

STAFF MEETINGS

All Upward Bound tutors are expected to attend weekly staff meetings. The meeting dates, times and meeting room will be determined on September 30, 2006 during staff training.

Important information about students' academic progress is discussed at weekly staff meetings in addition to any concerns you might have about your student(s). Speakers may be scheduled to conduct workshops pertaining to learning styles, study skills, listening skills, reading techniques and Hope College resources in an effort to help you meet students' needs.

Your input and participation are very important during each of these meetings. Tutors and teachers are paid for the time spent in staff meetings, therefore, these must be included in your hours reported to Payroll.

**PLEASE CALL THE OFFICE BEFORE NOON IF YOU ARE
UNABLE TO ATTEND A SCHEDULED MEETING!**

THANK YOU!

