

Dear George, Anthony, Shadarius, and Anu:

We are excited to be working with you all next year! What follows are instructions about your training and the expectations we have for you and the work we will do together.

#### TO DO LIST

1. You must go see Joey Martinez in the Learning Center to fill out your hiring paperwork by Monday, July 9th. You will need your ID and social security card.
2. You must apply for financial aid (if you haven't already) to determine whether you qualify for work study funding.
3. You **MUST** attend the tutor/SI training through the Learning Center on **August 13 and 14, 9:00 a.m to 2:00 p.m.** You will be paid for your time. (George, you have to go even though you already did the training for tutors.) Please put these dates in your calendars now.
4. We'd like the four of you to meet with Anne (Teeka will be out of town) on **Wednesday, June 27**, immediately following film. We think that means about 3:45 or 4:00. Please respond to this email to confirm.
5. We want each of you to write a brief reflection (roughly 300 words) about your expectations for your work as a WEZ tutor/SI leader. In preparing your reflection (yes, there's always a writing process), think about what you hope to give and to get from your new role with WEZ. **Please send your reflection to both Anne and Teeka by Friday, July 6th.**

#### EMPLOYMENT EXPECTATIONS

1. Check your student email regularly.
2. Meet with us (Teeka and Anne) regularly--roughly once every three weeks. We'll create a schedule at the beginning of the fall semester.
3. Treat Joey and Ron (in the Learning Center) with the same respect you show to us and your coaches; they are your supervisors.
4. Submit timesheets as required; you must be able to document your hours (more on that below).

#### WEZ/PROCESS EXPECTATIONS

1. We expect you to work roughly eight to ten hours per week divided in the following way:
  - a. Five hours "guaranteed"--
    - i. Three hours each week in WEZ classes
    - ii. Two Power Hour conference hours each week (you are available at a table and are paid for your *time*)
  - b. Three to five additional hours--
    - i. Meetings with Anne and Teeka
    - ii. Preparation for class meetings

- iii. One-on-one work with WEZ students--documented on spreadsheet (linked below); you track your work and are paid for your *time on task*.
2. The spreadsheet will serve two purposes: it will document the tutoring you do with the WEZ students and will communicate to Teeka and Anne what's going on with individual students.

Again, we are really excited to work with you.