

Course Number: 98 - ____

Course Name: _____

Student College Contract

The Stuco Teacher agreement is made effective as of January 14, 2019, and extends until May 12, 2019.

Terms

- The course proposal cannot duplicate another course already offered through regular university channels.
- Instructors will earn 3.0 University free-elective credits through the StuCo Teaching Practicum, 98-000A. Instructors must act promptly on all requests and assignments for completing assigned tasks (including submitting grades by the deadline, making syllabus updates, attending the beginning-of-semester meeting, and creating/modifying a course profile). Lack of response to communication or failure to complete tasks will result in a no credit grade for 98000.
- 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 teachers are permitted to request a modest, required course fee from students in the course to cover materials, if necessary. Any source of funding (including a course fee) must be approved by StuCo Exec.
- Enrollment Services has full discretion and control over classrooms assigned for StuCo.
- All concerns and issues should be directed to StuCo Exec 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. You must add the StuCo Course Administrator as a proxy instructor to your course in S3 online.
- c. You must not skip lectures without explicit permission from the executive board.
- d. You must follow the Carnegie Mellon Academic Calendar for classes and assign Midterm and Final Grades for every student by the date which is communicated to you by the StuCo administrator. Note: this is earlier than the date typically announced by the registrar.
- e. You must monitor the attendance for all students and any student that exceeds two (2) unexcused absences must be assigned a No Credit grade.
- f. 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 or more, this should also be counted as an absence.

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- g. You must conduct the class in the assigned room. Any change of location requests must be made through the StuCo Executive Committee and StuCo Course Administrator.

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

Date

Sign
