Questions about timesheets:
- Where can I find mine?
- What if I don’t work during the pay period?
- How often do I fill it out?
- What if I don’t have one?
- What do I do with it after I complete and sign it?
- What if I sign mine after the pay period ends?

Questions about work contracts:
- What paperwork do I need to complete to work on campus?
- What if my work contract doesn’t match what I thought I was hired for (hours, position, etc.)?
- What if Student Financial Services says I am unable to work?
- What if I want to transfer my work hours from the Academic Support Center to another office on campus?

Questions about classrooms, office supplies, etc.:
- What if I’m having trouble using the online classroom scheduling program?
- What if I need colored chalk, whiteboard markers, etc. for my prefect sessions?
- What if I need someone to make copies of a practice quiz or other handouts I want to give students?

Questions about being a Prefect:
- What if I have a great, surreal, or not-so-successful session and need to share, vent, or just talk it out with someone?
- What if I have problems with the professor?
- What if the active- and collaborative-learning strategies I learned in training aren’t working?
- What if I have a student who dominates my prefect sessions?
- What do I do if lots of students are asking me for one-to-one tutoring?
- How do I get a textbook for the course?

Whom Do I Talk To If...?:
The Prefect Program

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