

Washington School of Psychiatry

Responsibilities of Class Representative Academic Year

The Class Representative is responsible for regular communication with the WSP office staff and for serving as a liaison with the staff and the students in their class.

Attendance The class representative will receive an attendance sheet at the beginning of each semester and is responsible for completing it at each class and returning it to the class mailbox in the front office each evening.

Readings The office staff tries to ensure that students are given as clean a copy of each reading as possible. Please help by letting Lisa know if there is a problem with any copy you receive from the WSP office.

Evaluations At the conclusion of each unit (sequence of classes taught by a particular faculty member), evaluation forms will be left in the class' mailbox. The class representative should ensure they are all completed and returned to the office in a single batch within one week of the end of the unit. (It is generally best to collect them all at the end of the last class of the unit.) The office staff will send copies of the completed evaluations to the faculty member(s) and course chair.

Mailbox The class mailbox should be checked before each class. The office staff will leave a variety of information and handouts there, including evaluation forms, notice of upcoming events, and students' bills.

Facility The Class Representative should coordinate with the other classes meeting on the same evening so they know which class is leaving last for the evening. The last class out for the evening is responsible for locking the suite.

Key The Class Representative is issued a key at the beginning of the year. This is used to make sure students can get in and out of the suite during breaks after 8 pm, as well as to lock the suite when the class leaves for the evening.

Classroom The class representative should work with the class to ensure that the classroom is left in the condition in which it was found at the end of each evening.

Weather Be sure you are aware of the inclement weather policy for your program.

A class representative must be chosen by the end of the second class meeting. Please let Lisa Head know who the representative is for your class.