**Course Monitor Protocol**

**Material**:

* assignment sheets, instructions / language, campus map

**Monitoring Protocol**

* Quietly wait outside of the classroom until the scheduled start time
* **If it is apparent an instructor has arrived**
* note the class was covered and submit a report via the survey
* **Room is empty**
* Note the class was not in session and submit a report via the survey
* **If it is not apparent that there is an instructor present**
* enter the classroom and inquire whether the instructor is present.
* If yes, note the class was covered and submit a report via the survey.
* **If there is not an instructor present**:
* Call the class to order.
* Indicate that the instructor may be running late and that you will wait 10 minutes
* If the instructor does not arrive after 10 minutes:
  + Apologize to the class on behalf of the university
  + **Say**:
    - This class is canceled for the day
    - For this class, I (course monitor) will report to the department that the GTF did not show up because the university is monitoring which courses are impacted by the strike.
    - You should have received information from your department or school or college about where to direct questions. Additionally, information about assignments and the final may be sent to you in the near future.
  + **Action**: If there was no instructor present, after you leave the class immediately call the EOC at 6-8070.

**Additional Notes:**

* If you get questions from the students as to the status of bargaining:
  + Indicate that you are not involved in bargaining and direct students to the Provost’s website which answers a lot of questions.
* If you get questions related to assignments, class meetings, the final, etc., direct students to contact the department / school based on the email sent to them from their department.

**As soon as possible, submit a course status report online**