

## Part III – Special Topics

### A. Student Athletes and A-LEC tutoring

Because A-LEC tutoring is for all students, tutors usually are not aware whether a particular student is or is not a student athlete. Nevertheless, student athletes, and everyone who works with them, are subject to very stringent expectations.

Below is a summary of NCAA (National Collegiate Athletic Association) regulations relating to tutoring of student athletes, specifically, what is “allowable” academic assistance. **The central guiding principle is that, as an A-LEC tutor, you should not provide SMU student athletes with any kind of extra benefit that you would not provide to other students.**

A tutor must be careful not to provide student athletes with special “behind-the-scenes” benefits. All tutoring should be done in the LEC. Do not tutor in your residence hall room or other on-campus or off-campus areas.

Student athletes track their academic services use. Your contact sheet is a critical information source that is used in multiple ways, so you must be certain that your contact sheet is accurate and that you update it each shift.

If you are both an A-LEC tutor and a student athlete yourself, we also require that you not tutor other student athletes on your team. We will discuss any other restrictions about working with other student athletes individually.

**If you are ever in doubt about how to handle a particular situation, ask Adreana Julander, Lydia Allen, or Sue Bierman.**

### Rules and Regulations Governing Relationship with the Student-Athlete

#### A. NCAA Regulations

SMU is responsible for ensuring that its various constituencies (e.g. University staff and faculty, student-athletes, alumni, and friends) abide by National Collegiate Athletic Association (NCAA) rules and regulations. Under NCAA rules, all alumni, friends, and employees of the University are categorized as “representatives of SMU’s athletic interests.”

The following NCAA Bylaws detail services that are permissible and services that are not permissible by the academic support services:

NCAA Bylaw 16.3.2 Permissible Academic and other support services that may be financed by an

institution are:

- a) Tutoring expenses;
- b) Drug-rehabilitation program expenses;
- c) Counseling expenses related to the treatment of eating disorders;
- d) On-campus student development and career counseling utilizing outside resources;
- e) Future professional athletics career counseling
- f) Use of computers and typewriters

NCAA Bylaw 16.3.3 Non-Permissible Services that may not be financed by the institution include, but are not limited to, the following:

- Typing costs, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled.

Student-athletes are not entitled to any extra benefits provided by any representative of SMU's athletic interests.

What is an Extra Benefit?

An extra benefit is "any special arrangement made by an institutional employee or a representative of the institution's athletic interest to provide a student-athlete or a student-athlete's relative or friend with a benefit that is not generally available to the institution's students or their relatives or friends or to a particular segment of the student body (i.e. international students, minority students) determined on a basis unrelated to athletic ability."

The following NCAA Bylaw details the issue of extra benefits that are not permissible by the academic support services:

Benefits, Gifts and Services

NCAA Bylaw 16.12.2.1 General Rule

The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her relatives with a benefit not expressly authorized by the NCAA legislation.

Tutors are members of the LEC staff; therefore, it is crucial that you adhere to the guidelines listed below. By violating those guidelines, you will be jeopardizing the welfare of the institution, the student-athlete, and your own employment status.

1. Studentt athletes cannot accept anything from an employee of SMU (e.g. use of a car, hair cut, clothing, gifts, money, tickets to any kind of entertainment, payment of long distance phone calls, summer storage space, etc).
2. Studentt athletes may not use the athletic department/LEC fax machines, express mail services or make long distance phone calls using Athletic Department/LEC equipment.
3. Members of the Athletic Department/LEC staff are not permitted to type reports, papers, letters, etc. for any studentt athlete.

4. SMU employees may not provide student-athletes with a loan of money, a guarantee of bond, or the signing or cosigning of a note to arrange a loan.

#### Conduct of University Personnel

As an individual employed by (or associated with) the SMU's Department of Intercollegiate Athletics and/or the LEC, you must deport yourself with honesty and sportsmanship at all times so that you represent yourself as an individual, SMU and intercollegiate athletics as a whole with honor and dignity.

Unethical conduct by an institutional staff member may include, but is not limited to, the following:

A. 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 SMU.

B. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or enrolled student-athlete.

C. Knowing involvement in offering or providing a prospective or enrolled student-athlete an improper inducement or extra benefit.

D. Knowingly furnishing the NCAA or SMU false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations.

Please be aware that University employees found in violation of NCAA regulations will be subject to disciplinary or corrective action as set forth in both University policy and the provisions of the NCAA enforcement procedures.

## B. Specific Responsibilities for Night Managers

1. Greet everyone when they enter the At LEC.
2. Connect students with tutors. This involves keeping track of who is waiting for a tutor and which tutors are available. You may need to interrupt a tutoring session if it has been more than 30 minutes and other students are waiting for that tutor. You may also need to shift students (if a statistics tutor is tutoring a math class and has statistics students waiting when another math tutor becomes free, then you can switch them around). If a tutor has been working with a student for about 30 minutes and has another student waiting, then have them stop working with their current student and make sure the students know that they can sign up for another session that night. You need to work out a system to keep track of all this so students don't get skipped or wait an hour for a tutor who is only working with one student. Group sessions can take longer, but you still might have to stop them if we have more people waiting.
3. Help make appointments for the Writing Center. If a student calls or comes in make sure that you direct the student to Canvas and help from there. If no appointments are available, direct the student to peer writing tutors.
4. DO NOT make appointments for other staff members. You can either transfer the student to the staff member's voicemail or give them the number or email for the staff member and have them call between 8:30 t 5 the next day.
5. We do not offer free printing! If students need to print they will have to pay using their Paper Cut account. Mitzi Hennessey should make sure that there is paper in the printer and copier, but you should also check them when you come in.
6. If there are tutor folders on top of the filing cabinet, put them away.
7. Make sure that all tutors wear the lanyards with their names visible.
8. Know where time cards, sign in sheets and contact sheets are; if you cannot find them, leave a note for Adreana at the front desk.
9. Know how to fix minor problems (such as paper jams) with the printer.
10. Check the voicemail if the light is flashing. (The password is on the back of the phone.) If there is a message that you can take care of (i.e. appointments for writing center or a question about a tutor for a specific subject), return the call. Otherwise, leave a note for Adreana to alert her to the message.
11. Be an example for students and tutors by following the A-LEC rules such as: no cell phones, no food, and no feet on the furniture.
12. Do not bring your friends/significant others to work.

13. Make sure that students and tutors who are waiting are not being too noisy.
14. When you close for the evening:
  - a. Make sure the front desk is clean and neat.
  - b. Straighten up the tables and chairs.
  - c. Make sure that the back door is locked.
  - d. Lock the front door.
  - e. Make sure no students are left inside when you leave.
  - f. If you leave a tutor, make sure they know you are leaving!
  - g. Before you leave, be sure that the study hall monitor in Room 217 has returned the equipment.
15. If you are going to need to miss a shift and know at least a week ahead, contact the other night managers or Adreana to find a replacement. If it is last minute, you must call another night manager to find a replacement. This means that you should have each other's numbers! If you work on Sunday and find out during the weekend that you cannot come and cannot find someone to replace you, call Adreana on her cell or home phone. If you leave her a message on Saturday night at the office, she will not get it until Monday.
16. If you are going to be late, call the front desk 214-768-3648 to let us know.
17. If you are a key holder and are going to miss a day, it is your responsibility to make sure that you get the key to either your replacement or Adreana to make sure that someone will be able to lock up that night.
18. If students have complaints or comments about a tutor, pass that information on to either Adreana, Nancy, or Grace. If we do not know about it, we cannot try to fix it.