

INSTRUCTOR POLICIES AND PROCEDURES

The staff of Continuing Education is proud to welcome you to our outstanding group of Continuing Education Instructors. We hope that this handbook will acquaint you with how Continuing Education classes are managed and how we can provide our students with the best class experience possible. The staff at Continuing Education would like to assist you, so please call us with any questions.

Continuing Education Staff

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INSTRUCTOR INFORMATION

The Hiring Process

Instructors are hired in three ways: a course is proposed by the instructor, the course coordinator/specialist creates a course and hires the instructor, or a business requests a corporate training where the coordinator/specialist will hire the instructor. Many of our courses at Continuing Education require state certification/licensing. All courses curriculum and materials must be approved by the coordinator/specialist. You are not limited to the number of hours you may teach as a Continuing Education Instructor.

Continuing Education Units (CEUs)

Non-credit courses, those which provide Continuing Education Units (CEUs), do not generally transfer to credit for those students seeking a degree. Participants earn an "X" for each course they complete and pass, while credit classes are measured by an actual grade.

Course Proposal Form

Continuing Education is always looking for new course ideas to add to our program. All course proposals must be submitted using the course proposal form found online at sfcollege.edu/cied/cwe/instructor-information/cwe-ed-course-proposal. This form can be submitted online or you can email as an attachment to lisa.anderson@sfcollege.edu. To make an appointment for an interview and to review your course idea, call 352-395-5897. Please bring the completed course proposal form to your scheduled appointment. The program will be reviewed and you will be notified regarding its status. New courses are selected according to the needs of the community and in consideration with courses currently offered.

Instructor Ethics

Many of our instructors are professionals in the community who have a skill to offer and may want to share that skill through our classes. We ask that you keep in mind that you are not in the classroom to generate clients. If you are teaching for SF and Continuing Education, you are representing the college. You are welcome to give your credentials as an instructor, including where you work. However, you may not offer any products, sell your services, or call your students after the class is over to offer your services or products. Please do not hand out your business cards in class unless it is requested by a student. We appreciate your understanding of the intent of the policy to ensure that our classes are well-regarded.

Instructor Application

Complete the SF Administrative and Professional application along with the personnel data form and return it to the Human Resources office. If you have any problems filling out the form, you may contact 352-395-5185. All paperwork must be completed prior to the beginning of the new term.

Along with the application please make an appointment with Shelly Varnedoe, 352-395-5189, to fill out the following:

- I-9 Form
- W4 Form (must be filled out with HR)
- Loyalty Oath
- Authorization of payment (mailing or direct deposit if direct deposit must have a voided check)
- Authorization to release previous employment information
- FRS Status Form
- Sexual Harassment signed release
- Workers Compensation Managed Care Information, signed release
- Drug Free Workplace Policy
- Vechs Waiver (finger printing)

Required proof of American citizenship will be checked and photocopied (you must provide proof of citizenship as provided for on the form). If you are working under a resident alien card, please contact the human resource specialist. **NOTE: Regulations implementing the Immigration Reform and Control Act of 1986 require this form to be completed within three (3) days of being hired. Failure to provide documentation will result in automatic termination.**

Payroll

Payroll is on the 15th and 30th or (31st) of each month and is two weeks behind. For example, if you teach a class that runs between the 1st and 15th of October, you will receive payment for that class on October 31st. Hourly rates for contract for services vary depending on education, training, etc. If you have problems with your paycheck, contact Lisa Anderson at 352-395-5897. Please do not contact SF's Human Resource Department. In some cases with direct deposit, you may be required to pick up your first paycheck at the Cashiers office.

Registration

Registration is continuous at Continuing Education. Students may register by:

- Phone/fax with a MasterCard, Visa, or American Express
- Mail in the registration form with a check
- Pay in person at Continuing Education

Pre-registration is required for all open enrollment classes and must be completed within 48-hours of the first class meeting. Walk-ins are not allowed in our Professional Development courses.

Drop/Add and Refunds

Students may drop a class at any time. However, to receive a refund, they must notify the Center staff at least 48-hours before the first class meeting that they wish to drop the class. After that, they are required to complete a Petition for Refund, which is sent to the Appeal Committee for a decision. This form can be found on the Continuing Education website. If the refund is granted, students will be mailed a refund check within 4-6 weeks. There are no credits to credit cards. If a business paid for a student and the student is granted a refund, the refund will be made out to the student and mailed to his/her address. It is the responsibility of the student to return the money to the business.

Cancellation of Courses

A course must have a minimum number of students enrolled or it may be cancelled. The course coordinator/specialist will make the decision on whether or not the class will continue (generally within 48 hours of the first meeting). However, some classes require textbooks and other learning materials, which need to be ordered 2-3 weeks before the first meeting. If your class does not meet the minimum number of enrolled students, you will be contacted in advance. Continuing Education will contact enrolled students and inform them of the class cancellation. Continuing Education does not pay the instructor for cancelled courses/seminars.

Class Rosters

You will be responsible for picking up your Instructor's Packet from the Continuing Education staff no later than 48-hours before your first class meeting. Your packet contains a course roster, evaluation forms (1 per registered student) and certificates. Remember that the roster contains confidential information and should NOT be passed around the room. Instead, please call out each student's name and check them off your roster. No in-class registrations will be permitted by the instructor.

Class Attendance

You are required to take attendance at the beginning of each class.

Course Evaluation Forms

Course evaluations are used as a tool to improve both the administrative aspects of our program and the quality of your class. It is an effective way to receive feedback from our students. Evaluation forms must be completed by the students at the end of your final class meeting. Please put these in the provided envelope and return to Continuing Education's office within 48-hours.

Course Certificates

Certificates for the students will be included in your Instructor's Packet. The course certificates need to be signed by you and then given to each student at the end of the final class. Remaining certificates need to be returned to Continuing Education for mailing. (If the student's name is misspelled on the certificate, contact Continuing Education so that a new certificate may be mailed out.)

Meeting Times

You are expected to arrive early enough to prepare yourself and your classroom. If you may be arriving late, contact Continuing Education so that we can inform your students. Excessive tardiness will not be tolerated. You are expected to teach during the hours of your course, leaving class 5 minutes early each night is not a problem, if your students are not opposed. Remember, your pay reflects the number of hours you actually taught.

Class Schedule Changes

If you must cancel a class or make any changes, please contact the course coordinator/specialist at least one week in advance. Additionally, it is only professional courtesy that you also share this information with your students. Any schedule changes must meet with the approval of both the course coordinator/specialist and your students. Please refrain from having to change the dates and times of your course.

In case of emergency, please contact the course coordinator/specialist as quickly as possible so that we can notify your students. If the emergency is after 4:30 p.m. you should call the SF Police/Security Department at 352-395-3120 for the downtown facility and 352-395-5519 for the NW Campus.

SF NW Campus	352-395-5000
SF Blount Center	352-395-5645 352-395-5647
SF Kirkpatrick Center	352-334-0300
SF Andrews Center	352-395-5850 904-964-5382
SF Davis Center	352-395-5254
SF Watson Center	352-395-5821 352-473-8989

Our primary concern is that the students receive an entire term of instruction. If you miss a class, it must be added to the end of the term.

Dress Code

We are Continuing Education, so your clothing should represent professionalism. Please, no shorts, T-shirts, flip-flops and no jeans of any color.

Photocopying

Continuing Education will allow small amounts of copying to be done in our office. The instructor must have prior approval from the coordinator/specialist. Copies must be made during normal office hours. Large quantities of copies will be the responsibility of the instructor and should be done well in advance of your class.

Audio-Visual Equipment

You are responsible for ordering all A/V equipment needed for your course thru your coordinator/specialist. SF's Continuing Education has excellent A/V materials available for your use. The A/V form must be turned in with your course proposal. Any additional orders for equipment must be placed one week in advance.

Computer Lab

Please leave your computer lab as you found it. Leave all chairs, keyboards and mouse/pads in place. Please make sure your students delete any exercise files on the computer that they will no longer be using and empty the recycle bin. All computers will need to be shutdown and the projector turned off. You may ask each student to take care of his/her computer or you may do this yourself. NO EATING OR DRINKING in the computer lab.

Classroom Maintenance

Classroom upkeep is of the utmost importance. We try to select the most comfortable rooms for your classes. Please leave the room the way you found it. If you rearrange the furniture, please return it to its original position. Take a minute to pick up any paper or supplies that might have been left behind. Please turn off the lights and close the door when you leave. There is no smoking in the building.

Marketing

Continuing Education markets all courses via our Enhance brochure and on our website. There are three terms (Spring, Summer, and Fall). Additional brochures are mailed directly to those students and business partners on our Continuing Education direct mailing list.

Classroom Expectations

Professionalism at all times. Be in your class 20 minutes before the class is to begin. This gives you time to make sure all of your materials are in ready and that you are comfortable with your room set up. Welcome your students. Learn the names of your students so that you can greet them personally at the beginning and ending of each class. Continuing Education provides name sleeves for each student. Remember that some cultures discourage the use of first names between students and teachers. Respect diversity. Avoid inappropriate language! An inappropriate word or off color joke may be too much for one of your students, and they will let this fact be known by communicating this to you or the coordinator. They also have a venue thru the evaluation form. Do not ever say to your students, "this is my first time teaching this class," instead show the students that you are confident about the course curriculum. Vary your instructional methods use PowerPoint, the A/V equipment and encourage class participation.

NOTE: We request that you address any complaints/concerns with your coordinator/specialist. Please refrain from expressing these complaints/concerns with your students. We try to handle everything in a professional manner and coordinate with all of the departments involved. If you have an issue arise please be sure to discuss it with your coordinator/specialist immediately.

Instructor

Date