In accepting the position as a Student Instructor with the SFA 101 Program, I understand that I am required to uphold a certain set of standards. These standards have been established to ensure the best possible experience for myself, my students, and/or the faculty and staff that I will work with in order to promote the feeling of camaraderie, professionalism, respect and caring, which are essential to the SFA Way.

In addition to completing the Human Resources application online (www.careers.sfasu.edu; posting # SA2018-350), you will also need to complete the following packet in its entirety and submit any Human Resources documents required. Please return this packet to the Student Success Center (2nd floor of the Library, room 203). Feel free to contact Dr. Brittany Fish with any questions at (936) 468-5803.

Contact Information:

First Name: __________________________   Last Name: __________________________
Student ID#: __________________________   Instructor: __________________________
MySFA Email: __________________________   Phone: __________________________

Additional Information:

Are you working in another department on campus for the fall semester?  □ YES   □ NO
If yes, please list other departments and number of hours you are working.

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<th>SFA Department</th>
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OFFICE USE ONLY

□ HR Application   □ Go Card   □ EPAF Approved
□ SI Forms Packet □ EPAF Generated □ OSRR Approved
Please read each section below in acknowledging that you understand the requirements and expectations of the Student Instructor position as related to the SFA 101 Department and university policies.

1. **Student Instructor Professional Code Agreement**
   I have read and understand the Student Instructor Professional Code (see last page of packet) and agree to comply with all areas. I understand that any and all violations of the Student Instructor Professional Code are serious and will be dealt with on a case-by-case basis. Possible consequences may include termination from this position. Please remove the Professional Code page and keep with you!

   Signature

   Date

2. **Conflict of Interest**
   As an employee or student employee of SFA you are required to complete the annual Conflict of Interest Survey per University policy. This survey must be completed by September 15th. The survey is available under the Student Employee Tab in MYSFA, Self Service Banner, Employee Conflict of Interest Disclosures. This survey must be completed regardless of whether any conflict of interest exists.

   Signature

   Date

3. **Judicial Authorization**
   I am applying for a position with the SFA 101 Freshman Success Department and by signing this form I am authorizing the department to review any records concerning me maintained by the Office of Student Rights and Responsibilities for the purpose of evaluating my application for the position.

   Signature

   Date
4. **Student Instructor Meeting**

I understand that part of my role as a Student Instructor is to attend a weekly meeting with the Program Coordinator and other Student Instructors. **This meeting will be held on every Tuesday of the semester at 4 PM.** This meeting will be part of my work hours.

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5. **Student Employment Policy 10.6**  
**Last Revision:** July 24, 2018

This policy pertains to students employed in student assistant positions and/or college work-study student assistant positions. Student employees may not exceed 115 total working hours per month (approximately 26.5 hours per week). This limitation applies to all semesters, for the dates between the semesters, including summers and holidays. Total working hours are any hours worked and owed compensation as defined by the Fair Labor Standards Act (FLSA). Total working hours may not exceed forty (40) hours in one week.

I agree to notify the SFA 101 office if at any time I exceed **26.5 hours in one week.**

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I understand that by the virtue of my employment with SFA 101 at Stephen F. Austin State University, I may have access to records, which contain individually identifiable education information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violate Stephen F. Austin State University's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.
In accepting the role of SFA 101 Student Instructor (SI), I understand that this position requires that I meet a certain set of standards. I will be held to a higher standard of behavior than my fellow students and will be expected to demonstrate responsibility and professionalism at all times. I will strive to fulfill the mission of the SFA 101 program by exemplifying the following standards:

- **Commitment:** I understand that I am committing to working 5 hours per week for the Fall term. 2 hours are class hours, 2 are for class preparation or student conferences as determined in consultation with instructor, and 1 hour for attending SFA 101 Student Instructor mandated meeting held each week at the designated time.

- **Social Media:** As an SFA 101 SI, I understand that I am seen as a 24-hour role model, therefore my social media content will represent that to students and parents. In addition to my page being set to private, I may be asked by the SFA 101 Instructor or SFA 101 Office to remove questionable material from my page at any point.

- **Example:** I recognize that I am a role model for other students. I will set a positive example for all new students by showing respect for all members of the faculty, staff, and administration.

- **Professionalism:** I will maintain a high level of professionalism at all times, which includes maintaining the boundaries between Student Instructors and SFA 101 students. I will not make sexual advances toward students in my SFA 101 class.

- **Promotion:** I will not promote or encourage new students to use alcohol or any illegal substance. I will not give information related to bars in the area. I will answer “drinking” and “drug” questions by explaining the many social alternatives available at SFA and in the local area, and the consequences of engaging in such activities.

- **Partying:** I will not engage in any activity that could be seen as “partying” with any SFA 101 students.

- **Consequences:** SFA 101 SI found guilty of violating SFA 101 and/or university policy will have a consultation with the SFA 101 Coordinator. At that time, the appropriate disciplinary actions will be taken.

- **Attitude:** I will accept all responsibilities with a professional and positive attitude. I will remember my role as a mentor and be patient and understanding in my dealings with new students. As a representative of the university, I need to make every effort to present both Stephen F. Austin State University and myself in the best light possible. I need to be aware that my actions have the ability to influence people's opinions of both the University and myself.

- **Support:** My fellow student instructors will act as my sounding board and will help me through tough times. I will also be ready and willing to assist them.

- **Dependability:** I will fulfill all of my responsibilities as a Student Instructor: attending all SI training sessions/meetings, being on time and present for all required activities, making accurate referrals when needed, providing support to my instructor and students, and completing documentation and reports in a timely fashion (including weekly time sheets).

- **Accuracy:** I accept that I will be asked some questions that could receive a more informed answer from a different source. I will answer all questions to the best of my ability and will refer any questions that I am not able to answer with certainty to the appropriate person and/or department and return the information to the SFA 101 student.

- **Awareness of Diversity:** I will be sensitive to the uniqueness of each situation and the individuals involved thereby promoting an understanding and respect for various opinions, values, and cultural backgrounds. I will not tolerate any incidents of prejudice or biases related to gender, race, ethnic origin, sexual orientation, religion or ability. I will make every effort to give equal attention to all students and will avoid “playing favorites”.