

## **DISMISSAL OF CLASSES**

Class must begin and end as scheduled, except in emergency situations as approved by the instructor's supervisor. Missed class time must be made up as noted.

## **CLASS VISITORS**

Class attendance is limited to students who are officially registered. Minor children of students, instructors, and staff members are not permitted in the classrooms, labs, shops, or offices. An exception is made when a class is designed to incorporate minor children. Minor children should not be left unattended on campus since the College assumes no responsibility for their safety and welfare.

## **PROFESSIONAL CONCERNS**

### **PROFESSIONAL DEVELOPMENT**

All instructors are expected to maintain a high level of job preparedness. Workshops and conferences are conducted periodically within the College. Faculty members are encouraged to attend appropriate professional growth opportunities. Skills can be further developed through the review of current literature in the field of study.