

in place and approved and a copy attached to the budget form before the FOAPAL is created). For projects requiring an MOA/MOU, the MOA/MOU must be in place and approved and a copy attached to the budget form before the FOAPAL is created.

Invoice and Payment

To generate an invoice for payment by 3rd Party, the Department must submit a memo to Accounts Receivable listing the Banner number, student name, course alpha/title, cost per student, and total cost for course, and name/address of the 3rd Party to bill for the course. The Department must submit a memo to Accounts Receivable with the same student information as above in order to reverse the student charges on the student accounts paid for by the 3rd Party.

BUDGET REVISION

A completed SP/GB Form, with the "REVISION" indicator check marked, must be submitted to CEWD to route to the accountant for any budget changes or adjustments. Budget revisions must be signed by the requestor and submitted to CEWD for approval by the CEWD Assistant Director and the Vice President for Finance and Administration Office before the course ends.

SYLLABUS, FLYER/AGENDA

A syllabus (see sample form) must accompany the Course Permission Form. The Student Learning Outcomes (SLOs) need to be clearly identified. The curriculum description and SLOs must be the same as noted in the college catalog and curriculum guide. A syllabus or flyer/agenda indicating day, date, time, and location must be included with the Event Permission Form.

FACULTY

If the instructor teaching the course is a full time faculty, a current Faculty Workload Form is to be completed by the Department Chairperson and must be attached to the Course/Event Permission Form for the respective Dean's review and approval of the Course Permission Form. The maximum class limit is usually thirty (30) participants with some classes being limited because of equipment or room size.

NOTE: The Department Chairperson (Requestor) must secure signature approval of the Department Chairperson (Oversight) for faculty to provide instructional services.

All credit courses shall be paid in accordance with the College's current adjunct salary schedule. Instructors hired for noncredit or CEU courses shall be compensated at the CEWD Adjunct Pay Rate which is a flat-rate of \$25 per hour. *Preparation time:* instructors teaching between 4 to 14 hours may be compensated for two (2) hours of preparation time and instructors teaching 15 to 60 hours may be compensated for four (4) hours of preparation time. Preparation time must be included in the course budget but is not automatically given to the instructor. Preparation time is subject to the CEWD Assistant Director's approval, and can only be approved if it is the instructor's first time teaching a particular course. If, at any time, additional preparation time is required for a related course, justification must be provided and submitted in writing for review and approval/disapproval by the CEWD Assistant Director **prior** to submission of the Course Permission Form or Event Permission Form.

If the instructor is to be hired as an Adjunct faculty, the instructor must meet all the requirements set forth by the HRO, including a current employment application, transcripts, certifications, police and court clearances. Police and court clearances must be submitted within 30 days of issuance or as informed by the HRO. In addition, adjunct faculty must receive clearance by the GCC Health Nurse, especially



Syllabus

Course:

Day/Date/Time:

Instructor:

Office Hours:

Office Address:

Telephone:

E-mail:

Course Description

This course is

Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

- 1.
- 2.
- 3.

Required Reading

Course Activities

Course Requirements

Grading Criteria:	Grading Scale:

Emergency & Evacuation Procedures

In case of any emergency, please contact Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. **For life threatening emergency, please call 911, and then call Student Support Services Office.** During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more information, you may find the GCC Evacuation Procedure on the GCC website at www.guamcc.edu.

For any power or water outage on campus, students will be informed via the media (radio stations) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessary, the instructor will immediately notify the students of such changes both by email and announcement. If you need additional assistance, please inform your instructor as soon as possible.

