

Class Representative Guide

Primary Responsibilities:

- **Be the main agent in solving class-wide problems**
 1. Obtain information from your class - find out the specific problems for students
 2. Coordinate with class reps from the alternate campus
 3. Prepare a request to the faculty member of the course involved; include faculty advisor and/or course coordinator if necessary
 - a. Be sure the proposal contains constructive criticism and points to potential solutions
 4. Keep classmates informed of your progress and provide them with clear expectations of when a resolution may occur
- **Communicate with each course instructor before a semester begins**
 - Review method course materials will be distributed (Moodle, timeline of posting)
 - Clarify time expectations outside of class (additional lectures, pre/post work)
 - Review exam and assignment schedules
 - Seek to prevent conflicts with major pharmacy events or 2+ exams scheduled in a day
 - Follow the established [exam scheduling procedure](#)
- **Represent your class to the [College Board](#), and attend all College Board meetings**
- **Attend touch-base meetings each semester with OSS**
- **Keep your class informed of issues and upcoming events (a weekly email works best)**
- **Monitor and revisit the class code of ethics as needed**
- **Help schedule class meetings and other events:**

First Year		
Fall	Election Meeting <ul style="list-style-type: none"> • Elect two Class Reps • Elect one CHIP rep (TC only) • Elect one Education Policy/Peer Review Committee rep • Elect one Student Affairs Committee rep (Duluth in fall '14, '17, '20 ,etc) • Elect Honor Council reps (3 in Duluth, 4 in TC) 	Last week of BAP
	Communicate with fall course instructors to review course materials & exam dates	September
	Elect professor, TA, & guest lecturer of fall semester, coordinate thank you	December
	Communicate with spring course instructors to review course materials & exam dates	December
Spring	Help schedule class meeting <ul style="list-style-type: none"> • Elect two Class Reps • Elect one Academic Standing Committee rep (D even calendar years, TC odd) • Elect Admissions Committee reps (1 in Duluth, 1-2 in TC) • Recognize class award winners • Elect professor, TA, & guest lecturer of spring semester & year, coordinate thank you 	April
Second Year		
Fall	Communicate with fall course instructors to review course materials & exam dates	August
	Elect professor, TA, & guest lecturer of fall semester & coordinate thank you	December
	Communicate with spring course instructors to review course materials & exam dates	December
Spring	Help schedule class meeting <ul style="list-style-type: none"> • Elect two Class Reps • Recognize class award winners • Elect professor, TA, & guest lecturer of spring semester & year, coordinate thank you 	April
Third Year		
Fall	Communicate with fall course instructors to review course materials & exam dates	August
	Help schedule PD3 dinner/transition ceremony (April)	October+
	Elect professor, TA, & guest lecturer of fall semester & coordinate thank you	December
	Communicate with spring course instructors to review course materials & exam dates	December
Spring	Elect two Class Reps	April
	Elect professor, TA, & guest lecturer of spring semester & year, coordinate thank you	April
Fourth Year		
Ongoing	Assist with communication regarding events (Career Fair, Final Class Mtg, Graduation)	ongoing