



University of Tennessee Thornton Athletics Student Life Center

Academic Year:

Tutor and Mentor Training Agreement

For:	Thornton Center Tutors and Mentors
Action:	Sign and Submit
Due Date:	Before working each semester
Required By:	Thornton Athletics Student Life Center
Purpose:	To confirm and verify policy and procedures
Effective Date:	

Tutor/Mentor Name*

Tutor/Mentor Email*

Name of Institution*

This form has nine parts:

- I. Statement Concerning NCAA Compliance
- II. Confidentiality Agreement and Statement on Professionalism
- III. Academic Integrity and Plagiarism Statement
- IV. Prior Relationships/Student-Athlete Leaving Agreement
- V. Graduate Assistant Prior Approval Statement
- VI. Reports and Communication
- VII. Previous Involvement in NCAA Rules Violation(s)
- VIII. Name, Image, and Likeness (NIL)
- IX. Statement on Tutor/Mentor Training

Before signing this form, you should be sure you have read the entire online Tutor/Mentor training in Canvas and completed the required training quizzes.

Part I: Statement Concerning National Collegiate Athletic Association (NCAA) Compliance

By signing this part of the form, you affirm that, to the best of your knowledge, you understand the NCAA rules and regulations pertaining to your job description.

NCAA Regulations

We must be concerned about careful maintenance of student-athletes' amateur standing. While there are myriad NCAA rules and regulations, the prohibition against "extra benefits" is one that must be stressed in the student-athlete/mentor and student-athlete/tutor relationships.

This is a brief overview of the NCAA rules that can affect tutors and mentors. Once he/she becomes an employee of the Thornton Center, any prior relationship that a tutor or mentor has with a student-athlete changes. If you have an established relationship (which began prior to your employment with our department) with a student-athlete, let us know so that we can document it and not violate the extra benefits policy. ***You may provide some of the benefits listed below for your non-student -athlete acquaintances, but that does not justify similar action with our student-athletes.***

What is an "Extra Benefit"?

The NCAA defines an extra benefit as any special arrangement by an institutional employee or a representative of the institution's athletics interest ("booster/donor") to provide a student-athlete (or a student-athlete's relative or friend) a benefit that is not generally available to other University of Tennessee (UT) students and their relative and/or friends. Therefore, please be aware of the following:

- A student-athlete cannot accept anything from an employee of UT or athletic booster/donor (e.g., use of a car, haircut, clothing, gifts, money, tickets for any kind of entertainment, payment of long distance telephone calls).
- A student-athlete cannot accept free or reduced cost room and/or board from any UT employee or booster/donor of UT's athletic programs. This would preclude a student-athlete from "house sitting" without paying rental costs at a comparable rate for similar housing in that locale.
- A student-athlete may not accept storage space for personal belongings for the summer months from any UT employee or booster/donor of UT's athletic programs.
- A student-athlete cannot accept free or reduced merchandise or services from any merchant unless that free or reduced cost item is also available to the general public.
- A student-athlete cannot eat at a restaurant as the guest of an athletic booster/donor or an employee of UT.
- On infrequent, special occasions (e.g., a birthday, Thanksgiving, etc.), a student-athlete may accept an invitation to the home of an employee of UT or an athletic booster/donor for a meal. These must be approved in advance by the Department of Athletics Compliance Office.
- A student-athlete cannot use a Department of Athletics copy machine, fax machine or make long distance phone calls using departmental equipment or the long distance access code of an employee of UT or athletic booster/donor.
- Members of the Department of Athletics staff or an athletic booster/donor are not permitted to type reports, papers, letters, etc., for a student-athlete.
- A student-athlete cannot receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing), or service (e.g., laundry, dry cleaning) from an employee of UT or an athletic booster/donor.

- A UT employee or a booster/donor cannot provide a student-athlete with a loan of money, a guarantee of bond, the use of an automobile or the signing or co-signing of a note to arrange a loan, or pay or provide other compensation for work not performed or at unreasonable levels for work performed.
- A UT student-athlete cannot provide gear, autographs, home or away tickets to a tutor/mentor.

The above list is just a sample of some of the more common extra benefits that are NOT permissible. Always check with a Thornton Center Staff member if you are unsure about a situation or if you have questions about NCAA rules.

In addition, please be aware that as (at least perceived) employees of the Department of Athletics, tutors and mentors are prohibited from gambling on college sports.

You affirm that you understand that if you sign this statement falsely or erroneously, you violate NCAA legislation on ethical conduct.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Tutor/Mentor Email*

Signature*

Part II: Confidentiality Agreement and Statement on Professionalism

By signing this part of the form, you certify that you agree to the Thornton Center Confidentiality and Statement on Professionalism.

Confidentiality

Tutors/mentors are expected to be considerate of student-athletes' privacy and maintain confidentiality regarding all their Thornton Center (TC) work. Tutors/mentors must sign a pledge committing to that standard before they can work with student-athletes. Any information pertaining to the student-athlete may not be discussed with anyone outside the TC. Tutors/mentors may discuss a student-athlete's academic performance only with the student-athlete or a member of the Thornton Center Academic Counselor/Learning Specialist staff/Writing Lab Coordinator/Math Lab Coordinator. It is **inappropriate** for tutors/mentors to discuss any student-athlete's academic concerns with:

- Other student-athletes,
- Thornton Center student-workers,
- People in their department,
- Their personal friends and family members,
- Other students,
- The media, or
- Professors, instructors, or teaching assistants.

In addition, tutors/mentors are not permitted to speak with or schedule an appointment with a student-athlete's instructor for any reason. Speak to the student-athlete's Academic Counselor in the Thornton Center if you feel an instructor should be contacted. All tutors/mentors should encourage student-athletes to have regular contact with each of their instructors.

***Remember that tutors/mentors are not allowed to speak to faculty regarding any student-athlete whom they tutor/mentor at the Thornton Athletics Student Life Center.**

Professionalism

Tutors/mentors are expected to behave in a professional manner through all their interactions with student-athletes. Student-athletes and tutors/mentors should maintain friendly working relationships, but in order to avoid potential conflicts of interest, **tutors/mentors should not socialize with Thornton Center student-athletes**. Tutor/mentors must have **zero contact** with student-athletes outside of their sessions (i.e. - phone, text, email, Twitter, Instagram, Facebook, Snapchat, etc.). Tutors and mentors cannot request tickets or be placed on a pass list for home or away competition. The university community is a small one, and it is reasonable to expect that tutors/mentors, who are frequently students themselves, might find themselves attending the same functions as some of our student-athletes. Please understand that it is crucial to maintain a certain degree of separation between tutors/mentors and student-athletes in order to avoid the perception that our student-athletes are receiving inappropriate academic assistance. Maintaining this sense of separation protects tutors/mentors' reputations as well as ensuring that our student-athletes and the Thornton Center are not the targets of negative speculation.

In order to maintain that friendly working relationship, it is important that tutors/mentors are sensitive to the student-athlete's personal and athletic problems but these problems should not be made the focus of the tutoring or mentoring session. As well, the Thornton Center student-athlete population is a diverse one, and it is important that all Thornton Center staff, employees, and student-athletes treat everyone fairly, equally, and with respect.

Tutoring/Mentoring Restrictions

To ensure professionalism and confidentiality, tutors/mentors may not tutor/mentor their friends or former teammates. Tutor or mentor applicants who have previously established relationships with any of our student-athletes are not eligible to tutor/mentor those student-athletes or their teammates. This restriction protects the Thornton Center, the student-athletes, and the tutors/mentors from any perceived conflicts of interest. Please see Part IV of this training agreement for more information. In addition, mentors are not allowed to mentor a student-athlete for more than one year.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part III: Academic Integrity and Plagiarism Statement

By signing this part of the form, you affirm that you understand the University of Tennessee and Thornton Center academic integrity and plagiarism statement.

Academic Integrity

Academic integrity must be at the foundation of everything we do at the Thornton Center. To violate the boundaries of academic integrity would create fundamental problems. In the first place, doing work or providing inappropriate assistance for student-athletes would negate the work we're trying to do here, which is to help student-athletes build their own base of knowledge and develop their own academic skills. Student-athletes build this knowledge base and develop these skills as they work to complete their own assignments; any shortcuts deprive a student-athlete of his/her right to an education. In the second place, academic dishonesty is fundamentally wrong and is justifiably punished by harsh penalties. Student-athletes who violate the code of academic honesty can face a variety of sanctions, from failing grades for particular projects through failing grades for courses, and can face the ultimate sanction of being dismissed from the University of Tennessee. If a tutor/mentor helped a student-athlete cheat, that tutor/mentor would face immediate dismissal from the Thornton Center. Additional sanctions might include notification sent to the tutor/mentor's academic department and the Office of Student Conduct and Community Standards and an NCAA violation reported. Because we value academic integrity so highly, the Thornton Center requires that tutors and mentors sign and agree to honor a pledge of academic integrity before they can work with student-athletes.

Online Work

- Although the "share screen" function will be available during Zoom appointments, the "remote control" function will not be available.
- **Tutors:** Student-athletes are not to be logged into any academic portal during their session with tutors (i.e., Canvas, MyStatLab, WebAssign, etc.).
- **Mentors:** Student-athletes are allowed to be logged in to Canvas during sessions with mentors, but are not allowed to be logged into any other academic portals (i.e. MyStatLab, WebAssign, etc.).
- It is of critical importance that student-athletes and tutors/mentors access only material that is not associated with the submission of graded work. **If a student-athlete needs assistance with writing prompts they must visit the writing lab.**
- If a student-athlete must submit work (i.e., quiz, test) during a session due to a time conflict or deadline, the tutor or mentor must leave the Zoom breakout room and join the main Zoom room until the work is completed and submitted.
- Tutors and mentors cannot have any work (papers, prompts, assignments, etc.) emailed to or from student-athletes at any time---email contact is strictly prohibited.
- Electronic "proofreading" is not permitted. Proofreading or review of any written assignments should occur in the Writing Lab ONLY.
- Please consult with the Tutor Coordinator or the Director for Student Services and Operations if you have questions in regards to online work and we can seek further information on what is permissible.

Academic Honesty

Tutors and mentors are provided for the student-athletes with an understanding that they will assist them in becoming stronger students. By no means should tutors and mentors complete any work for student-

athletes. The following are some additional academic integrity guidelines that every tutor and mentor must follow:

- Tutors/mentors should not "proofread" or copy edit work *for* student-athletes.
- Tutors/mentors should *never* complete or finish any type of problems or assignments a student-athlete might have. This includes work on homework, take-home tests, quiz assignments, online work/assignments, or conspiring to complete these types of assignments.
- Tutors/mentors may not assist student-athletes with take home exams in the absence of an instructor's written statement that such assistance is acceptable.
- Tutors/mentors may not make any revisions to student-athletes' work.
- Tutors/mentors may not type or dictate papers or any other assignments for student-athletes.
- Tutors/mentors may not assist with ANY online work submission.
- Tutors/mentors must not condone cheating; if a tutor/mentor becomes aware that a student-athlete has cheated or plans to cheat, he/she should strongly dissuade the student-athlete and should report the information to the student-athlete's academic counselor and the Tutor Coordinator.

Plagiarism

Tutors and mentors are expected to be familiar with and abide by University regulations specified in *Hilltopics*, some of which are noted below:

Plagiarism is using the intellectual property of someone else without giving proper credit. The undocumented use of someone else's words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense, subject to disciplinary action that may include failure in a course and/or dismissal from the University.

Specific examples of plagiarism include:

- using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source;
- summarizing without proper documentation (usually a citation) of ideas from another source (unless such information is recognized as common knowledge);
- borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source;
- collaborating on a graded assignment without the instructor's written approval*; and
- submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).

Academic Honesty and Writing

Thornton Center oversight of writing assistance requires **that the only employees of the Thornton Center who are permitted to assist student-athletes with writing projects are the Writing Lab Coordinator and tutors employed as part of the staff of the Writing Lab.**

A subject tutor might know of a reputable journal or a particular book that might be a good starting point for research, and sharing that information with a student-athlete would be helpful and appropriate. Subject tutors may also make certain that the student-athlete is aware of resources (the Writing Lab, the Writing Lab Coordinator, Purdue's OWL, etc.) that might help him/her construct a paper.

Mentors, who are not subject tutors, might help a student-athlete develop a schedule for completing the paper and/or make certain that the student-athlete is aware of resources (the Writing Lab, the Writing Lab Coordinator, Purdue's OWL, etc.) that might help him/her complete the writing assignment.

No subject tutor or mentor should work on **any** aspect of a student-athlete's particular paper, including brainstorming, outlining, developing thesis statements, proofreading, copy-editing, editing, or research. From brainstorming through revising, Thornton Center writing assistance should come from Writing Lab staff, who are expertly trained and vastly experienced.

Tutor/Mentor Academic Honesty

Have you ever been accused of academic dishonesty or sent before your institution's Office of Student Conduct for academic dishonesty?

Yes

No

Tutor/Mentor Signature

I understand and will abide by the academic honesty guidelines articulated by the University of Tennessee, Knoxville and the Thornton Athletics Student Life Center as expressed in the Thornton Center Student Services Policy and Procedural Manual, which are available on the Canvas Tutor/Mentor Training site.

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part IV: Prior Relationships/Student-Athlete Leaving Agreement

Prior Relationships

As a tutor/mentor, you must report all prior/established relationships with student athletes. Do you currently or have you previously had a relationship with any UT student-athletes? Please check all roles through which you have or have had relationships with student-athletes. Note: *Some previously established relationships are subject to evaluation by which employment status at the Thornton Center will be assessed.*

Academic (prior and current courses in which student-athletes participated)

Professor/Lecturer

TA/GTA/Intern (with grading capabilities)

SI session leader

Alternate tutoring centers on campus

Classmates

If you checked any of the boxes above, please list the following information below. If you checked any of the first three boxes (professor, TA, SI Leader, etc), please list prior and current courses. If you have been a tutor elsewhere, please list the center and dates of employment. If you checked classmates, please list the names of the student-athlete(s):

Personal

Significant other/romantic relationship

Friendship

Roommate

High school classmates

Residential life

If you checked any of the boxes above, please list the student-athlete(s) and your relationship here:

Student-Athlete

Relationship

Current/Former

Dates

Athletics Department Engagement or Employment

Former student-athlete

Graduate assistant

Volunteer coach

Student manager

Student assistant

Operations

Alternate area of athletics

If you checked any of the boxes above, please list the sport, department, or unit below:

Student-Athlete Leaving Agreement

Please understand if a student-athlete leaves/quits the team, you must cease working with the student-athlete, on academic assignments or obligations related to their enrollment at the University of Tennessee. This would include any voluntary or paid activities that would support their academic endeavors. Please be aware that NCAA rules and regulations continue to apply, even though they are no longer with the team. Along with ceasing to provide academic support, you also must refrain from providing benefits to the student-athlete.

We ask that you take these restrictions seriously, so as not to jeopardize the reputation and integrity of the University of Tennessee.

Should you have any questions about future interaction with our student-athletes, please contact the Tutor Coordinator or the Director for Student Services and Operations.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part V: Graduate Assistant Prior Approval Statement

Tutors/mentors who are Graduate Assistant/Graduate Teaching Associates should refrain from tutoring for pay any student-athlete who is enrolled in his or her class. This policy is intended to prevent conflicts of interest. Any tutor/mentor found violating this policy will be subject to dismissal.

If you work as a Graduate Assistant on campus, you must receive written permission to work in excess of 20 hours per week. A 25% assistantship is equivalent to 10 hours per week and a 50% assistantship is equivalent to 20 hours per week.

Graduate students needing to request this type of permission in order to work at the Thornton Center should work with the department in which the assistantship appointment is held to complete the [Additional Pay Request for Graduate Students on Assistantships request form](#). Instructions for completing the form should be followed carefully and completed requests should be sent to gradschooldean@utk.edu.

Do you currently work as a Graduate Assistant/Graduate Teaching Associate on campus in a stipend paid position (in any percent of effort)?*

Yes

No

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part VI: Reports and Communication

Tutor Reports

After **each** tutoring session with a student-athlete, it is **REQUIRED** that you submit a tutor report through Teamworks Academics, a web based tool designed to streamline the scheduling of tutor/mentor sessions and the generation and distribution of the corresponding reports. The tutor report form provides important feedback about the student-athlete and the tutoring session. Academic Counselors read all reports and use the information to help student-athletes improve their classroom performance. **The tutor report must be submitted via Teamworks Academics within 24 hours after the session. A tutor report is a requirement of this position, and repeatedly absent or late reports indicate that a tutor is not completing expected work responsibilities. Failure to abide by these guidelines may result in the dismissal of the employee.** Continued lack of submission will be managed on an individual basis with the Tutor Coordinator.

Mentor Reports

After **each** mentoring session with a student-athlete, it is **REQUIRED** that you submit a mentor report via Teamworks Academics. The mentor report form provides critical information on the student-athlete's progress; thus, **timely submission within 24 hours after the session is expected.** For twice-weekly sessions, only ONE (1) Mentor Report needs to be completed during the first appointment each week. A quick update of each class can be included when submitting the Report on Teamworks Academics for subsequent weekly sessions.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part VII: Previous Involvement in NCAA Rules Violation(s)

Do you have any previous involvement in an NCAA violation?*

Yes

No

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part VIII: Name, Image, and Likeness (NIL)

Collegiate student-athletes may earn compensation for their name, image, and likeness (NIL). The university and its employees may not compensate or cause compensation to occur for a student-athlete. This means that as a tutor or mentor employed by the Thornton Center, you may not assist any student-athlete in obtaining compensation, sponsorship, endorsement, agent representation, etc. related to their name, image, and/or likeness.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding that I may not compensate nor cause compensation to occur for a student-athlete(s). I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Part IX: Statement on Tutor/Mentor Training

Please check all topics on which you have received information/training through the Tutor/Mentor Online Training site this semester and/or through this Tutor and Mentor Training Agreement.

Confidentiality

Professionalism

Academic Integrity

NCAA Compliance – Extra Benefits

NCAA Compliance – Impermissible Relationships

Title IX – Mandatory Reporting

Impermissible uses of online resources (i.e., Canvas, WebAssign, etc.)

Reports/Communication

Appointment Changes/No Show Procedures

Proper Email Formatting

Cancellation Timeline/Deadlines

Tutor/Mentor and Student Contact Policy

Papers/Plagiarism

Time Sheet

Graduate Assistant Prior Approval

Checking In for Online Appointments on Zoom

Dress Code

Name, Image, and Likeness (NIL)

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Signature*

Form Submission

University of Tennessee Thornton Athletics Student Life Center

Provisions of Tutoring/Mentoring and Consulting Agreement

As an employee at the University of Tennessee and Thornton Center, I am to uphold the core value of academic integrity. I acknowledge, as a member of the academic community, the importance of an education and will not jeopardize academic integrity to gain an advantage. I realize that any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. As an employee of the Thornton Center, I will uphold academic integrity as a model for the student-athlete.

Thornton Center tutors/mentors are expected to adhere to the University academic integrity policies written in our Student Services Policy and Procedural Manual. Such acts as cheating, fabrication, plagiarism, or the facilitating of academic dishonesty will not be condoned. Tutors and mentors are required to be advocates for academic integrity at all times. I promise that I will not engage in, knowingly conceal, nor promote cheating, plagiarizing, or any action that constitutes academic fraud.

Any of the following acts constitutes academic misconduct:

1. Cheating – Intentionally using or attempting to use unauthorized materials, individuals, information, or study aids in any academic exercise.
2. Fabrication – Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. Plagiarism – Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.
4. Facilitation– Intentionally or knowingly helping or attempting to help another to violate any provision of this code.
5. Falsification – Creating non-authentic data or information

I understand that I will not be present during any evaluation including assessments, online quizzes, examinations and/or take home exams. I will obtain every course syllabus from each student to read all course policies set forth by each professor. If the syllabus is unclear I will contact the Tutor Coordinator to find out the policy regarding that specific evaluation. I will never assist student-athletes with online assessments or take home exams without prior consent from the Tutor Coordinator.

I also recognize that student-athletes under NCAA rules and regulations have an additional set of expectations that apply to them as stated in the Student Services Policy and Procedural Manual. As student-athletes, they cannot receive any additional benefits (i.e., typing of any materials, use of an automobile, purchasing an item, loaning of money...) as defined by the NCAA.

I further acknowledge my understanding that by signing this document, I agree to abide by all of the regulations set forth. Failure to abide by these regulations will be cause for immediate termination.

Tutor/Mentor Verification*

I understand that if I sign this statement falsely or erroneously, I violate University of Tennessee and NCAA legislation on ethical conduct.

Tutor/Mentor Signature

By entering my name, date, and signature in the boxes below, I indicate my understanding of the information shown and provided on this form, and it is my intent to be signing the record. I certify that my answers are complete and correct and that any fraudulent information would violate University and NCAA policy.

Tutor/Mentor Name*

Date Signed*

Tutor/Mentor Email*

Signature*

If you have any questions about this form, please email your Program Coordinator or Director for Student Services and Operations.