

Course Number: 98 - ____

Course Name: _____

Student College Fall 2022 Contract

The Stuco Instructor agreement is made effective as of August 29, 2022, and extends until December 22, 2022.

Terms

- The course proposal cannot duplicate another course already offered through regular university channels.
- Each instructor will receive 3.0 University free-elective credits through the StuCo Practicum course number (98-000A).
- All students will receive 3.0 University free-elective credits for each StuCo course completed successfully.
- All StuCo courses are Pass/No Credit.
- StuCo courses are only permitted to run on weekdays AFTER 6:30pm (exceptions will only be made at the executive committee's discretion).
- StuCo does not have course funding. StuCo instructors are permitted to request a modest, required course fee to cover materials, if necessary.
- If there needs to be any TA's, the instructor must have any TA sign the StuCo TA Contract and report all TA's to the StuCo Executive Board.
- Enrollment Services has full discretion and control over the classrooms assigned for StuCo.
- All concerns and issues will be directed to the StuCo executive committee at cmustuco@gmail.com

AS A TEACHER YOU SHALL BE HELD RESPONSIBLE FOR :

1. COMPLETING ALL DUTIES.

- a. You must make yourself, or your successor, available for re-interviews the semester before you plan to teach.
- b. For courses involving multiple instructors, each instructor should plan to attend all class sessions; i.e. it is not acceptable for people to take turns attending the class. You must not skip lectures unless you have explicit permission from the executive board.
- c. You must follow the Carnegie Mellon Academic Calendar and submit Midterm and Final Grades for every student.
- d. You must monitor the attendance for all students and any student that exceeds two (2) unexcused absences must be failed.
- e. Appreciable tardiness should be treated as an absence. If you have a 50-minute class, and a student misses 15 minutes or more of the class, that should be counted as an absence. If you have a 110+ minute class, and a student misses 30 minutes

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2. PROMPT COMMUNICATION.

- a. You must read and reply to all official communication in a timely fashion, as it expedites executive procedures and benefits the executive committee, instructors and students.
- b. Any and all polls sent out by the executive committee must be completed within 48 hours of receipt.

3. BEST EFFORTS

- a. You must employ your best efforts towards your students and the executive committee. Being in charge of students is a big responsibility and you are expected to put at least 3 hours of work every week into your class. Your students look up to you as role models and thus you must always behave with respect towards them.

4. PENALTIES

- a. StuCo instructors that violate this agreement will have their teaching privileges reviewed by the executive committee and may be subject to restrictions regarding teaching future courses.

This letter shall be governed by the substantive laws of Carnegie Mellon University, local, state and federal laws without regard to conflict of law principles. This contract constitutes the entire understanding and agreement between the parties hereto and their affiliates with respect to its subject matter and supersedes all prior or contemporaneous agreements, representations, warranties and understandings of such parties (whether oral or written). This letter may be amended only by written agreement, signed by the parties to be bound by the amendment. This contract shall be construed according to its fair meaning and not strictly for or against either party.

By signing I agree to all the terms and conditions mentioned heretofore and also agree to uphold this contract in its letter and spirit.

Print

Sign

Date
