Academic Success**

## **Student-Athlete Responsibilities:**

- Take personal responsibility for academic success
- Set and communicate academic goals
- Become familiar with, abide by, all University, conference and NCAA policies, rules and regulations
- Attend all classes, review sessions, and exams
- Develop appropriate study skills
- Establish and maintain professional relationships with instructors
- Contact Academic Services staff whenever in need of assistance

## **The Office of Academic Services Staff Responsibilities:**

- Teach and encourage student-athletes to become responsible for their success
- Provide student-athletes with guidance, advice, and options on course selection and degree progress
- Monitor the academic progress of student-athletes and communicate that information to student-athletes, coaches, and administrators
- Facilitate problem-solving and provide referrals to appropriate resources
- Provide a quality learning center and academic resources
- Abide by all University, conference and NCAA policies, rules and regulations

## **Services Provided by the Office of Academic Services:**

- Academic Advising
- Learning Specialist Services
- Mentoring
- Supervised, quiet evening Study Table area
- Individual and Group Tutoring

# Compliance

## Regulations and Policies

Since all student-athletes must adhere to National Collegiate Athletic Association (NCAA) regulations in order to participate as a collegiate student-athlete, it is important for you as a tutor working with these students to be aware of the policies as well.

Our office constantly strives to provide quality services to our student-athletes but we also recognize that we are bound by NCAA guidelines and rules regarding our treatment of and interactions with student-athletes. You, as a member of our staff, are bound by these same restrictions and any violation of these can result in your immediate dismissal.

### NCAA Bylaw 16.3.1.1

The NCAA has specified that Division I institutions make general academic counseling services available to all student-athletes through either the department of athletics or a non-athletic support services program provided by the institution. This allows the Office of Academic Services to provide services, including tutoring, free of charge to the student-athlete.

### NCAA Bylaw 16.02.3 (Extra Benefits)

One of the bylaws particularly relevant to you as a tutor concerns “extra benefits” and is described in Bylaw 16.02.3 of the NCAA Manual.

According to NCAA Bylaw 16.02.3, an “extra benefit” is:

....any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or a student-athlete's family member or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their family members or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g. foreign student, minority student) determined on a basis unrelated to athletics ability.

Please verify specific information with the Tutorial Coordinator or Compliance Office before deeming any benefit as generally available to the institution's students, their family members, friends, or to a particular segment of the student body (e.g. foreign student, minority student) determined on a basis unrelated to athletics ability.

If a student-athlete accepts an impermissible extra benefit, the student-athlete is deemed immediately ineligible. **Asking before you act helps protect the eligibility of the student-athlete.**

The following is a non-exhaustive list of services and benefits that tutors/mentors/study table coordinators are NOT allowed to provide to student-athletes:

- Providing photocopies that are not related to academic instruction
- Tutoring without the student-athlete present (via email, phone, Skype, or any other method)
- Providing supplies (paper, pens, pencils, notebooks, textbooks, etc.)
- Buying and delivering meals/snacks/beverages
- Providing gifts of any kind (including food and cards)
- Providing Transportation

- Acceptable only in the event that a student-athlete's immediate safety is at risk.
- Please notify the Tutorial Coordinator if transportation is ever provided.
- Doing the work of a student-athlete (writing papers, typing papers, completing assignments, taking tests, etc.)
- Facilitating or assisting a student-athlete in academic fraud
- Providing a special discount on clothing or any other purchase
- Loaning student athletes money, telephone, credit card, items, etc.
- Providing free or reduced cost for professional services
- Providing tickets to any event

The following is a non-exhaustive list of services and benefits that student-athletes are NOT allowed to provide to tutors:

- Providing purchased or complimentary tickets
- Use of an automobile or other forms of transportation
- Providing meals/snacks/beverages
- Providing clothing, equipment, etc.

If you are unsure about an action or event, please consult the Tutorial Coordinator prior to engaging in the questionable action or event. Ask Before You Act!

### **Academic Conduct**

As a high profile department at UW-Madison and in the state of Wisconsin, the Athletic Department is often under a magnifying glass when it comes to academics and athletes. As an employee of the department you are responsible for upholding the highest of integrity in your job.

### **YOU ARE NOT TO COMPLETE ANY OF THE STUDENT-ATHLETE'S WORK, ENCOURAGE PLAGIARISM, OR COMPROMISE YOUR OWN ETHICS FOR THE SAKE OF THE STUDENT-ATHLETE.**

Any academic violations will result in your termination and the student-athlete's removal from the tutor program and/or disciplinary action (for both tutor and student) in accordance with the University of Wisconsin-Madison Academic Misconduct Policy.

The following information is a summary from the Academic Misconduct - Rules and Procedures Guide for Students from the UW-Madison Dean of Students Office:

"Academic honesty requires that the course work (drafts, reports, exams, papers) a student presents to an instructor honestly and accurately indicates the student's own academic efforts."

Chapter 14 of the University of Wisconsin Administrative Code defines academic misconduct as follows:

#### **Academic misconduct is an act in which a student:**

- Seeks to claim credit for the work or efforts of another without authorization or citation
- Uses unauthorized materials or fabricated data in any academic exercise
- Forges or falsifies academic documents or records
- Intentionally impedes or damages the academic work of others
- Engages in conduct aimed at making false representation of a student academic performance
- Assists other students in any of these acts

**Examples of academic misconduct include, but are not limited to:**

- Using notes or a programmable calculator in an exam when such use is not allowed
- Using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator
- Stealing examinations or course materials
- Changing or creating data in a lab experiment
- Altering a transcript
- Signing another person's name to an attendance sheet
- Hiding a book knowing that another student-athlete needs it to prepare for an assignment
- Collaboration that is contrary to the stated rules of the course, tampering with a lab experiment, or computer program of another student

The Tutorial Coordinator should be informed of any accusations of academic misconduct.

**Ethical Conduct**

**NCAA Bylaw 10.01.1 (Honesty and Sportsmanship)**

"Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports."

**NCAA Bylaw 10.1 (Unethical Conduct)**

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, and student trainer) may include, but is not limited to, the following:

- Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution
- Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid
- Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation
- Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner")

**Sports Wagering Policy (continued on page 11)**

Athletic Department Staff Members shall NOT knowingly...

Participate in sports wagering activities that involve risk and reward or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition (NCAA Bylaw 10.3). This prohibition applies to all practice and competition activities.



Tangible Items: Cash is not the only prohibited item used as a wager in gambling. It is NOT permissible to bet with any other item that has tangible value, such as apparel or a meal. Gambling activities that do not involve the outcome of contests are also not permitted (e.g., fantasy leagues, picking the MVP of the Final Four).

Providing Inside Information: Providing information about a player to individuals involved in organized gambling activities is considered participation in a gambling activity and is prohibited.

### **Teaching Assistant (TA) Tutor Policy**

If a UW athletic department tutor has a teaching assistant (TA) position at UW-Madison, the TA/tutor and student-athlete may NOT collaborate if both TA/tutor and student-athlete share the same professor during the same academic semester.

It is acceptable for the TA/tutor to tutor student-athletes as long as the TA/tutor and student-athlete are supervised by separate instructors.

### **Donation and Signature Requests**

The UW athletic department does not provide team autograph requests outside of fan events such as Family Fun Day per athletic department compliance office policy.

- Obtain the donation and signature request forms from the Tutorial Coordinator.
- Fill out the forms and return to the Tutorial Coordinator. The Tutorial Coordinator will send your forms to the appropriate sport office.

All requests for donations/signatures that come into the UW Athletic Department will be forwarded to the department/sport responsible for facilitating the request.

The department/sport responsible for facilitating the request will make the determination if they want to fulfill the request.

If yes, that department/sport will attach the "Compliance Review" form to the request and forward it to the compliance office for review.

The compliance office will approve or deny the request and return it to the specific individual identified on the form as the facilitator for that respective department/sport for this request.

It is the responsibility of that department/sport to facilitate the request.

Given the increasing number of donation requests the athletics department receives and the importance of ensuring that any item we donate is used in accordance with NCAA rules, please send the Memorabilia Donation Disclaimer sheet (second link) with the donated item.

### **Shoe Box/Rookies Restaurant Policy**

- Student-athletes and athletic department staff members are prohibited from visiting The Shoe Box (located in Black Earth and Baraboo, WI) and Rookies Restaurant (Black Earth, WI).
- As an Athletic Department tutor/mentor, you are prohibited from purchasing any items at The Shoe Box and Rookies Restaurant on behalf of a student-athlete, athletics department staff member, the student-athlete's family and friends, or the athletic department staff member's family and friends.

### **Writing and Editing Guidelines**

- Tutors should not type for a student-athlete unless it is an accommodation afforded to them because of a learning disability and documented on the VISA.
- Student-athletes should do all of their own research. It is not permissible for a tutor to conduct research on one computer while a student-athlete conducts similar research on another computer. Tutors may assist with the research process by guiding, suggesting, and recommending research sites for a student-athlete.
- Student-athletes are not permitted to leave their papers with a tutor to be edited outside of the student-athlete's presence (including papers submitted via e-mail). If a student-athlete needs assistance with a paper, the student-athlete must make an appointment to work with a tutor. The student-athlete can also drop in and work with a tutor if he/she is available.
- Tutors will use the following as a guideline for helping student-athletes with papers:
  - Make a photocopy of the paper that the student-athlete is working on.
  - Make the necessary suggestions and recommendations on the photocopy and use the photocopy as the guide for your instructional session with the student-athlete.
  - At no time should a tutor write or make marks on the student-athlete's copy of the paper. The student-athlete will not be permitted to take the photocopy outside of the office. The paper must be returned to the tutor before the end of the tutor session.

### **Student-Athlete Exams, Tests, Quizzes (Includes take home and online)**

- At no time shall a tutor assist or collaborate with a student-athlete on any type of exam, test, or quiz. This includes take home exams, take home quizzes and any type of online exam, test, or quiz. A take home exam, even if the instructor allows tutor/peer collaboration, is just that and must be completed at home or outside of our facility. Our tutors are not allow to assist with ANY type of graded assessment tool in any way.
- Do not allow student-athletes to work on any exam, test, or quiz during your tutoring sessions. This includes take home and online graded assessments. This is strictly forbidden and may result in termination.
- All exams, tests, quizzes, online included, must be proctored by an Office of Academic Services staff member.
- If you are aware of a student-athlete taking any type of exam, test, or quiz in the Fetzer Center, please inform an Office of Academic Services staff member immediately.

# Tutor Expectations

## Professionalism Statement

As a tutor, you are provided with confidential information about a student-athlete's academic background, progress, and grades. It is imperative that you keep this information confidential. Confidentiality is one of several tools that allows you to build a trusting relationship with a student-athlete.

Any breach of confidence, other than one pertaining to a student-athlete in personal crisis or shared information with an Academic Services staff member, may result in disciplinary action up to and including termination. Do not discuss a student athlete's academic information with friends, family, relatives, acquaintances, tutors, mentors, and students.

## Locations and Hours

Student-Athletes must comply with all NCAA rules—this means they can receive no special treatment and tutorials will be occasionally supervised to ensure no academic dishonesty is taking place. For this reason, you may tutor student-athletes only at the following designated tutor locations:

### Fetzer Center for Student-Athlete Excellence

- Monday-Thursday 8AM – 10PM
- Friday 8AM – 4:30PM
- Saturday – Closed
- Sunday 2PM – 10PM

### Kohl Fetzer Center

- Monday and Wednesday 8:00AM-8:00PM
- Tuesday, Thursday, and Friday 8:00AM-4:30PM
- Closed Saturday and Sunday
- Enter Gate B for access

## Tutor Room Reservations

Tutoring rooms will be available for reservation in the Fetzer Center for Student-Athlete Excellence only. Rooms will be available from 5:00PM – 10:00PM, Sunday through Thursday nights. During all other times, rooms are available on first-come, first serve basis unless otherwise indicated. There are no room reservations before 5pm. Contact Kacie Krueger [KLK@athletics.wisc.edu](mailto:KLK@athletics.wisc.edu) to reserve a room. Kacie will need your first and last name (no nicknames), the course and course number, the day and time, and the approximate number of student-athletes who will be in the room with you. Arrange room reservations during the first 4 weeks of the semester for fixed weekly tutoring sessions only.

Tutoring should not take place in the Kohl Fetzer Center after 4:30PM except Monday and Wednesday evenings.

### **Tutor Responsibilities and Expectations:**

- All tutors are capped at working/tutoring 24 hours in a work week – Sunday through Friday.
- Tutors are NOT allowed to contact the instructors of student-athletes for any reason. Contact the Tutorial Coordinator if you have a question for an instructor.
- If a coach attempts to discuss with you a student or his/her academic work, please refer them to the student's academic advisor. This rule is in place to protect both the student's right to confidentiality and to safe guard you from having to answer to anyone other than a professional in the Office of Academic Services.
- You are under not allowed to speak with anyone other than the
- All academic matters regarding student-athletes must be confidential.
- Tutor only students assigned to you.
- Contact student-athletes only after being assigned to them; do not solicit appointments.
- Abide by all University, conference, and NCAA policies, rules, and regulations outlined in this handbook.
- Refer all Student-Athlete discipline problems to the Tutor Coordinator.
- Be punctual for all tutoring sessions.
- Notify the student athlete as soon as possible if you will not be able to conduct a tutoring session see section detailing this issue on page 14.
- Professionalism should be exemplified through conduct, behavior, and attire.
- Regarding student no shows, please see page 14.
- Record your tutor sessions in BASIS and HRS system **daily**. All hours logged must match up in both systems.

### **Tutor – Student-Athlete Relationship**

As part of a tutor's responsibilities and in order to produce a constructive relationship, we expect you to build a good rapport with student-athletes. It is beyond the scope of the tutor's role to be a 'counselor' for the student and solve personal problems (although they may surface, in which case you are responsible for referring them to their advisor and/or informing the Tutor Coordinator based on the seriousness of the issue).

Your involvement with the student is restricted to your tutor sessions. Personal relationships, including dating, are strictly forbidden. Know and respect your boundaries within this tutor relationship even if the student-athlete does not. If a student-athlete oversteps comfortable boundaries, please discuss your expectations with the student. If there is an issue you are not able to handle, please contact the Tutor Coordinator. At the beginning of you work with a student-athlete, it may be helpful to share your goals and expectations with a student-athlete, and ask the he or she do the same. During that time you can explain your understanding and expectations of a professional relationship.

Tutors and mentors are prohibited from meeting and socializing with student-athletes and/or the student-athletes' families outside of the tutoring/mentoring environment, unless prior approval is granted by the Tutorial Coordinator. Being "friends" via Facebook, or other friendly associations with current student-athletes through social media is strongly discouraged.

### **Relationship Policy**

There are ethical and legal consequences of personal relationships between and Athletic Department staff (including tutor, mentors, study table workers) and student-athletes. Athletic Department staff are educators, here to enhance the student experience. Engaging in an "amorous relationship" creates a conflict of roles for the coach with risks for everyone involved, including student-athletes, other

members of the team and the University. The power differential makes these relationships inherently unequal:

- “mutual consent” becomes problematic
- Regardless of minor/adult state
- Regardless of age difference

For more information of this topic, please visit

<http://www.ncaa.org/sites/default/files/Staying+in+Bounds+Final.pdf>

### **Private Tutoring of Student-Athletes**

While employed as tutors by the Division of Intercollegiate Athletics at the University of Wisconsin-Madison, tutors may neither tutor any student-athlete privately nor receive any type of compensation for their tutorial services from the student-athlete, the student-athlete’s family, or the student-athlete’s coach.

Tutors may only work with the student-athletes that have been assigned to them by the Tutor Coordinator and will be compensated for their services through the division’s payroll system.

### **Discrimination and Cultural Tolerance/Acceptance**

Tutors will not discriminate against student-athletes based on race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status. You were hired with the belief that you will be sensitive to diversity and are an open communicator. Part of being a professional is being aware of how your language and actions affect others and making changes within you to aspire to acceptance and appreciation of diversity.

For more information on equity and diversity, please contact the Office for Equity and Diversity (OED) at 608-263-2378, or visit their website at <http://oed.wisc.edu/dishar.html>.

### **IT Appropriate Use Guidelines**

#### **Network Accounts**

- Do not allow others to use your network account. Allowing others to use your account opens you to liability to their actions.
- Do not use network resources to store personal data such as audio files, movies, or photos.

#### **Internet, Email and Instant Messaging**

- Personal internet usage should be limited to incidental instances only.
- Do not download non work-related files, including screen savers, wallpaper, graphics, games, audio/video files or programs.
- Do not send messages from departmental machines or department email accounts containing any of the following: commercial content/personal gain, offensive materials or executable programs (.exe, .bat, .com).
- Change your email password every six months.

### **Fetzer Center Rules**

- All cell phones must be silenced or set to vibrate.
- No tobacco products may be brought into the Fetzer Center.
- Volume on personal listening devices should not disturb or distract other students.
- Drinks are permissible if in a container with lid.
- No food or drink in computer labs.

# Getting Started

## Tutor Scheduling Procedure

- The student-athlete contacts their athletic academic advisor to sign up for a tutor and obtain the tutor's contact information.
- The student-athlete contacts the tutor to set up a meeting time at a Fetzer Center.
- All tutor sessions must take place at the Fetzer Center or Kohl Fetzer Center.
- Please log your tutor time hours in BASIS daily, immediately after you have completed tutoring for the evening. Advisors rely on tutors for timely and accurate attendance reporting.
- Refer to the HRS/BASIS manual for instructions on logging tutor/mentor time.
- All tutors are capped at working/tutoring 24 hours in a work week – Sunday through Friday.

Please contact Brianna Quam at [BLG@athletics.wisc.edu](mailto:BLG@athletics.wisc.edu) for payroll information and questions.

## Payroll Schedule 2015

**Biweekly Pay Schedule  
Classified and Student Hourly**

Pay Period	Pay Run ID	Pay Period	Final Calc and Confirmation	Pay Date
Dec B 2014	2014BW12B	12/14/2014 - 12/27/2014	12/30/2014 Noon	01/08/2015
Jan A	2015BW01A	12/28/2014 - 01/10/2015	01/15/2015 Morning	01/22/2015
Jan B	2015BW01B	01/11/2015 - 01/24/2015	01/29/2015 Noon	02/05/2015
Feb A	2015BW02A	01/25/2015 - 02/07/2015	02/12/2015 Noon	02/19/2015
Feb B	2015BW02B	02/08/2015 - 02/21/2015	02/26/2015 Noon	03/05/2015
Mar A	2015BW03A	02/22/2015 - 03/07/2015	03/12/2015 Noon	03/19/2015
Mar B	2015BW03B	03/08/2015 - 03/21/2015	03/26/2015 Noon	04/02/2015
Apr A	2015BW04A	03/22/2015 - 04/04/2015	04/09/2015 Noon	04/16/2015
Apr B	2015BW04B	04/05/2015 - 04/18/2015	04/22/2015 Morning	04/30/2015
May A	2015BW05A	04/19/2015 - 05/02/2015	05/07/2015 Noon	05/14/2015
May B	2015BW05B	05/03/2015 - 05/16/2015	05/20/2015 Noon	05/28/2015
May C	2015BW05C	05/17/2015 - 05/30/2015	06/04/2015 Noon	06/11/2015
Jun A	2015BW06A	05/31/2015 - 06/13/2015	06/17/2015 Morning	06/25/2015
Jun B	2015BW06B	06/14/2015 - 06/27/2015	07/02/2015 Noon	07/09/2015
Jul A	2015BW07A	06/28/2015 - 07/11/2015	07/16/2015 Noon	07/23/2015
Jul B	2015BW07B	07/12/2015 - 07/25/2015	07/30/2015 Noon	08/06/2015
Aug A	2015BW08A	07/26/2015 - 08/08/2015	08/13/2015 Noon	08/20/2015
Aug B	2015BW08B	08/09/2015 - 08/22/2015	08/27/2015 Noon	09/03/2015
Sep A	2015BW09A	08/23/2015 - 09/05/2015	09/10/2015 Noon	09/17/2015
Sep B	2015BW09B	09/06/2015 - 09/19/2015	09/24/2015 Noon	10/01/2015
Oct A	2015BW10A	09/20/2015 - 10/03/2015	10/08/2015 Noon	10/15/2015
Oct B	2015BW10B	10/04/2015 - 10/17/2015	10/22/2015 Noon	10/29/2015
Oct C	2015BW10C	10/18/2015 - 10/31/2015	11/05/2015 Noon	11/12/2015
Nov A	2015BW11A	11/01/2015 - 11/14/2015	11/18/2015 Noon	11/25/2015
Nov B	2015BW11B	11/15/2015 - 11/28/2015	12/03/2015 Noon	12/10/2015
Dec A	2015BW12A	11/29/2015 - 12/12/2015	12/16/2015 Noon	12/23/2015
Dec B	2015BW12B	12/13/2015 - 12/26/2015	12/30/2015 Noon	01/07/2016
Jan A	2016BW01A	12/27/2015 - 01/09/2016	01/14/2016 Noon	01/21/2016

### **Textbooks and Course Materials**

Please contact the Tutorial Coordinator for textbooks and course materials if a textbook is needed.

**When requesting books and course materials, you must provide:** the class name, class number, instructor name and if possible the name of the textbook (ex. Chemistry 103 with Prof. Rosen, Elements of Chemistry).

If the books or course materials are not available at the UW bookstore, please include the location of the books/course materials. The student-athlete's syllabus will contain book/course material information.

Textbooks are not needed for every tutorial. You have been hired because of your expertise on your designated subject area and textbook orders will be reserved primarily for occasions when they will see a lot of use. Please wait until you've met with a student several times before requesting a textbook, and then the Tutorial Coordinator will decide if a textbook seems necessary. Several examples of an appropriate occasion to order a textbook are:

- If a tutor is teaching several group sessions for the same class
- If a class is higher level and more technical/nuanced

**Textbooks and any related course materials must be returned to the Tutorial Coordinator at the conclusion of each semester. If a textbook and/or course materials is not returned by that time the tutor's last paycheck will be held. If the tutor cannot produce the textbook and/or course materials to return by the end of the term, the tutor is responsible for reimbursement to our office for the full cost of the textbook and/or course materials.**

### **Appointment Cancellation Policy**

**Student-athletes must:**

- Cancel by NOON the day of an evening appointment- Evening are considered 5pm or later.
- For appointments before 5pm, cancel by 10pm the evening before the appointment.

Note: Individual unexcused no shows and last minute cancellations will result in the consequences listed.

**Consequences for Individual unexcused no shows:**

- 1st Offense: The Tutorial Coordinator will send student-athlete, tutor, and the advisor an email warning notification and the Student-Athlete Tutor Appointment Cancellation policy. (Email sent to student-athlete, tutor, and advisor with every unexcused no show)
- 2nd Offense: The student-athlete will be charged for the cost incurred – 30 minutes of tutor pay (\$10). The student-athlete may appeal the charge to the Tutorial Coordinator.
- Subsequent Offenses: Student-athlete will be charged for the cost incurred – 30 minutes of tutor pay. The student-athlete may appeal the charge to the Tutorial Coordinator.

**What about emergencies resulting in an individual unexcused no show?**

Emergencies that results in a "No Show" include but are not limited to the following: injuries and sickness (reported to team trainer), car/scooter accidents, and serious family situations.

In all instances of emergencies that result in a cancellation, the tutor needs to be contacted in advance if possible. If you cannot contact your tutor, contact your sport advisor. When determining an emergency reasonable, common sense will prevail and each unique case will be handled on an individual basis.

The main culprit for reported Unexcused No Shows is miscommunication:

Most unexcused no shows are the result of no communication or miscommunication on the part of each party. For this reason, it is imperative that accurate contact information between a student-athlete and tutor be exchanged at the first tutorial session. Frequently checking of your phone and email for messages is vital. Confirming the date and time of the next tutor appointment at the end of each session is a given.

### **Tutor's Role**

Discuss this policy at the first tutor appointment with the student-athletes. Remind student-athletes of this policy as needed during the semester. Tutors are expected to follow the same cancellation policy when communicating cancellations to student-athletes.

### **Student-Athlete Unexcused No Shows – Reporting and Pay Policy for Tutors**

A tutor will be paid for 30 minutes of individual tutoring time, if the tutor is on site and waiting for a student-athlete for a tutoring appointment and the student-athlete does not show at the appointed time or informs the tutor at the last minute that he/she will not attend the appointment. The tutor will report the student-athletes as a "No Show." The tutor is then prompted to report the "No Show" as "Excused" or "Unexcused." After selecting "Excused" or "Unexcused" the tutor will be prompted to write a brief statement to explain the reasoning for the "No Show." The explanation should be brief and to-the-point without divulging personal and potentially protected health information.

If the student-athlete cancels an appointment according to the Student-Athlete Tutor Appointment Cancellation Policy, the tutor will record the appointment as "No Show" "Excused" and write a brief statement to explain the excuse. Tutors will not be paid for a "No Show" "Excused" appointment if the student-athlete follows the cancellation policy.

In all instances of reporting paid time for unexcused no shows reasonable, common sense must prevail. If you are uncertain about reporting an unexcused no show appointment for pay or in myuwbadgers.com "Ask before you act," and contact the Tutorial Coordinator.

### **Tutorial Duration**

Tutoring sessions will be scheduled for 50 minutes. Tutors will be provided 10 transition minutes after each 50 minute session. During the 10 minute transition time tutors are expected to report attendance and/or prepare for the next tutor session. Tutors will be paid for both the 50 minute tutoring session and the 10 minutes of transition. We encourage tutors to manage their tutoring time and provide closure in anticipation of the end of a 50 minute session. If a tutoring session lasts more than or is scheduled more than 50 minutes the tutor MUST use the 10 transition minutes at the conclusion of the session. If the tutor choose to skip the 10 transition minutes at the conclusion of a session the tutor will not be paid for transition time. Tutors may not accumulate/bank transition time and allocate it at the end of successive tutoring appointments. Complete tutor sessions by 9:50PM each evening and use the transition time to complete all tutoring tasks by our 10:00 PM closing time.

If a tutoring session lasts less than 50 minutes, 10 minutes of transition time can be added to those sessions. It is expected that the tutor provides the reasoning for why the session ended early in his/her report.

### **Evaluation Process**

In order to ensure compliance with NCAA, Big Ten Conference, and University of Wisconsin – Madison policies and regulations, Academic Services staff may conduct unannounced in-person evaluations of tutor sessions. Also be prepared to fill out a self-evaluation once per semester.



During the Fall and Spring semesters, student-athletes may be asked to submit anonymous tutor evaluations for each tutor they worked with during the respective semester.

### **Facility Access/Wiscard**

The Tutorial Coordinator will activate tutor and mentor Wiscards for access to the Kellner Fetzer Center, Varsity Club, and Kohl Fetzer Center. New tutors and mentors should submit the six digit number located on the back of the Wiscard to the Tutorial Coordinator.

For tutors and mentors who do not have a Wiscard, please refer to the following information:

The Wiscard office is located at the Memorial Union (800 Langdon Street) and at the Union South. To obtain your Wiscard, please note the following:

- Identification Required – Staff that need a new or replacement card must present a photo ID such as a valid driver’s license or passport.
- Authorization – The Wiscard Office can make a Staff ID card only after the Athletic Department Human Resources Office has entered the employee data into the appointment system. It generally takes 1-3 business days for this authorization to appear in the ID database. The initial card is issued at no cost. If your card is lost, stolen, or damaged due to abuse, you will be charged a replacement fee of \$25.
- The Wiscard Office recommends a faculty/staff person call 262-3258 prior to heading to the card office to ensure information appears in the system.

### **Parking**

#### **Suggested Parking for Fetzer Center for Student-Athlete Excellence**

- Lot 17 (parking garage at north end of Camp Randall Stadium)
  - Must pay for parking between 5:00AM and Midnight during the week. Weekends are free on non-event weekends.
- Lot 19 (Northeast corner of Breese Terrace and Regent next to Fieldhouse)
  - Permit only until 4:30PM on weekdays
  - Free after 4:30PM weekdays and on non-event weekends

#### **Suggested Parking for Kohl Center Tutoring**

- On street meter parking or parking garages nearby
- For a parking lot map, go to [http://transportation.wisc.edu/resources/maps\\_campusparking.aspx](http://transportation.wisc.edu/resources/maps_campusparking.aspx)

# Miscellaneous Information and Resources

## Campus Resources

- The University of Wisconsin: <http://www.wisc.edu/>, 263-2400
- LGBT Campus Center: <http://www.wisc.edu/lgbt/>, 265-3344
- Office of Human Resources: <http://www.ohr.wisc.edu/index.htm>, 262-5650
- Employee Compensation and Benefits Services: <http://www.bussvc.wisc.edu/ecbs/ecbs.html>, 262-5650
- Employee Policies: <http://www.wisc.edu/wiscinfo/policy/employee.html>
- Business and Financial Policies: <http://www.wisc.edu/wiscinfo/policy/business.html>
- Office of Campus Child Care: <http://www.housing.wisc.edu/occf/>, 265-9662
- Employee Assistance Office: <http://eao.wisc.edu/>, 263-2987
- University Orientation: <http://www.ohrd.wisc.edu/employeeorientation/resources/index.htm>, 263-1016
- Photo ID Office: <http://www.wiscard.wisc.edu/>, 262-3258
- Transportation Services: <http://transportation.wisc.edu/>, 263-6666
- Campus Map: <http://www.map.wisc.edu/>
- Wisconsin Alumni Association: <http://www.uwalumni.com/>, 262-2551

## Computing Resources

- Division of Information Technology: <http://www.doit.wisc.edu/faculty/index.asp>
- Help Desk Web site: <http://helpdesk.doit.wisc.edu/>, 264-4357

## Athletic Department Resources

- UW Athletics: <http://www.uwbadgers.com/>, 262-1866
- National W Club: <http://www.nationalwclub.com/>, 262-7717
- Badger Sports Properties: <http://www.learfieldsports.com/gestalt/go.cfm?objectid=BC7B0E4B-C290-EABA-66B0E561980DCC2A>, 469-241-9191
- Bucky's Locker Room: <http://www.buckyslockerroom.com/>, 204-9400
- Big Ten: <http://bigten.cstv.com/>
- WCHA: <http://wcha.cstv.com/>
- NCAA: <http://www.ncaa.org/>

## Community Resources

- Madison.com: <http://www.madison.com/>
- City of Madison: <http://www.ci.madison.wi.us/>
- Greater Madison Convention & Visitors Bureau: <http://www.visitmadison.com/>, 255-2537
- Madison Metro Transit System: <http://www.ci.madison.wi.us/metro/metro.html>, 266-4466
- Dane County: <http://www.co.dane.wi.us/>
- State of Wisconsin:  
<http://www.wisconsin.gov/state/home/app?COMMAND=gov.wi.state.cpp.command.LoadPortalHome>

### **Recreation Resources**

- Wisconsin Hoofers: <http://www.hoofers.org/>, 262-1630
- UW Recreational Sports: <http://www.recsports.wisc.edu/>, 262-3742
- The Wisconsin Union: <http://www.union.wisc.edu/>, 265-3000

### **Employee Bus Passes**

Bus Passes are available to order online and will be mailed to you. The cost for a pass is \$24 for UW employees. Employee bus passes provided by Transportation Services are available to employees paid by the UW-Madison or UW-Extension on the Madison campus with the exception of student employees, who are not eligible for an employee pass. To apply for a bus pass, log on to the Transportation Services website at:

[http://transportation.wisc.edu/transportation/bus\\_pass.aspx](http://transportation.wisc.edu/transportation/bus_pass.aspx)

To use the UW employee bus pass, you must have both the bus pass and your UW ID or UW Hospital ID with you when you board the bus. The bus pass is for your use only. Only the person assigned the bus pass may use it. Your pass is subject to confiscation if misused. If your pass is lost or stolen, you may purchase a replacement for \$20.

### **Division of Information Technology (DoIT)**

As a university employee you are entitled to the following services through DoIT:

- Free, dial-up internet access
- 24x7 DoIT Help Desk support
- A free copy of Symantec Anti-Virus for personal use during your employment with the university
- An @wisc.edu email account (accessible through My UW-Madison Portal)
- Personal webspace (100 MB – accessible through My UW-Madison Portal)

### **Computer Labs and Campus Libraries**

University employees have general access to use most of the computer labs across campus for free. Services include many popular programs for word processing, spreadsheets, desktop publishing, graphics soft-ware and access to scanners, video editing resources and color printers. In addition, employees and students have access to more than 30 libraries and are able to check out books in most of the libraries located throughout campus.

### **Recreational Facilities**

University employees interested in becoming members of campus recreational facilities need only pay a fee. Membership fees can be paid each semester or annually; which can be withdrawn from your pay-check(s). Please visit [www.recsports.wisc.edu](http://www.recsports.wisc.edu) for fee schedule and additional information.

## Contact Information

**Office of Academic Services:** 608-262-1787

**Kohl Fetzer Center:** 608-890-1549

**Varsity Club:** 608-265-2972

**Mike Jacoby** - Tutorial Coordinator

3<sup>rd</sup> floor of Fetzer Center for Student-Athlete Excellence – room 3919

Email: [amj@athletics.wisc.edu](mailto:amj@athletics.wisc.edu)

Phone: (608) 890-2402

Work Cell: (810) 623-3603

**David Sedor** - Academic Services Assistant Director, Tutor Coordinator, Advisor

3<sup>rd</sup> floor of Fetzer Center for Student-Athlete Excellence – room 3919

Email: [ds4@athletics.wisc.edu](mailto:ds4@athletics.wisc.edu)

Phone: (608) 262-4956

Work Cell: (608) 576-0127

**Mark Shook** - Assistant Athletic Director for Academic Services

3<sup>rd</sup> floor of Fetzer Center for Student-Athlete Excellence – room 3915

Email: [mas@athletics.wisc.edu](mailto:mas@athletics.wisc.edu)

Phone: (608) 263-3217

Please contact Mike Jacoby for all non-emergency correspondence.



## Statement of Understanding

1. No tutor/mentor will work with any student-athlete that has not been assigned to him/her by the Tutorial Coordinator. Tutors will not be paid for working with student-athletes who have not been officially assigned to them.
2. No tutor/mentor will write papers, turn in homework, take examinations or otherwise submit course work of their own in place of a student athlete's work.
3. No tutor/mentor will solicit appointments from student-athletes without first being assigned to them by an advisor or the Tutor Coordinator.
4. No tutor/mentor will contact any student-athlete's faculty or instructor without prior permission from the Tutorial Coordinator.
5. No tutor/mentor will accept any gratuity from a student-athlete.
6. All tutors/mentors must report tutor/mentor appointments appropriately in order to be paid for those tutor/mentor appointments.
7. No tutor/mentor may offer money, merchandise, or other forms of payment or loan to a student-athlete without the approval of the Academic Affairs office.
8. No tutor/mentor will participate in any college or professional sports wager that involves risk and reward.
9. The Office of Academic Services does not guarantee that tutors/mentors will receive tutoring assignments each semester.
10. A tutor may be terminated for any of the following reasons:
  - a. Any violation of NCAA and Big Ten Conference rules and guidelines
  - b. Failure to uphold the general duties of a tutor as outlined in this handbook
  - c. Failure to observe the rules and regulations of the Office of Academic Services
  - d. Falsification of tutor reports and payroll information
  - e. Failure to keep tutoring appointments
  - f. Violations of NCAA, Big Ten Conference, or University of Wisconsin-Madison academic conduct policies
  - g. Behavior that creates unfavorable attention to the Office of Academic Services, student-athletes, or to the University of Wisconsin-Madison

The above statements are part of NCAA, Big Ten Conference and University of Wisconsin-Madison rules and regulations which govern conduct of personnel that deal with student-athletes. These work rules do not constitute the entire list of violations for which employees may be disciplined. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by administration to meet special requirements of this department or as circumstances require.

I certify that I have read the above statement of understanding and will follow the directions and philosophy as stated.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_