

# Requirements and Expectations

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As with any part-time job, the employer (CWAA) expects 100% compliance with all requirements listed below. Your role as a Peer Tutor and Teaching Assistant is a *privilege*, not a right. In order for the CWAA staff to maintain accurate records in accordance with federal law, we cannot allow exceptions to these requirements. Please take a serious look at your schedule and commitments this semester to make sure you are 100% committed to following CWAA policies and requirements.

## *Requirements at the beginning of the semester:*

- Faculty recommendation
- Successful completion of course in which you are tutoring or TA-ing
- Cumulative GPA of 3.0 or higher
- Professional Code of Conduct Contract
- FERPA Confidentiality Agreement
- Peer Tutor Profile (electronic – complete each semester)
- Peer Tutor and Teaching Assistant Orientations
- TA/Faculty Contract (for TAs only)
- Student Employment Forms (for new work-study students only)
- Teaching Assistant/Tutor Application (<http://jobs.stonehill.edu>) (for new tutors/TAs only)
- Writing Tutor and Writing Fellow Applications (<http://jobs.stonehill.edu>) (for new tutors only)
- Enter your availability on the schedule within TutorTrac (Peer Tutors only)

## *Requirements throughout the semester:*

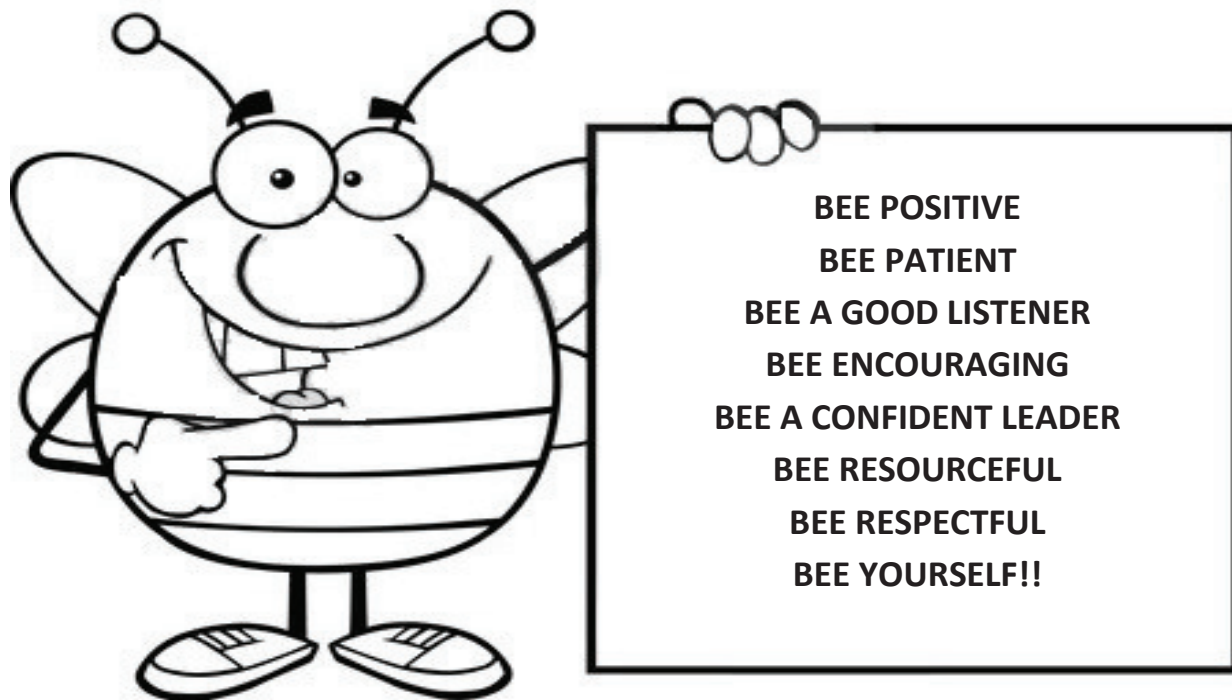
1. Complete myHill timesheet every two weeks, due **THURSDAY @midnight**
2. TutorTrac records completed every two weeks **must exactly match** your myHill timesheet
3. Tutor in the library
4. Wear a nametag when tutoring
5. TAs must request classrooms for Review Sessions through Conference and Events
6. Check your email daily for important messages from the CWAA
7. Maintain a 3.0 GPA and be in good standing on campus
8. Attend bi-weekly Peer Tutor meetings and monthly CWAA trainings
9. Respond to CWAA surveys at mid-semester and end-of-semester
10. Maintain your availability within TutorTrac in case your schedule changes
11. Keep strict confidentiality

## In-Center Expectations

1. If you are scheduled to open or close the Center, pick up or return the keys to the Library Circulation Desk. You will need your student ID card.
2. Always wear your name tag and put up your subject signage.
3. Always log in and out for work through the Kiosk. Include detailed NOTES for each session.
4. Straighten chairs, put away books, throw away trash, and wipe off the tables at the end of every shift. Please be mindful of those tutoring after you.
5. Think about what resources would be helpful for students in your subject area, and be sure to have copies made for the Resource Cabinet within the Center.
6. Extra paper and office supplies are located in the filing cabinets. There are two computers which print to the following printer: B313-HP, located in the Computer Lab next door.
7. Help yourself and your tutees to coffee, tea, and snacks.

## Out-of-Center Expectations

1. All tutoring takes place in the library.
2. Always wear your name tag, which can be found in the Center.
3. Log in and out of TutorTrac using the Center Kiosk or your own laptop by using the Log Student feature at the top of the main page. Include detailed NOTES for each session.
4. Remember that you are a professional representing the CWAA.
5. Pay attention to the bees...



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