

3. TERMS: The services contemplated hereunder shall commence on and shall conclude on at which time this agreement shall terminate. The college reserves the right to terminate this Agreement in situations where the Instructor violates the terms or where the quality of service provided by the Instructor is deemed substandard.

4. INSPECTION: In the performance of the work herein contemplated, the Instructor has authority to control and direct the performance of the details of the work, the College being interested only in the results obtained. However, the work contemplated herein must meet the inspection and supervision to secure the satisfactory completion thereof. It is the responsibility of the Instructor to fulfill all time and date obligations in a manner satisfactory to the College.

5. DELEGATION OF SERVICES: The work and services provided for herein shall be performed by the Instructor, and the Instructor shall be engaged for such work or services except with the written approval of the College.

6. ENTIRE AGREEMENT: This written document embodies the entire agreement between the parties hereto and there are no other understandings, agreements, or representations expressed or implied.

7. COPYRIGHT POLICY FOR EMPLOYEES: The Board of Trustees of Luzerne County Community College, in recognizing the importance of the Copyright Law of the United States (Title 17, United States Code) hereby notifies all employees that a willful infringement of the law may result in disciplinary action.*

8. CAMPUS VIDEOTAPING POLICY: The Board of Trustees of Luzerne County Community College reserves the right to authorize persons to videotape activities and events on-campus, at off-campus extension centers, and places where College functions take place providing such taping is performed and utilized without malice to any individuals. Individuals desiring to be omitted from such taping should make this request known to the President of Luzerne County Community College, the instructor, or the videographer prior to commencement of taping. By allowing inclusion of one's self in an authorized videotape, the individual consents to such use of the videotape as the College deems appropriate, ad infinitum.*

9. PRO-RATED CLASSES: In the event that there are fewer than ¹⁵ students registered for class to be held. It is not mandatory that the Instructor pro-rate his/her class.

I will not pro-rate this class _____

I will pro-rate this class at _____ number of students. Instructor Initials: _____

WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto affix their hand and seals the date first above written.

INITIATED BY: _____
Division Head, Luzerne County Community College

DATE: _____

APPROVED BY: _____
Instructor

DATE: _____

*As allowed by local, state and federal laws, local policies, and negotiated employee contracts.