



Latin America Studies Institute
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**Instructor Rules
 and Responsibilities
 Contract 2008**

Because I, _____, am part of LASI (Latin America Studies Institute) and receive payment for the services that I render as a representative of LASI, I understand the following:

- I am required to teach the courses that I have been contracted for but I realize that not all courses will always be taught.
- I will be responsible for preparing all of my courses. This will include, making necessary photocopies, gathering additional course materials to supplement the provided class activities and exercises.
- I will arrive at least 10-15 minutes before time for class in order to be able to start and end class on time.
- I am responsible for grading all of my students' coursework.
- I may supplement the course by adding activities and exercises but may not change the course program nor remove fixed assignments (i.e. exams).
- I will only receive payment upon completion of all of my duties.
- My pay is based upon the course and number of courses that I teach, so it may vary from paycheck to paycheck.
- If I need to travel outside of Philadelphia to teach a course I will receive \$0.50 per mile in addition to my regular pay.
- In the event of an emergency and I need to cancel or reschedule a class, I MUST notify my program director immediately and the student at least 24 hours in advance of class meeting time or by 4:00pm the day before, whichever is sooner. Either a substitute instructor will be provided in order to keep the class appointment or the class will be rescheduled without any penalty for the student as per the preference of the student. This action may result in disciplinary action depending on the recommendation of the Program Director (in the event that is found to not be an emergency). In the event that I do not notify my student, the student will receive a refund for the missed class, which will be deducted from my pay.

If I comply with these rules, I will be allowed to continue to represent LASI for as long as there are courses available to teach (during the length of my contract) or the end of my contract.

If I fail to comply with these rules, my contract may be cancelled or voided. In the event that the contract is not cancelled nor voided, I may be subject to additional forms of disciplinary action.

My contract may be renewed based on a mutual agreement between myself and LASI's Executive Board.

LASI reserves the right to make exceptions or changes to these rules at any time, for any reason in order to enhance the efficiency and quality of service offered at the Institute. All instructors will be notified of any subsequent exceptions and/or changes in writing.

Instructor's Name	Date
Instructor's signature	Date
Program Director's signature	Date