

SABANCI UNIVERSITY
CIAD-ACADEMIC SUPPORT PROGRAM
CONTRACT
FOR WORK-STUDY STUDENTS

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I. RESPONSIBILITIES OF ACADEMIC SUPPORT

A. PURPOSE

To help employees perform their duties in the most complete, effective, and time efficient way in accordance with the Academic Support Program's (ASP) mission. To contribute to the development of the program in a responsible way and to help employees develop a coherent sense of their commitment by clearly communicating responsibilities.

B. OBLIGATIONS OF ACADEMIC SUPPORT

1. To give employees access to the required archives of class materials.
2. To provide space for study sessions, workshops and any other functions to be conducted within ASP.
3. To coordinate communication between the university administration and other administrative/academic staff.
4. To provide relevant background information and preparatory training.
5. To take necessary precautions to have work-study stipends deposited on time.

C. WORK PLACE, DURATION and PAYMENT

1. Work-study students work under CIAD, the Academic Support division of Sabancı University.
2. The work place consists of University Center Rooms 1002, 1003, 1005, 1006, and the ASP meeting room. Work-study students are required to conduct all Academic Support activities in the rooms specified above.
3. Contracts are valid for one semester beginning on the date of signature and are only renewed if determined necessary at the beginning of each semester. The contract does not guarantee the continuity of work for the following semester.
4. A work-study student may work a maximum of hours per month, with earnings of 7 YTL (seven New Turkish Liras) per hour. Thus, the contract guarantees a maximum pay of 280 YTL (two hundred and eighty New Turkish Liras) per month.

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**II. RESPONSIBILITIES AND DUTIES
OF WORK-STUDY STUDENTS**

A. GENERAL RULES

1. All work-study students are required to have a cumulative GPA (CGPA) of at least 3.50 and they must have passed the course in which they tutor with a grade of A- or higher.
2. Student requests pertaining to homework, projects, take-home exams, and any other graded class requirements are not to be met.
3. It is strictly forbidden to conduct any studies that would lighten the workload of students, or negatively affect their attendance or interest in their classes in any way within or outside of CIAD.
4. Work-study students are responsible for the safekeeping of class and study materials, as well as computers, tables, chairs, keys, and other ASP equipment.
5. All work-study students must be at study sessions, and seminars and workshops in which they are participating at the exact times they have previously committed to. If, for any reason, they are going to be late or unable to attend, they must inform the ASP administration in advance and are responsible for finding a backup.
6. Work-study students are required to take attendance at seminars and workshops, and to fill out the ASP follow-up form in its entirety for study sessions.
7. Work-study students are responsible for all duties assigned by the ASP coordinators.
8. ASP coordinators are also responsible for duties assigned to their assistants.
9. Work-study students are not allowed to use the Academic Support title as a reference for seminar, project, workshop or presentations in classes, discussion groups or any place else where grades are involved (i.e.. exams, laboratories, assignments) without ASP's approval.
10. Work-study students are never to reveal any information given to them as 'confidential' during and subsequent to their employment at ASP.
11. Work-study students are responsible for attendance at all training sessions, general meetings, small group and all other required meetings.
12. Behavior and views expressed by work-study students within all academic environments (class, internet, etc.) must be in accordance with SU's rules, regulations and general code of ethics.

B. STUDY SESSIONS

Work-study students:

1. Must be prepared for study sessions.
2. Must correctly answer all questions about classes and other academic subjects. If they do not know the answer, they are required to find out by consulting faculty members or ASP administrators and relay it back to the student.
3. Must check the physical conditions of the room in which the tutorial will take place and make any necessary adjustments.
4. Are responsible for maintaining order during the study sessions and must provide a peaceful environment in which students can study.
5. Should act as a moderator during the study sessions and not lecture.
6. Should encourage students to attend classes, problem solving sessions, laboratory studies and any other similar programs, as well as advocate use of instructors' office hours.
7. Should direct students having difficulties and problems that are not within their scope of responsibilities (i.e. psychological, financial) to seek appropriate professional help.
8. Should hold study sessions regularly every week. If, for any reason, a week's study session is skipped, it must be made up.

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C. ARCHIVING and DOCUMENTATION

1. Work-study students are responsible for preparing reports regarding all activities in which they have participated. These reports include:
 - Taking attendance at seminar and workshops and composing a list of attendees.
 - Filling out the ASP follow-up form for tutorial sessions, then providing a report to the ASP coordinator regarding the updated information.
 - Filling out the timetable for extra work hours.
 - The ASP administration is authorized to request oral or written reports or forms to be filled out regarding any topics in addition to the ones mentioned above.
2. Work-study students are responsible for completing all forms accurately and on time. They must keep in mind that the information they provide will be used in semester activity reports.
3. Work-study students must update all ASP class materials and files. This includes keeping track of all course information posted on the web and archiving them according to ASP coordinators' instructions.

III. DISCIPLINARY MEASURES

1. If the obligations above are not met, the ASP Executive Committee is authorized to take the appropriate disciplinary measures.
2. ASP administrators will usually issue a verbal warning after the first offense.
3. Based on complaints and/or previously issued warnings, when there is belief that there may be repetitive neglect of responsibilities, ASP administrators are authorized to notify the ASP Executive Committee of a peer assistant's situation for it to be discussed and the appropriate action to be determined if deemed necessary.
4. If the peer assistant omits his or her duties, the ASP Executive Committee will issue a warning and a deduction of no less than 25% will be made from the peer assistant's work-study stipend based upon previously determined salary criteria.
5. If these violations continue, the ASP Executive Committee will unilaterally nullify the contract and cancel the peer assistant's work-study scholarship..
6. Any work-study student who violates the rules, regulations or academic ethical standards of Sabancı University will immediately be dismissed from the Academic Support Program.
7. The ASP Executive Committee has the right to terminate the employment of peer assistants, without providing a reason, as long as they announce their decision fifteen days in advance and pay the appropriate amount of the work-study stipend for those fifteen days.
8. If class materials, books, other academic aids, computers or any other equipment belonging to ASP is damaged, the cost of the damages will be deducted from the responsible peer assistant's work-study stipend. If it is unclear who is responsible, in the name of fairness, an equal amount will be deducted from each peer assistant's work-study stipend in order to cover the damage.

Date: / /

Work-Study Student

Name:
Signature:

ASP Coordinator
Member of CIAD Executive Committee

Chair, Executive Committee of
ASP Peer Study and Discussions Sessions

ASP Administrative Specialist