



Statement of Expectations 2016-2017 Contract Instructors

As an Instructor for the Sprott School of Business, we ask that you please take some time to review the statement of expectations listed below and sign to acknowledge that you understand and will follow these expectations.

I am aware:

- 1) that course outlines must be submitted to teaching@sprott.carleton.ca at least 3 weeks prior to the start of each term of classes.
- 2) that my contract must be signed (accepted) online through my Carleton mail account.
- 3) that book orders for courses that I am an instructor for must be submitted to teaching@sprott.carleton.ca at least **4 weeks** prior to the start of classes.
- 4) that re-scheduled mid-term tests/exams need to be scheduled through the on-line request form at <http://sprott.carleton.ca/facultyservices>.
- 5) that all issues pertaining to course delivery, and all queries, must be directed to teaching@sprott.carleton.ca for resolution.
- 6) that complaints from students, if substantive, should be forwarded directly to the appropriate Associate Dean.
 - Undergraduate – Dr. Howard Nemiroff (howard_nemiroff@carleton.ca)
 - MBA/MACC – Dr. Lorraine Dyke (lorraine_dyke@carleton.ca).
- 7) For undergraduate contract instructors: Final grades **MUST** be submitted through the e-grades system no later than **10 calendar days** after the final exam or end of class, whichever is later. For MBA/MACC contract instructors: Final grades **MUST** be submitted through the e-grades system no later than **10 calendar days** after the final exam or end of class, whichever is later.

Name (print & signature)

Date