Contract

I, _______________________________ , hereby accept the position of Assistant Teacher for _______________________________ , who will be teaching _______________________________ in the (instructor[s] in charge of course) _______________________________ (language, course, section) _______________________________ of _______________________________ .  

(semester) (year)

In doing so I understand that

a) I am accepting a position that is part of the official College business, and that my conduct in this position is therefore subject to the Honor Code;

b) failure to carry out the following duties and responsibilities may negatively affect my status at Davidson College.

I agree to:

1. meet with the supervisor and/or the instructor in charge of the course as frequently as deemed necessary and to remain in close contact throughout the semester, stating immediately any problems or difficulties that might arise during the AT sessions and supplying a written report of the nature of the activities and material covered during each and every session as well as an accounting of student attendance.

2. prepare at least one hour outside of the training sessions for every hour that will be spent in those sessions.

3. meet each and every time with the AT group in accordance with the schedule established at the beginning of the semester; to begin the sessions promptly and to retain the group for a full 50-minute session. In the case I am not able to meet with the group, I should arrange for my own replacement and contact the supervisor and the instructor in charge of the course immediately.

4. discuss the possibility of any changes in scheduling or room assignment with the supervisor and the instructor in charge of the course in advance of making any changes.

5. always remain in the target language during the training sessions and not engage in any grammatical explanations, referring any questions to the instructor of the course.

6. welcome the supervisor and/or instructor in charge of the course on announced as well as unannounced visits and discuss observations made during those visits.

7. respond promptly to any communication received from the supervisor and/or instructor in charge of the course or the departmental assistant.

8. electronically submit my monthly time by the last day of the month to be approved by the supervisor. Failure to do so may significantly delay payment.

_________________________ ___ ____________  
(student signature, date) (supervisor, date)