



IN GENERAL:

- DON'T** CANCEL SESSIONS WITHOUT NOTIFYING THE OFFICE FIRST
- DO** USE THE **PINK** CANCELLATION FORM—2 DAYS IN ADVANCE PLEASE!
- DON'T** BE LATE FOR SESSIONS, DROP-IN OR APPOINTMENTS
- DO** CHECK YOUR E-MAIL AND MAILBOX OFTEN FOR UPDATES
- DO** REDUCE, DOUBLE SIDE & USE MAINLY WHITE PAPER WHEN COPYING
- DO** COMPLETE & APPROVE YOUR KRONOS CARD BY SATURDAY OF PAY PERIOD END

TIMESHEETS & ATTENDANCE

- DO** FILL OUT TIMESHEETS COMPLETELY—ROUND OFF TO THE 1/4 HOUR.
- DON'T** FORGET TO KEEP ATTENDANCE RECORDS—ACCURACY COUNTS!
- DON'T** ALLOW STUDENTS TO WRITE ON OR VIEW ANY TIMESHEET
- DO** MARK EXCUSED STUDENTS WITH AN "E" ON YOUR GROUP TIMESHEET
- DO** ADD ANY NEW STUDENT'S FULL NAME & PERM TO YOUR GROUP ROSTER
- DON'T** FORGET TO SIGN DROP-IN TIMESHEETS AND FILE IN THE BINDER
- DO** USE THE **GREEN** ATTENDANCE SHEETS & ATTENDANCE SLIPS FOR REVIEWS
- DON'T** FORGET TO TURN IN TIMESHEETS ON TIME EVERY OTHER FRIDAY

FOR TUTORIAL GROUPS & REVIEW SESSIONS

- DON'T** ENCOURAGE CRASHING--MAKE SURE STUDENTS ENROLL OFFICIALLY
- DON'T** LECTURE EXTENSIVELY--COVER KEY PROBLEMS & CONCEPTS
- DO** ENCOURAGE STUDENT PARTICIPATION: GIVE & GET FEEDBACK
- DO** TALK TO STUDENTS ABOUT GENERAL STUDY SKILLS
- DON'T** FORGET TO RESERVE A ROOM IN ADVANCE W/ AMY FOR YOUR REVIEW
- DO** NOTIFY AMY IF YOU CHANGE OR CANCEL YOUR REVIEW
- DON'T** HAVE A REVIEW LAST MORE THAN 2 HRS (MIDTERMS) OR 3 HRS (FINALS)

REGARDING INTERACTION WITH PROFESSORS

- DO** INTRODUCE YOURSELF AT THE BEGINNING OF THE QUARTER
- DO** HEED ANY OF THEIR REQUESTS OR SUGGESTIONS
- DON'T** CONTRADICT THEIR INFORMATION. USE DIPLOMACY!
- DON'T** UNDERMINE OR SPEAK NEGATIVELY ABOUT PROFESSORS...EVER