

BEL-REA INSTITUTE'S STUDENT TEACHING ASSISTANT (STA) PROGRAM ORIENTATION PACKET

Thank you for contributing to the success of your fellow students!

Please read through this orientation packet **thoroughly**. All students accepted into Bel-Rea's STA Program are **responsible** for **knowing** the information it contains and **following** all rules listed.

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SUPERVISOR:

- Rebecca Brown, Psy.M., Student Services Coordinator - brown@bel-rea.com, 303-751-8700 x206.
- Main form of communication – your Bel-Rea email. Please check your Bel-Rea email consistently throughout the quarter and breaks.

REQUIREMENTS:

- **3.0 Cumulative GPA minimum** at the time of application for all students second quarter and up - must be maintained to stay in the program.
- **1st quarter students are welcome to apply**, even though you do not yet have a GPA – first quarter grades will be checked at the end of your first quarter.
- **Do not fail any classes or go on academic probation** (also required at the time of application). Medical Math Review and Perspectives are included, even though failing one of these classes will not affect your overall GPA. You can later apply again to the program, after clearing the failing grade with a passing grade, however, you will not be able to TA for the specific class you initially failed.
- **Appropriate behavior and professional appearance.** (See Professionalism section).
- **Other “model of leadership” requests** may be made on an as-needed basis.
- **Approval:** The **list of applicants** will be submitted to the **faculty** for approval at the end of each quarter. **Accepted applicants** will be notified over break via Bel-Rea email. Applicants who are **not accepted** will be notified via email or letter.

PROFESSIONALISM:

- STAs are in a **position of leadership**, so always present yourself in a way that assures all of your fellow students, even the most conservative of them, of your competence and ability to serve in a leadership role. Please see the confidentiality agreement in this packet for information on sensitive information. Inappropriate behavior or unprofessional appearance will result in rejection or dismissal from the program.
- STAs are expected to **dress and act like a professional during any time they are working as an STA.**
 - **Do:** Wear a clean set of scrubs, follow dress code, practice good hygiene habits, be on time/reliable, call if you have to cancel due to an emergency, mentor and encourage, etc.
 - **Don't:** Wear colognes/perfumes that may set off allergies, swear/curse, complain about others, gossip, spread rumors, be tardy/no-show to tutoring sessions, degrade students, etc.

NOTE: This copy of the confidentiality agreement is for your information only. You will sign and turn in the copy attached to your Student TA Application or Renewal Form each quarter.



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BEL-REA STUDENT TEACHING ASSISTANT CONFIDENTIALITY AGREEMENT

I, _____ (**PRINT NAME**), accept and understand the following responsibilities and conditions of my employment at Bel-Rea Institute of Animal Technology:

1. I agree to protect sensitive information **disclosed to me by students** during my duties as a Bel-Rea Student Teaching Assistant (i.e. grades, personal issues, probationary status, etc.). If a student is in need of **support**, I will direct them to Student Services for assistance. However, if a student discloses a **potential threat** to harm themselves, others, or campus property, I agree to **immediately report** any such potentially concerning information to a Campus Security Authority (CSA) and call 9-1-1 (on an as-needed basis).
2. In the performance of my duties, I may gain access to confidential or sensitive information that may be **protected from disclosure** by federal or state law (i.e. Federal Education Rights and Privacy Act of 1974). I understand that **unauthorized disclosure of such protected information can adversely impact** my fellow students, employees, and the college.
3. I agree to **access** confidential or protected paperwork **only when directly assigned to do so by an appropriate staff supervisor** (i.e. shredding expired documents, filing, or collating honors certificates).
4. I agree to **treat all sensitive information** I access as part of my assigned duties as **protected information**, regardless of its **format** – paper, oral, or electronic.
5. I agree to **protect the information** I access as part of my assigned duties and **will not disclose the information in any format to any unauthorized individuals both during and after** my term as a Student Teaching Assistant at Bel-Rea.
6. I agree to **never reproduce, alter, or delete** student information, unless specifically directed to do as part of my duties, **or enter fraudulent information** into any records.
7. I agree to **immediately report any concerns** about confidential or sensitive information and student records that arise throughout the course of my duties to Bel-Rea's Student Services Coordinator – Rebecca Brown – brown@bel-rea.com, 303-751-8700 x206.
8. I agree to **safeguard** confidential information or protected records **throughout my daily activities** (i.e. locking doors and filing cabinets any time I leave a records area, closing the door to discuss a sensitive situation with a student or employee, ensuring that others cannot overhear voicemail messages left on my phone).

In signing below, I indicate that I **understand and agree to the terms** of this confidentiality agreement and that I understand that violating any of the above conditions may result in immediate termination of my Student Teaching Assistant status, disciplinary action by the administration, and potential civil and criminal legal sanctions.

Student TA's Signature

Date

Student ID Number

HOW THE PROGRAM WORKS:

- **You can only tutor for/assist in classes/labs you earned an “A” or “B” in.**
- Tutors are **posted on the downstairs STA Board** based on the courses you marked as “**preferred**” on your application or renewal form. A main list is also posted in the Current Students/Campus life section of www.belrea.edu.
- **Only tutor for classes you are posted for**, unless specifically cleared by an instructor or Rebecca.
- **Instructors** will contact specific STAs from the database for their **specific needs** over break or throughout the quarter (i.e. assistance in a lab).

HOW TUTORING WORKS:

- Students will **call, text, or email** you for appointments, depending on what you marked as your **preferred contact** methods. **Always return their call/text/email within 24 hours.** If you receive a request during the weekend, please contact the student at your earliest convenience, but no later than Monday.
- Find a **time** that works for you and set a **meeting place on campus** (i.e. the patio, front desk, Media Center). You can then find a **spot** to actually hold the tutoring session (i.e. empty room, patio, etc.).
- **For safety’s sake, ALWAYS meet in a public and easily visible location on campus, and only during times where classes are in session.**
- **IMPORTANT!!: One hour of individual tutoring per week per subject per student is allowed, no matter how many TAs they meet with** – if they need more time than that, please **refer** them to clinics and instructors’ tutoring times, or suggest study groups, more study time, or alternate study methods. If there is an unusual situation, please see Rebecca. **Please note we will not be able to honor hours outside of this limit unless they are approved ahead of time by Rebecca.**
 - 1 hour per week per subject of individual tutoring example:
 - *Allowed in one week:* 1 hour individual TA tutoring in Chem, 1 hour individual TA tutoring in Med Term, 1 hour individual TA tutoring in Tech Writing, attended Med Term and Tech Writing Clinics, attended instructor’s tutoring hour for Chemistry.
 - *Not allowed in one week:* 1 hour of individual TA tutoring with 3 different Tech Writing TAs – totaling 3 hours of individual tutoring in one subject.
 - **See “Tracking” section for additional information on time allowed/how to track hours.**
- See Rebecca to **make changes** to your posted information on the STA Board. Do not change the contact info yourself!
- Please try to make all **phone number and email changes** by the end of each quarter, as the class tutoring lists are posted over break.
- Please **do not ask the front desk to pass along** messages/critiqued papers/handouts to students.

CLINICS:

- If you are **interested in leading/co-leading a weekly tutoring clinic**, email Rebecca with what clinics you are interested in and all of your available times as soon as official schedules are released (typically beginning of 10th week). She will coordinate scheduling the times and STAs (during finals), reserving rooms, sign-up sheets, and clinic flyers.
- If you have a **student no-show** to a clinic, please notify Rebecca.
- **Clinic sign-up sheets** are posted on the STA Board with a 2pm cutoff the business day before the clinic to allow STAs to know ahead of time if they will have a clinic that day. If no one signs up by the deadline, please cancel the clinic. STAs will be responsible for posting sign-up sheets on a weekly basis for the clinics.

ROOM USAGE:

- Priority order for **testing** rooms:
 - 1st = testing
 - 2nd = tutoring with instructors
 - 3rd = individual tutoring sessions with STAs
 - 4th = independent students/study groups
- Feel free to take advantage of empty **classrooms** for tutoring – room schedules are posted by each door.
- **Clinics** will be assigned a specific room by Rebecca.

REQUIRED TRACKING:

- **IMPORTANT: You are responsible for following the STA rules and tracking your hours correctly. You will not receive credit for hours that fall outside the boundaries or are tracked incorrectly.**
- **Track all hours** using the **time log & time summary sheets**. Turn them all in **stapled together** by the **last day of classes** each quarter (Sheets are next to the STA Board). Turn them in early if at all possible.
- **Time Log -**
 - Use these sheets to **track your time**. Available **Week 1**, next to the STA board.
 - **One hour a week per subject per student is allowed** – if they need more time than that, please refer them to clinics and instructors' tutoring times, or suggest study groups, more study time, or alternate study methods. If there is an unusual situation, please see Rebecca. **Please note we will not be able to honor hours outside of this limit unless they are approved ahead of time by Rebecca.**
 - You are welcome to tutor a couple of students together on the same subject, but you need to **count the time together** and not list them separately on your time sheets. The same rule applies to **clinics**.
 - Mark date, duty code (see codes on time log), **instructor** assisted or **specific names of students** tutored (individuals, names of clinic attendees, etc), start time, end time, amount of time for that session, and the running total of your hours.
- **Time Summary -**
 - Use this sheet to **total your hours** for the quarter. Available **Week 8**, next to the STA board.
 - **Instructors' signatures** are required. Show your time logs to the instructors that you assisted or who teach the classes you tutored for & have them sign the time summary.

SAYING NO:

- It's **ok to say no** to taking on more hours, **reduce** your hours in an upcoming quarter, or even **take a quarter off** from the STA program. Your success in school comes first, and sometimes life gets in the way of your set plans.
- Please see Rebecca if you have to **cancel** your STA commitments, before the quarter starts if at all possible.
- If you **cannot take on a student due to time constraints**, please **respond to their inquiry within 24 hours** and refer them back to the STA Board for other available tutors.

PROBLEMS:

- If an **issue arises** with an instructor, student, or fellow STA, please **see Rebecca immediately**.
- Please make Rebecca aware of students facing **major life problems or high levels of stress**.
- **Rude behavior from students you tutor is not acceptable!** If you have a problem with an individual or a group, please see Rebecca immediately for coaching and/or intervention. Never respond to students in an **inappropriate** manner, **always behave professionally!**

QUARTERLY RENEWAL:

- You need to **renew** your STA status every quarter!
- The renewal forms will be available next to the STA Board during the **6th to 8th week** every quarter.
- Note the specific deadline, as **late applications/renewals will not be accepted**.
- **If you take off a quarter from classes**, please contact Rebecca to register for the program during the 6th to 8th week of the quarter you are on leave. You cannot work as a STA while on leave, but you can sign up to be a STA for the next quarter.

INCENTIVES:

- **Incentive packets/bookstore credits** will be available **in the bookstore** for all STAs who turn in their signed hours by the last day of classes by:
 - Thursday of Finals Week during short quarters.
 - Wednesday of Finals Week during regular quarters.
- You can turn in hours **late**, but if you do you will not receive your bookstore credit until orientation day, as we have other projects during finals week/break that we need to tackle.
- Bel-Rea typically **awards** between \$6,000-\$8,000 in bookstore credit to the STAs each quarter.
- You will receive a **certificate** each quarter you turn in hours and credit in the form of a **bookstore credit**. Please treat your bookstore card like cash and do not lose it. Bel-Rea is not able to replace lost cards since they function like cash. There is **no expiration date** on the cards – you are even welcome to use them after graduation.
- TAs with a **large amount of hours** or that are **nearing the end of the program** can also opt for Bel-Rea Elective Course credits – see Rebecca for details.

GETTING FIRED:

- Sadly, a couple of STAs are fired from the STA Program each year due to **inappropriate behavior**.
 - i.e. flaking on or being late to appointments, not returning calls/emails, unethical/dishonest actions, aggressive/disrespectful behavior, cheating on exams.
- Please keep in mind that you are assuming a **leadership position** by being an STA and consistently act in a way that maintains your fellow students' and instructors' high level of respect for the STA Program.

BEL-REA'S STUDENT TEACHING ASSISTANT (STA) PROGRAM PROTOCOLS

STAs supplement the tutoring available from the instructors by offering FREE individual and group tutoring sessions. Please visit the STA Board in the downstairs hallway of the main building for contact information.

How To Arrange An Individual Tutoring Session:

PREFERRED METHODS: Contact us only by our preferred methods - listed on the STA Board.

REASONABLE HOURS: Only contact us between the hours of 9am and 8pm, unless otherwise directed by a specific STA.

NO GROUP EMAILS/TEXTS: These create too many communication issues and some phones (and most STAs) will not accept them.

LEAVE A MESSAGE WHEN YOU CALL: We will return your call as soon as possible. Please state your name and phone number twice.

LET US KNOW WHEN YOUR BREAKS ARE WHEN YOU CALL/EMAIL/TEXT: That way, we can look for a common time before we call you back.

RESPOND PROMPTLY WHEN WE CALL/EMAIL YOU BACK: Our availability can change quickly.

IF YOU DON'T HEAR BACK WITHIN 24 HOURS ON A BUSINESS DAY: Contact another STA. Your text/email may not have gone through, or the STA you contacted may have been swamped with contacts. Note: It may take us longer than 24 hours to respond on weekend days.

DO NOT WAIT UNTIL THE LAST MINUTE TO SCHEDULE A SESSION: We are students too and usually cannot make last minute arrangements due to crises created by procrastination.

CALL IF YOU HAVE TO CANCEL: Let us know ASAP if you cannot make an arranged session due to an emergency – please call instead of texting or emailing. We will do the same for you.

ONE HOUR PER SUBJECT PER WEEK: This is the amount of total weekly individual tutoring allowed by the program. If you need more than one hour per subject per week, attend the group clinics, go to your instructors' tutoring times, put more time into your studying, try alternative study methods, or create a study group.

How to Attend Tutoring Clinics:

TIMES/LOCATIONS: Will be posted in the first week or two of the quarter. You are welcome to attend as many clinic times as you like for your courses.

RESERVE YOUR SPOT: All clinics but the few drop-in clinics require a reservation by 2pm the business day before. If no one signs up by that time, the clinic will be cancelled for that day.

SIGN-UP LOCATIONS: All clinic sign-up sheets are posted on the downstairs STA Board.

General Tutoring Protocols:

AVAILABILITY: For safety reasons, we are available on campus, on weekdays, while classes are in session. Please do not ask for weekend or evening sessions, or for us to meet off campus.

BE PREPARED: We are there to *assist* you in your learning and to *clarify* lecture/reading material, so here is what we will expect from you:

- Come prepared with questions, even if the question is “can you explain _____ to me?”
- Let us know where you are struggling
- Bring along your notes/study materials for us to look at
- Ask us for learning tips and what helped us do well in that class
- Ask us for practice questions
- Ask us for examples if something is unclear
- If we are reviewing a writing assignment, make sure the assignment is typed, bring along your sources, and make all recommended revisions before you meet with us again
- Do not expect us to re-lecture all of the material because you didn’t pay attention or study.
- Do not expect us to do your learning for you – you need to do the work.
- Do not ask us for our old class materials such as tests or notes.

APPROPRIATE BEHAVIOR IS EXPECTED OF STUDENTS AT ALL TIMES: Unprofessional or inappropriate behavior will result in the loss of tutoring privileges.

Examples (not an all-inclusive list):

- Calling outside of reasonable hours
- Flaking on tutoring sessions
- Not calling when you have to cancel due to an emergency
- Not studying ahead of the session time
- Adding yourself uninvited to another student’s tutoring session
- Interrupting other tutoring sessions
- Interrupting a private conversation
- Unfairly dominating group sessions
- Being demanding or pushy
- Using inappropriate/crude language
- Asking us out on dates
- Offering us money
- Asking us to do your work for you

IF THERE IS AN ISSUE WITH AN STA: Please contact Rebecca Brown, Student Services Coordinator. brown@bel-rea.com.