



Oak Brook Main Campus
2625 Butterfield Road, Suite 102E
Oak Brook, IL 60523
Phone: (630) 705-9999 Fax: (630) 705-1422
E-mail: inquiry@vervecollege.edu

Chicago Non-Main Campus (Extension)
216 W Jackson Blvd. Suite 900
Chicago, IL 60606
Phone: (312) 920-8822 Fax: (312) 658-0775
Web: www.vervecollege.edu

Instructor Policies

I am employed with Verve College as an Instructor. I will adhere to all the policies of the school set forth:

At all times of the employment instructors will only represent Verve College and uphold all the policies and procedures lay out by the management of Verve College. Instructors will represent as an employee of Verve College and are not permitted to involve any personal business or any other outside business other than Verve College.

Instructors must conduct in a professional manner when dealing with students and other Faculty.

Instructors must adhere to professional business attire. For example, jeans, sneakers, sandals and t-shirts are not allowed.

Instructors should seek assistance from the administrative staff and or management for any administrative issues. If unsure of anything asked by any student, no assumptions should be made. Please advise that you need to confirm or verify and will get back to them (STUDENTS).

Official time sheets are provided for all instructors. Instructors are responsible to log their instruction times only. Instructors are not paid for Lunch time or any time before or after the class. Instructors will also be assigned a code that has to be used on the TIME IPS. Hours have to be logged in both ways.

Instructors must inform in writing, email or fax for any time that will interfere with their scheduled class so students and management is informed appropriately.

Instructors must be here on time for the class they are teaching. In event of an emergency or personal crisis, management must be informing in a timely manner.

Instructors must give a syllabus for every class they are teaching, giving the breakup of how the class is structured.

Instructors must submit grades for all the students for the course that they teach in writing to the office. A written request stating the students names correctly spelled, must be submitted to the office for completion certificates at least a week before the class is expected to end.

Instructors are responsible for making sure that the students attending are signing in the attendance sheet on daily basis. Attendance must be checked on regular basis to ensure signatures.

If a student has missed two continuous classes without notification, instructor must inform the office.

Instructors are to refer the students to the administrative staff during business hours for any administrative questions or issues. No assumptions are to be made.

Instructors must not condone teaching methods of any other faculty member who may have been involved with the class in any way. Must maintain professionalism.



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Any Books given by the school for instruction purposes are property of school and must be returned to school in good condition.

Instructors also must handle any and every equipment with proper care such as computers, Ultrasound Machine, EKG Machines, Phlebotomy equipment, medical equipment and any other equipment in the LPN LAB. Projector must be on BLANK OR PAUSE mode when not in use and turned off at the end of each training session.

White boards must be cleaned with Windex and paper towel as a courtesy to the next instructor.

NO beverages/food allowed near any medical equipment, all equipment/probes to be handled with care and the same to be advised to the students, mishandling of any equipment will not be tolerated.

NO Beverage/food is allowed in any classrooms and or Lab. Cafeteria is for that purpose.

Instructor Signature _____

Director Signature _____

Name _____

Name Nitasha Bindra _____

Date _____

Date _____