



Condition and Terms for Community Education Instructors

1. DACC Community Education agrees to assume all responsibility for administrative activities associated with courses, including arrangement for facilities and equipment. Request for special equipment by instructors not referenced on the course proposal should be directed to DACC Community Education at least two weeks prior to the start of courses, whenever possible.
2. Instructors will be paid in accordance to the DACC Community Education Pay Schedule. Courses that have less than four (4) registrants will be canceled approximately three days prior to the start of the course and instructors will be notified.
3. Beginning with fall 2013, course evaluation forms will be sent directly to course participants via email after the course has ended. It is the responsibility of the instructor to let students know the evaluations will be coming to their email and to encourage students to complete this anonymous survey.
4. Instructors agree that once this agreement has been executed; there will be **NO CANCELLATIONS, SUBSTITUTIONS, AND OR CHANGES TO CLASS OFFERINGS.**

Printed Name: _____

Signature: _____

Date: _____