

Sam Houston State University
Kappa Mu Chapter, Beta Alpha Psi Candidates
Accounting Tutoring Lab Sign-Up - Fall 2018

This is due no later than September 7th

Please Print Legibly:

Name: _____

Phone: _____

Email: _____

Please mark the times below with an **X** that you are **AVAILABLE** for tutoring throughout the semester. You may indicate a preferred time (mark this time with a 1), however make sure you have marked all available times since you are not guaranteed to be assigned to your first choice.

The lab schedule for this semester is as follows:

	Monday	Tuesday	Wednesday	Thursday
2:00 - 2:30 pm				
2:30 - 3:00 pm				
3:00 - 3:30 pm				
3:30 - 4:00 pm				
4:00 - 4:30 pm				
4:30 - 5:00 pm				

You will be notified of your schedule via the email provided by Sunday, September 9, 2018.

The Tutoring Lab will be open Tuesday, September 4, 2018 through the last Thursday of regular classes, November 29, 2018.

Candidates begin working in the Tutoring Lab on Monday, September 10, 2018.

Email mdj016@shsu.edu if you have any questions.

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Both pages of this form must be handed to the VP of Membership, Melissa Hancock, on or before Friday, September 7th, 2018. It is suggested that you turn this in at the meeting September 4th,

Please make a copy for your records

Further information regarding your candidate opportunity to tutor in the Accounting Lab is detailed below. Carefully read this information and then sign and date at the bottom and return as noted:

You must work a minimum of one hour in the lab each week the lab is open. You will be tutoring Accounting 2301 (Principles of Financial Accounting) and 2302 (Principles of Managerial Accounting) students.

Tutors are only required to **HELP** students; Tutors should not do the homework for the students or let the students simply copy from any homework solution manuals. If they are made available, the homework solution manuals **MUST NEVER LEAVE** the accounting lab and must be returned to an assigned secure location when the lab closes each day.

Most, if not all, of you will be responsible for making **ONE** short announcement to publicize the accounting lab in either an ACCT 2301 or 2302 class. You will receive an email containing the specific class for your announcement along with your scheduled tutoring time(s).

After making the beginning of the semester announcement in ACCT 2301 or 2302, you will have the instructor of that class sign a form indicating that you have made the announcement. You will need to return the form as instructed.

Regular attendance will be taken in the lab through sign-in/sign-out sheets and you are allowed **ONE excused absence**. You are responsible for signing-in/out each day. If you are not in the lab when it is periodically checked and you are signed-in, you may lose your candidacy. Please do not sign up for a time if you feel that you may not meet your obligation.

My signature below indicates that I understand and I am in agreement with the requirements of the accounting lab.

Signature: _____
Date: _____

You will begin working in the tutoring lab, SHB 108, on Monday, February 5, 2018.