Course Instructor (CI) Training Request Form

Per Article 18:02b of the CUPE3902 Unit 1 Collective Agreement, "*First time Unit 1 Course Instructors shall receive six (6) hours of training paid at the SGSII rate. Training may include matters such as course organization; teaching skills; supervision of teaching assistants; in-class conflict resolution & safety; procedures for addressing academic integrity; Blackboard and any other technology required for the performance of their assigned duties.*"

This form must be approved by supervisor prior to commencement of training. Failure to do so may result in loss of pay. Once training is complete, return form to department.

Name of Employee:

Personnel Number:

Course Being Taught:

Name of Supervisor:

First Time CI? ☐ **yes**

Name of Workshop(s) (If Applicable): **1)**

2)

3)

Nature of Training (If Not Workshop):

Date and Duration of Training:

Approved By:

signature date

(This section to be completed by session leader)

I certify that the above person attended a training session lasting: _____ hours.

Signed:

Title: Date: