

Teacher Agreement Form

Welcome to the Educational Studies Program's Summer HSSP!

Teacher Rights

You can expect:

1. *From the program directors:*
 - Guidance: if you have a question about anything, they should answer it or refer you to someone who can.
 - Space sufficient for your class.
 - Other reasonable resources required for the class.
 - Reimbursements for all approved class-related expenses.
 - Reimbursements for approved social activities (e.g. a Frisbee for an Ultimate game at lunch).
2. *From the students:*
 - Regular attendance, and advance notification if possible of absences.
 - Respectful, cooperative behavior.
 - No swearing, drugs, or other indecent activities.

Teacher Expectations

You agree to:

- Commit to punctual attendance at every class during the session. Inform the directors *immediately* you can't make it to a class on time or at all, so we can try to arrange for a substitute or, if necessary, cancel the class. Except in extraordinary circumstances, you may not cancel a class without contacting the directors first. (*This expectation is both for fairness to the students who attend and for MIT liability reasons.*)
- Provide a detailed syllabus of the course ahead of time.
- Fulfill teacher training requirements like interviewing with the directors and attending teacher training sessions.
- Provide your students with as interesting and engaging lessons and activities as possible.
- Get director approval for any deviation from a normal class like field trips or changes of room.

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- Collect your attendance sheets in the HSSP office prior to class and return them, filled out, after class each day. (*This is required for MIT liability rules.*)
- Discuss your financial plan before purchasing anything for your class. (Class expenses up to \$50 are automatically approved; ask the directors if you would like to spend more.) You must submit an itemized receipt for everything you would like to be reimbursed for.
- Do not mention, show, or reference drugs, sex, or alcohol. (If these are an inherent part of your class, discuss it with the directors first.)
- Give your students permission slips in advance of field trips, movies rated PG-13 or above, and anything else that may be controversial (such as animal dissections).
- Volunteer for at least two hours outside of class time to help in the HSSP office or with lunchtime activities.
- Seek advice from the directors or ESP chairs for any problems (or hints of problems) that come up – we’re here to help!

Other than the above expectations, your class is totally up to you. Have some fun!

By signing below, I confirm that I have read and understood with everything above.

Print your name: _____

Sign your name: _____ Date: _____