

AGREEMENT FOR TEACHING IN JAMAICA

1. Syllabus & handouts are to be emailed to Iva Bailey, ibailey@email.wcu.edu at least 6 weeks prior to start of course.
2. Book orders are to be submitted to Lois Stiles, lstyles@email.wcu.edu, at least three months prior to the course.
3. Please fill in the information below **completely**. Incomplete information may delay payments.
4. If you have read and consent to this agreement, please sign and return to Lois Stiles, Educational Outreach, 138 Camp Building, Cullowhee, NC 28723.

Course Title: _____ In-Class Dates; _____ to _____ (actual course dates may be different)
Location: _____ Compensation Amount: \$ _____

Name: _____ WCU Department: _____

Mailing Address: _____

City _____ State _____ Zip: _____

Email Address: _____

Home Phone (____) _____ - _____ (W) (____) _____ - _____ (Cell) (____) _____ - _____

First Date of Class: _____ Last Date of Class* _____

***Grades must be submitted within 48hrs of last day of class.**

Please list anyone traveling with you:

Name: _____ Organization/Relationship: _____

Name: _____ Organization/Relationship: _____

Your Status at WCU: ___ Professor ___ Assoc Prof ___ Asst Prof ___ Instructor ___ Retired (from WCU)
___ Adjunct WCU ID#: _____ If adjunct or retired, when did you last teach at WCU: _____

Emergency Contact Information:

Name: _____ Relationship to you: _____

Phone number(s): Home (____) _____ - _____ Work (____) _____ - _____ Cell (____) _____ - _____

Travel Information:

Destination (please attach airline itinerary): _____

Date you will begin travel: _____ Date of return _____

Course you will teach: _____

Prefix Number Title

Individuals you will visit: (List the names and contact information of all individuals with whom you will visit or work while abroad.) _____

University Technical or Confidential Data: (You must list all university-owned equipment, technology or technical information to be taken on this trip)

___ Microcomputers/processors ___ Digital computers ___ Encryption software
___ Lasers ___ Laser sensors ___ Flash drive(s)
___ Cell Phone ___ Video Cameras ___ Digital Cameras
___ Other equipment ___ Telecommunication/transmission equipment

Please list all university-owned confidential data to be taken on this trip (e.g., student or employee Social Security numbers, driver's license numbers, financial information or protected health information). Also list all university-owned technical data to be taken on this trip (e.g., any information required design or development; production, manufacture or assembly; operation; repair, testing or maintenance; modification of product in the form of blueprints, drawings, plans, photos, instructions or other documentation EXCEPT for information in the public domain.)

Signature

I have read and consent to this agreement:

Signature of Instructor

Date