

2003-2004
Brentwood
Teacher Center
Courses



Participation in

Brentwood Teacher Center Courses



Thank you for registering for a Teacher Center course. Questions always seem to arise regarding what is meant by “satisfactory” completion of a course, how many absences are allowed, project requirements, etc. This is especially true with the introduction of the P.I.T.A. certificate. To facilitate your understanding of the policy so that there is no problem with your receiving credit, the following is provided:

1. Attendance:

- **15 hr. course** — absences totaling no more than 2-1/2 hours (No one may miss the first session of a computer class)
- **30 hr. course** — absences totaling no more than 5 hours
- **45 hr. course** — absences totaling no more than 7-1/2 hours
- **Workshops (less than 15 hrs.)** — no absences, generally accrued hours are only given for the total time of the workshop

2. Lateness:

- Lateness of more than 15 minutes will be considered an absence
- Frequent latenesses to a course may result in being dropped from the course

3. Projects:

- All class projects (if assigned) must be completed for credit to be given

4. Payment:

- The fee at this time is \$50.00 per course. Refunds will not be given unless we have advanced notice of two (2) days when withdrawing from a class. This provides us with sufficient time to contact teachers on the wait list.

These procedures have been set up because of problems instructors have experienced with prior classes. While instructors have a responsibility to you, participants also have a responsibility to attend classes, be on time, complete class projects, and refrain from distracting others during class time.

If you have any questions, please call Dr. Jerry Brophy, Director of the Brentwood Teacher Center (x2101).