

# SSA MANUAL



**FOR STUDENT ATHLETES**

**2006/2007**

**ACADEMIC YEAR**



# Table of Contents

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<b>Section.....</b>	<b>Page #</b>
Welcome & Mission Statement.....	4
SSA Staff .....	5
Building Resources & Hours .....	8
SSA Office Map.....	9
SSA Environment.....	12
Anonymous Report Sheet.....	13
Office Procedures and Policies.....	14
Tutoring Program Overview.....	15
How to Find Tutors.....	17
The First Tutor Appointment of the Term.....	18
Flow of the Term & Group Sessions.....	21
Tutor & Student Expectations.....	23
Acknowledgement.....	24

## Welcome & Mission Statement

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### **SERVICES FOR STUDENT ATHLETES WELCOMES YOU**

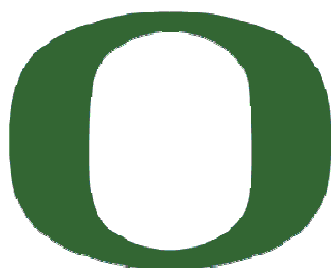
Welcome to the Services for Student Athletes at the University of Oregon. You are about to follow in the footsteps of many outstanding young men and women. Our tradition of excellence and commitment to success will serve you as you pursue your personal and academic goals. May you become the person you hope to be and, as a result, leave your legacy to those who will follow.

### **MISSION STATEMENT**

Services for Student Athletes ensures that students who are currently or have been affiliated with University of Oregon athletics, regardless of athletic eligibility, are provided every opportunity to accomplish academic goals and earn a degree.

Each member of this office contributes to the success of the mission, as we provide support for this unique population while they balance the demands of academic life with the pressures of athletic competition. We work closely with our students as they explore major and career goals, expand and reinforce study skills, and empower themselves with the values and life skills necessary to succeed in their academic endeavors and beyond.

The University of Oregon established this office long before the NCAA mandated such a service, and we continue to be proud participants in our national organizations.



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UNIVERSITY  
OF OREGON

## SSA Staff

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Any staff member is happy to help you when you have a question or need assistance. Though you will meet regularly with your advisor, we encourage you to get to know everyone.

### PROFESSIONAL STAFF

#### **Steve Stolp, Director of Support Services for Student Athletes** **stolp@uoregon.edu, 346-5354**

- ♦ Oversee office operations and personnel
- ♦ Academic Advising and Registration
- ♦ Eligibility Requirements
- ♦ Academic Advising, Registration, and PAC #s
- ♦ Add/Drop dates and Graduation Requirement
- ♦ Major declaration and Career planning
- ♦ Internships/ Special Admit Students
- ♦ New student athlete recruiting
- ♦ Advise for all university majors and minors
- ♦ On campus faculty coordination of recruiting
- ♦ Monitoring and tracking student academic program
- ♦ Communication with faculty/staff
- ♦ Mentoring and counseling student athletes
- ♦ Coordinate communication with athletic department
- ♦ NCAA eligibility tracking and monitoring
- ♦ NCAA eligibility coordination of faculty sign-offs
- ♦ EDLD 407 positive transitions course
- ♦ Serve on university committees
- ♦ Career counseling
- ♦ Facilities issues

#### **Jennie Leander, Associate Director** **jleander@uoregon.edu, 346-1523**

- ♦ New student athlete recruiting
- ♦ Advise for all university majors and minors
- ♦ On campus faculty coordination of recruiting
- ♦ Monitoring and tracking student academic program
- ♦ Communication with faculty/staff
- ♦ Mentoring and counseling student athletes
- ♦ Coordinate communication with athletic department
- ♦ NCAA eligibility tracking and monitoring
- ♦ NCAA eligibility coordination of faculty sign-offs
- ♦ EDLD 407 positive transitions course
- ♦ Serve on university committees
- ♦ Career counseling

## SSA Staff

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### **Dietrich Moore, Academic Advisor**

**dmoores4@uoregon.edu, 346-5252**

- ♦ New student athlete recruiting
- ♦ Advising for all university majors and minors
- ♦ Monitoring and tracking student academic program
- ♦ Communication with faculty/staff
- ♦ Mentoring and counseling student athletes
- ♦ Coordinate communication with athletic department
- ♦ NCAA eligibility tracking and monitoring
- ♦ Serve on university committees
- ♦ Career counseling

### **Janell Bergstrom, Tutorial Coordinator/Academic Advisor**

**jbergstr@uoregon.edu, 346-5355**

- ♦ Tutoring questions / Tutor supervision
- ♦ Requests for tutors in specific areas; requests for group review sessions
- ♦ Requests for specific educational orientations, programming
- ♦ Tutor recruiting, hiring, training, and supervision
- ♦ Hire, train, and supervise study hall monitors
- ♦ Coordinate and facilitate of freshmen orientation classes
- ♦ Communication with Athletic Department regarding student progress in tutor sessions.
- ♦ New student athlete recruiting
- ♦ Advising for all university majors and minors
- ♦ Monitoring and tracking student academic program
- ♦ Communication with faculty/staff
- ♦ Mentoring and counseling student athletes
- ♦ Coordinate communication with athletic department
- ♦ NCAA eligibility tracking and monitoring
- ♦ Serve on university committees
- ♦ Career counseling

### **Twinkle Morton, Integrated Learning Specialist**

**tamorton@uoregon.edu, 346-5427**

### **Allison Lombardi, Integrated Learning Specialist**

**allisonl@uoregon.edu, 346-5429**

### **Laura Smithers, Integrated Learning Specialist**

### **David Salmon, Math & Science Integrated Learning Specialist**

**davidsalmon1@aol.com**

- ♦ Learning disability questions
- ♦ Special needs services to learning disabled and at-risk students
- ♦ Study skills development within each term's classes
- ♦ Program history

## **SSA Staff**

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### **Carolee Von Shillagh, Evening Study Table Coordinator**

**carolee@uoregon.edu, 346-5359**

- ♦ Evening study hall procedures
- ♦ Questions relating to evening study hall
- ♦ Night time and Sunday supervisor of staff
- ♦ Calculator check-out

### **Shirley Brabham, Office Specialist**

**shirleyb@uoregon.edu, 346-1144**

- ♦ Manages office and supervises front desk staff
- ♦ Maintains personnel and payroll records as well as departmental budget management
- ♦ Schedules meetings and special events
- ♦ Processes travel advances and reimbursements
- ♦ Processes invoices
- ♦ Calculator check-out

### **Steve Pfaffle, Information Technology Consultant**

**pfaffle@uoregon.edu, 346-5353**

- ♦ Computer and software issues and questions
- ♦ Requests for additional software in office
- ♦ Office technology
- ♦ Installs and maintains computer stations
- ♦ Supervisor of computer lab monitors 8-5 M-F

## **STUDENT EMPLOYEES**

### **Front Desk Assistants**

**346-5428**

- ♦ Assist with office projects
- ♦ Greet visitors
- ♦ Answer office questions
- ♦ Answer phones
- ♦ Check athletes in / out for study hall
- ♦ Act as resource assistant (will assist with educational and tutoring resources)
- ♦ Help maintain a quiet study environment

### **Computer Lab Monitors**

- ♦ Answer questions regarding problems in the computer labs
- ♦ Help maintain a quiet study environment
- ♦ Enforce computer lab rules and regulations

## Building Resources & Hours

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### SSA RESOURCES

In addition to academic advising and tutoring, SSA provides the following resources for students:

- ◆ Math Lab
- ◆ Computer Labs
  - Access to the internet, printers and word processing programs
  - Wireless internet access
- ◆ Graphics Lab
  - Scanning and color printing available upon request
  - Graphic design programs
- ◆ Calculators
  - TI83, TI89, and HP10BII are available for checkout
- ◆ Library with course books and packets
- ◆ Magazines

All resources are for educational purposes only.

### SSA HOURS

#### Fall, Winter & Spring terms

**Monday - Thursday** 8:00 am – 10:00 pm

**Friday** 8:00 am – 5:00 pm

**Saturday** CLOSED

**Sunday** 12:00 pm – 9:00 pm

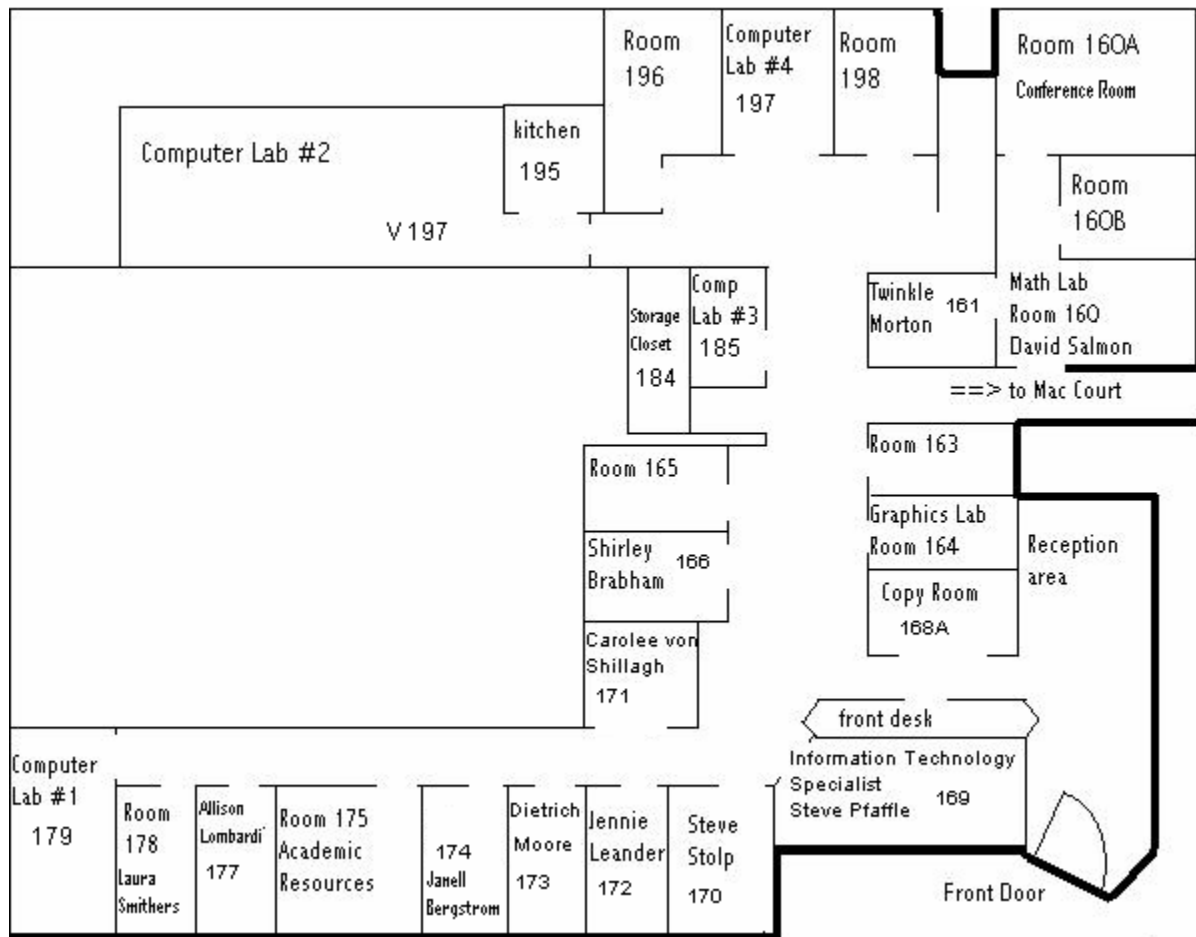
#### Summer term

**Monday - Friday** 8:00 am—5:00 pm

**Saturday - Sunday** CLOSED



## Map



University St.

## SSA Environment

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Our goal is to provide staff and students with a comfortable environment in which to help student-athletes complete their academic goals.

**At Services for Student Athletes we expect that:**

- ◆ Every individual will feel respected at all times in our space.
- ◆ Diversity is honored.
- ◆ The environment is quiet enough that those who need to study can do so.
- ◆ The computers will be used for educational purposes only, UNLESS there are a minimum of two additional computers free at any given time.
- ◆ Cell phones and pagers will be turned off UNLESS you are in the entry-way/waiting area in the front of the office.
- ◆ No food or beverages will be allowed in the Computer Labs.
- ◆ Individual offices and spaces will be respected.
- ◆ All staff requests and expectations that are additionally communicated personally and directly will also be honored (including from student employees).
- ◆ If anything happens in this space that you feel uncomfortable with, we expect that you will let the appropriate staff know either in person, or by filling out an anonymous report sheet.

## **Anonymous Report Sheet**

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### Anonymous Report Sheet

(Turn in to any staff member's box at front desk)

#### **Description of Event**

Description of individuals involved (where appropriate)

**Any additional information that might be helpful to know**

# Office Procedures

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## CHECK-IN/CHECK-OUT SYSTEM

Many athletes are required to have a certain number of study hall hours completed each week from Week 2 through Week 10 of the term.

Students must check-in at the front desk (or with a staff member if no one is at the desk) when they arrive at SSA, and must check-out when they leave. Simply stop at the front desk and give your name. If you do not check out correctly or you leave — even briefly — you will lose the entire amount of time accumulated.

If you do not know whether you need study hall hours, check in and out until you can ask a coach.

## COMPUTER USE

Athletes are welcome to use SSA computers for academic purposes. While you may also check your email or the news, only view appropriate websites. Do not use Instant Messenger programs. If you are using a computer for non-academic reasons, keep it brief. Many students use our office and may be waiting for an available computer for academic work.

Please use the printer paper sparingly.

## SSA LIBRARY/TUTOR RESOURCE ROOM

Books in the SSA Library are for in-office use only. Tutors may use books only while they are here. Please be respectful of others while using the library and maintain a quiet environment.

If you wish to use a book, see Janell Bergstrom to check it out. If you lose a borrowed book, you are responsible to pay for its replacement.



# Tutor Program Overview

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## WHAT OUR TUTORING PROGRAM INVOLVES

Our tutors are full time students at the University of Oregon, who have busy schedules of classes, study, and work. Tutors have learned how to study, how to deal with the challenges of University life, and how to manage their time well to accomplish academic goals. Undergraduate tutors have reached junior standing at the University of Oregon. Many tutors are graduate and doctoral students.

In some cases, tutors are community members who want to remain active in the educational community. In any case, our tutors are caring individuals here to help student-athletes reach academic success.

## UO SSA TUTORS

Tutors will assist you with courses in their major area of study, and use course material from other major areas to help you develop and improve general study skills. Development may include note-taking skills, getting the most out of lectures, reading a college textbook, helping determine a learning style, or writing a college level paper. Tutors will also help you learn how to prepare for exams and to develop critical thinking skills that will benefit them in college and beyond.

You will have individual appointments with tutors that are required every week at the same time. You can also drop in and see you, or other tutors, at unscheduled times. However, drop-in time is scheduled at a minimum and we encourage you to request an appointment. In addition, a tutor may create and facilitate a study group that meets regularly or once before an exam.

## TUTOR QUALIFICATIONS

Tutors working at SSA have:

- ◆ been recommended by professors on campus.
- ◆ received a minimum of a 3.0 GPA in any subject they tutor.
- ◆ demonstrated that they have the knowledge and tools to be successful in the classroom.
- ◆ an interest in the educational process. They are not only talented in a given subject area, but they are interested in passing along this knowledge to any type of student they will meet with.
- ◆ an understanding that students they tutor will have a diversity of interests, strengths, learning styles, opinions, and objectives and tutoring is part of their own educational

# Tutor Program Overview

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## REQUIRED TUTORING PROGRAM DETAILS

The tutoring program equips new students in their first year on campus with a variety of critical time management and study skills. The program also seeks to reinforce these skills with students who have found themselves in academic jeopardy.

Through regularly scheduled weekly meetings with tutors for each of the student's academic classes, students in the tutoring program have the opportunity to work on course material, plan for important class deadlines, and build on general study skills.

At the beginning of each term, students selected for the tutoring program meet will participate in Tutor Sign-Up night on the first Wednesday of the term. This fall, Tutor Sign-up Night will be held on Thursday, Sept. 28th. Student-athletes will meet tutors and create their tutoring schedule. In addition to weekly tutor meetings, students are highly encouraged to come in and meet with drop-in tutors as needed.

Additionally, students who are not selected to be in the required tutoring program, but feel that they would benefit from weekly meetings with a tutor, can arrange for a meeting through the volunteer program or by attending tutor sign-in night. These meetings should be set up through the tutor coordinator.

Any staff member will help you find the tutors you need. The study hall monitor on duty will be aware of who is working, what subjects they can cover, and what their availability is. Any other staff member who is in the building can also help you find this information.

## MATH LAB

- ◆ We have a drop-in Math Lab in room 160
- ◆ Staff will be present and available *most* hours SSA is open

## Meeting with Tutors

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### **SUBJECT SPECIFIC TUTORS & ASSIGNED APPOINTMENTS**

Appointments will typically be in the same room each week. However, due to limited space and varying schedules, you may be in a different spaces depending on the day or time you come in.

Each tutor has a sign that they will put outside of the door of the room they are working in. They will post this sign every time they are in SSA so that students may easily locate them. If the tutor is gone briefly from the room, they will leave a note indicating when they will return.

Pictures of all the tutors will be posted on a board near the front desk along with the subjects they cover. It is good to familiarize yourself with potential tutors for subject areas in which you may be interested or in which you are taking a course.

Next to the tutor's pictures will be a weekly schedule of the shifts they work. This schedule is posted on the board by the day of the week, and tutor's last name, alphabetically. Schedules may change, especially the first few weeks of the term. If you have any questions, you may get current information from Janell Bergstrom, Tutor Coordinator; Shirley Brabham, Office Specialist; or Carolee Von Shillagh, Study Table Coordinator.

### **HOW TO SIGN-UP FOR TUTORING APPOINTMENTS**

There will be an official sign up for tutors open to all athletes on September 28, 2006 (First Thursday of the term). During that time, you will meet tutors and create your own schedule. You will have a tutor for each course you take in the fall.

Additionally, there is an online tutor request form. Visit the SSA website home page and to the left hand side you should see the menu option "Request A Tutor". Follow the instructions and your request will be send to the Tutor Coordinator.

SSA Website: <http://ssa.uoregon.edu>

If you have schedule changes or additions, please see the tutor coordinator or any SSA advisor immediately. If you drop/add classes, let the tutorial coordinator know immediately. You will need to reschedule tutors according to the changes. Also, your notification will ensure there are no unnecessary no shows reported.

# Meeting with Tutors

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## FIRST MEETING OF THE TERM

The first meeting of the term is the most important for students and tutors. There will not likely be a lot of class work to discuss, so it is an excellent chance to get to know your tutor. Discuss with them your reasons for taking the course and your academic interests.

Also, take some time to ask some questions about your tutor. Ask them about their major, or ask about what they thought of the class you are taking. You will be working together for ten weeks, and this first meeting is an excellent chance to get off to a productive start.

You must bring your course syllabus and class materials to each meeting. During the first meeting, your tutor will make photocopies of your syllabus so that he or she can track the progress of the class throughout the term.

You will also exchange emails and phone numbers with your tutor, so that you have a way to get in touch with them outside of your scheduled appointment times. Email/phone communication must be limited to scheduling or re-scheduling of appointments, which occur within SSA office only.

Overall, this first meeting will be an opportunity for you and your tutor to get to know each other and prepare for a successful term.

## WEEKLY APPOINTMENTS

- ♦ Bring a copy of your class syllabus
- ♦ Come to your tutoring session prepared with all course books and packets
- ♦ Bring pencil, paper, and anything else appropriate for the class you might need
- ♦ Come prepared with specific questions to ask the tutor
- ♦ Come prepared with a completed assignment from last week's session, when appropriate
- ♦ Communicate with the tutor what your personal interests and priorities are, as well as how they can best help you.



# Meeting with Tutors

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## GROUP STUDY SESSIONS AT SSA

When several student-athletes enroll in the same class during a term, Services for Student Athletes may offer group review sessions to help students prepare for midterms, finals, and other large projects. These review sessions take place here in the office, in one of our large rooms.

Tutors who are experienced in the subject area lead group review sessions. The sessions offer you the chance to review key course material with a group of fellow students-athletes.

A few days prior to the study session, signs will be posted around the office, letting students know when and where the study sessions take place. If you are enrolled in a class, and there is no study session scheduled, let your tutor or your advisor know that you would like to have one organized.

To make these review sessions as helpful as possible, bring your books, class notes, and a list of questions to ask. There are many benefits to studying in a group, and you will find that many of your classmates share many of the same questions you have. Group review sessions are one of the most popular resources here at the office, and can be extremely useful for all students.

## FLOW OF THE TERM

### Week 1

- ♦ No tutoring appointments.
- ♦ Tutor Sign-up Night at the Casanova Center - held on the first Wednesday of each term

### Weeks 2 – 10

- ♦ Scheduled tutoring appointments take place (individual and group tutoring sessions)
- ♦ Limited drop-in help is available
- ♦ Group study sessions may be scheduled

### Week 10

- ♦ **Dead week is a normal week of tutoring appointments and schedules**
- ♦ Group study sessions may be scheduled

### Finals Week

- ♦ Limited drop-in help is available.
- ♦ If you would like to meet with a tutor during finals week, it is your responsibility to schedule with your tutor ahead of time, depending on their availability.
- ♦ Group study sessions may be scheduled



## Schedule Changes & No Shows

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### SCHEDULE CHANGES

If there is a change in your class or tutor schedule for the entire term, you must inform your tutor and Janell Bergstrom, Tutorial Coordinator.

For any change, it is YOUR responsibility to ensure that this information is communicated. Please understand we are serving a large population and your timeliness is essential to our ability to schedule tutors efficiently. You also want to avoid being recorded as a no-show for an appointment that is no longer necessary. Please be responsible and communicate!

If you are unable to make one appointment, you must inform your tutor directly a minimum of two hours before the appointment. You must also reschedule a time to meet with them that same week. Tutors can be contacted by email, phone (if they have given you their consent to call). You can also speak to Shirley Brabham or leave a note at the front desk. Likewise, the tutor coordinator can be contacted by email, phone, in the office, or with a note in the mailbox at the front desk.

### NO SHOWS

If you do not show up to a tutoring appointment and you have not communicated with your tutor a minimum of two hours prior to the appointment and rescheduled, your tutor will report you as a no show. You will also be marked as a no-show if you are more than 15 minutes late.

This applies to any and all students who have mandatory tutoring, regardless of the team you are on or your GPA. Daily, an email will be sent to Tim Bruegman, Leanne Pascua, and the academic advisors, informing them who has not shown up to appointments.

**NEW SSA POLICY: If you are a no-show for three appointments, you will be scheduled with another student for your remaining appointments.**

Specific consequences for no shows (monetary and otherwise) vary from coach to coach and team to team. If you have any questions about consequences, please direct them to Tim Bruegman or Leanne Pascua in the Casanova center.

# Tutor & Student Expectations

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## EXPECTATIONS OF THE TUTOR

1. Have a complete lesson plan for each session
2. Complete a written summary of the session
3. If student does not show to a mandatory appointment, report as a no show
4. Review Notes
5. Clarify Concepts
6. Answer questions
7. Interpret texts
8. Explain/demonstrate problems
9. Review materials for test
10. Model effective learning techniques
11. Be consistent in enforcing SSA policies/ NCAA guidelines

## EXPECTATIONS OF THE STUDENT ATHLETE

1. To be on time for every tutoring session
2. Bring appropriate textbooks, writing implement and paper.
3. To give timely information about class assignments completed and upcoming home work and tests.
4. Be respectful to the tutor and others who may be in the same session or the same room.
5. Participate in the tutoring session
6. Utilize the tutor as another resource, not as a replacement of the teacher/Professor.
7. Complete any tutoring assignments that may be given
8. Going to your tutoring sessions will not be used as make-up for missing classes. The only exception is mandatory travel for your sport.

## Tutor/Student Agreement Form

I understand and agree to the terms of the Student Athlete/Tutor agreement. I also understand that if I do not abide by the expectations that have been mentioned that I am in violation of the agreement, and it may result in the loss of tutoring services for the rest of the semester for the student-athlete.

Student Athlete \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Acknowledgement — Read, Sign, Detach & Turn In

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- I have received my copy of the University of Oregon SSA Orientation Manual and agree to review it's contents.
- I will use this guide to help me understand my responsibilities as a student athlete at the University of Oregon.
- If I am unclear about any policy or rule, it is my responsibility to seek the advice of my Academic Counselor at Services for Student Athletes.
- If change occurs regarding new rules, policies, or revisions, I understand that the staff at Services for Student Athletes will make every effort to inform me of the changes.
- I understand that all current NCAA, Pac-10, and university rules and regulations are not included in the manual.
- I have covered the policies and will adhere to those policies and forthcoming policies at Services for Student Athletes.

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Student athlete name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date