

Department of English

Teaching Fellows

Procedures to Follow When Dismissing a Class

If you must miss a class due to illness or a professional commitment, follow the procedure below:

If you are ill:

- Arrange to have someone meet your class for you.
- If you cannot find anyone to cover your class, call 940.565.2050 by 8:00 and have Monica Rais dismiss your class.
- Immediately notify the Chair of Freshman English of your absence--if necessary, he or she will help you to find someone to take your class.
- If your illness continues, please let the Chair of Freshman English know who will be covering your class.

If you have a professional commitment:

- Arrange for someone to cover your class or plan a scheduled activity.
- Inform the Chair of Freshman English, in writing, of the date you will be absent, and who is taking your class or what activity is scheduled.

Please contact the Chair of Freshman English if you have any questions.