Western’s policy on ‘hours of instruction’ allows students ten minutes between classes.

Please be diligent in allowing this break—for two reasons:

1. All teacher candidates on some days have four hours of classes in a row, and many have six hours in a row; they need their breaks. Permitting them to leave even if you are not finished is not quite fair—they do not want to miss anything, but yet they need a break. Their only choice may be to be late for their next class. Being late for the next class is not fair either—not fair to the Teacher Candidate and not fair to the next instructor.

2. Keeping your class beyond the permitted time is also discourteous to the instructor who follows you in a classroom. All instructors need a little time to get organized and set up, and this can be time-consuming when instructional technology and other equipment and materials are involved. Please vacate your classroom in consideration of the next class.

Colleagues, it’s a matter of Senate policy and professional courtesy.

Please dismiss your students ten minutes before the end of the designated time.
Your Teacher Candidates and your colleagues will appreciate it.

You can find Western’s policy on Hours of Instruction at: http://www.westerncalendar.uwo.ca/2014/print_pg96.html