



**Cornell University**  
**Prison Education Program**  
453 Day Hall | Ithaca, New York 14853

**Memo of Understanding**  
**CPEP Instructor**

Name: \_\_\_\_\_ Cornell ID: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Title: \_\_\_\_\_

Days you are available to teach:  Monday  Tuesday  Wednesday  Thursday

Time of day you can teach: (you must be at the facility 1/2 hour before your class)

8am–10:30am  12pm – 2:30pm  7pm – 9:30pm

Can you provide transportation, **even during winter months**?  Yes  No

If not, do you have a driver's license and are you willing to drive if a car is available?  Yes  No

Please read, then sign and return to CPEP office if you agree to the requirements for Instructors:

**Program Expectations:**

1. Understand that by teaching in Auburn Correctional Facility, you will be working in an environment where the normal flexibility we enjoy in society is typically not available. The bureaucracy and rules that exist there cannot be challenged. Failure to adhere to the rules or to question the rules with prison officials can result in your being prohibited from participating in the program, but more importantly can jeopardize the strong relationship that CPEP has developed with Auburn Prison.
2. You should be familiar with the CPEP handbook and its contents.
3. You are expected to arrange EPC approval with your department unless otherwise instructed by the program coordinator.
4. You may not participate in any other programs at the facility while you are part of CPEP.
5. Men and Women's Clothing: must be appropriate and in keeping with Department of Corrections requirements for all visitors: **Women CANNOT wear LEGGINGS, halter tops, shorts, miniskirts, see-through clothing, sandals, plunging necklines, scarves, shoulder bearing shirts, spaghetti strap shirts, tight jeans or sweatpants. LEGGINGS ARE NOT PANTS. No person can wear GREEN clothing of any kind.** Failure to follow these rules will result in **your not being admitted.**