

*Office of Academic Enrichment*

**Tutor (Misc. Wage) Standard Operating Procedure  
Meeting Sign-In Form**

I, (employee's name, see below) have received a review of this standard operating procedure (SOP) by a member of management. I have received a copy of this standard operating procedure and understand its content. I also understand that if I do not follow the SOP expectations, disciplinary action may be taken, up to and including termination of my employment with University of Delaware.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Objective: To give all tutors information regarding work policies.

Meeting Program Contents/Topic: Review tutoring polices, goals and expectations.

Presented by: Corrin Omowunmi, Academic Success Coordinator

Handouts: Standard Operating Procedure document

Location:

1. \_\_\_\_\_  
Print Name Clearly Signature