

North Seattle Community College
Continuing Education Instructor Code of Conduct

Thank you for bringing your talents to our department and for making a difference in the lives of community members. Instruction is the backbone of Continuing Education and the reason for our successes. We would not be where we are today without the continued enthusiasm, dedication and flexibility of our Instructors.

Please remember that as an Instructor you represent our department and our college to the community. You have a unique opportunity with your words and actions to positively impact students' perspective about Continuing Education and about North Seattle Community College. Thank you for taking this responsibility seriously.

Instructor Expectations:

- Respond promptly to the quarterly scheduling email from our office and request any date, time, location or description changes. The quarterly scheduling email is also a great time to propose new class ideas.
- Provide the Continuing Education office with textbook information and/or supply lists at least one month before the start of class so we can make them available to students.
- Set aside the dates and times of your class and keep them open. Last minute changes decrease enrollments and aggravate students.
- Arrive to class ahead of time to ensure that the door is unlocked and your required setup is complete prior to the start of class. This also allows you to greet students as they enter the room.
- Always start and end class at the scheduled times. Please do not wait for students to arrive.
- Learn student names in the beginning of the quarter and use them often.
- Always let students into your class that are not on the roster, make them feel welcome and let the Continuing Education office follow up with them for registration and payment information.
- Send the Continuing Education office the names of any students not on your roster within two business days of the start of class. Include name, phone numbers and email address.
- Leave the classroom in the same condition as it was for the start of your class (erase white boards, turn off computers, turn off lights, return tables and chairs to their original configuration, etc.).
- If your classroom is not an appropriate setting for your class, please inform the Continuing Education office immediately and we can investigate whether another room is available.
- Students should be referred to other Continuing Education classes or to the office staff for additional training. Your personal tutoring services should not be advertised in any way to your students. If a student requests personal or company training, that can only be set up through the Director as contract training.
- Please do not discuss your political views with the class and please do not ever discuss with students your concerns with the program, the room location, the timing of the class, etc. These concerns are best addressed by speaking to the Continuing Education office directly so we can improve the experience for everyone.
- Please communicate openly with the Continuing Education office about your needs, concerns, successes and new class ideas. Happy instructors = happy students so we always want to do our best to meet your needs!