



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

Memo of Understanding
CPEP Teaching Assistant

Name: _____ Major: _____ Semester: _____

Area of Interest: _____

Areas NOT of Interest: _____

Days you are available to TA: Monday Tuesday Wednesday Thursday

Time of day you can TA: (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

Program Expectations:

1. You understand that Men and Women's Clothing: should be appropriate and in keeping with Department of Corrections requirements for all visitors: You CANNOT wear LEGGINGS, halter tops, shorts, miniskirts, see-through clothing, sandals, plunging necklines, scarves, shoulder bearing shirts, spaghetti strap shirts, tight jeans, sweatpants, GREEN clothing (or coats...), etc.. LEGGINGS ARE NOT PANTS. If in doubt, you should not wear questionable clothing because you will not be admitted.
2. You agree to attend ALL scheduled classes and keep up with ALL assigned reading and duties. If you have a prelim on a class day you must notify the CPEP office ahead of time.
3. You may not participate in any other programs at the facility while you are part of CPEP.
4. You understand that if you start a personal relationship with a student you will be immediately dismissed from the program and will be subject to criminal charges.
5. You must attend two mandatory meetings during the semester. No exceptions.

Please sign and return to CPEP office if you agree to the requirements for CPEP teaching assistants:

Signature

Print Name

Date