
WEST HILLS COMMUNITY COLLEGE

PROGRAM

CLASSROOM GUEST SPEAKER

It shall be the policy of the Board to encourage staff members to seek people in the community who can provide resources to a specific class which may not be otherwise available, and invite them to participate as classroom guest speakers provided that:

1. The competency, experience or special training is not now available within the program.
2. The speaker can make a contribution toward completion of the course and program objectives.

Classroom guest speakers will be under the supervision of the class instructor who is responsible for the appropriateness of the speaker's presentation to course content.

Classroom guest speakers, as other volunteers, shall be considered agents of the District when engaged in activities directed by responsible District personnel. As agenda of the District they are considered as employees with respect to personal liability, industrial accident or illness, etc. Adequate records of the activities and times of volunteer workers shall be maintained by division chairpersons in order to substantiate their status.

Board approval date: _____