

## **Instructor Guidelines**

### **Course Proposals**

The course proposal template, proposal directions, and scheduling form can be found on the Grant Wood AEA web site on the Professional Development page under the [course proposals](#) link. These forms may be modified during the year so be sure and check the website for the current proposal and scheduling form. All new courses must have a course proposal submitted six weeks prior to the start of the course. This allows sufficient time for proposal review, modifications, if necessary, course approval and marketing of the course. This is a word document. Please submit the course proposal and scheduling form as attachments to ([ssines@gwaea.org](mailto:ssines@gwaea.org)).

Previously offered classes with course proposals less than five years old, must have scheduling forms submitted four weeks prior to the start of the course or according to the schedule below for publication in *The Linker*. The scheduling forms can be submitted to Lisa Becker [lbecker@gwaea.org](mailto:lbecker@gwaea.org). If needed, room reservations will be confirmed at that time.

### **Instructor Responsibilities**

As course instructor it is your responsibility to:

1. Provide participants with the electronic registration directions for onsite courses.
2. Keep accurate participant attendance on the Professional Development roster.
3. Notify the Professional Development office of changes in course dates/times and any extenuating student circumstances.
4. Distribute and collect participant course evaluations.
5. At the conclusion of the class, enter the participant grade in the space provided.
6. Turn in rosters, grades, college credit forms and course evaluations paperwork into the Professional Development Office within two weeks of the final class session or assignment due date.
7. The registration software does have an instructor feature that you can use to email participants and check electronic registrations. Please contact Tammy Carolan for directions on how to use this feature.

### **Registrations**

- **Pre Registration** – Each course participant registers with the Professional Development office at least 2 weeks prior to the course start date.
- **On-site Registrations** – This option is used for on-site courses (such as district or building based). With this option persons register electronically after the first day of class but prior to the registration deadline. The instructor is responsible for providing participants the Grant Wood AEA electronic registration information and the paper registration form for colleges, as appropriate. All fees should be paid through the electronic registration process.
- **Credit change** - Participants wishing to change credit options prior to the end of a course will need to contact the Professional Development office. Instructors will need to submit the college paper registration forms to the Professional Development office so grades can be submitted to the respective colleges. A \$10 change fee applies.

### **Attendance**

**BOEE Renewal** - The required course time is the complete contact hours that the course is scheduled to meet with a minimum of 15 contact hours to be scheduled (not including lunch or outside work) for renewal credit. Attendance at all class times is an expectation. If an absence occurs, instructors may make arrangements to help the student complete the course requirements through additional contact

## **Instructor Guidelines, page 2**

hours with the instructor. Missed hours can not be made up by additional assignments, extra reading, etc. for license renewal credit.

Graduate – The instructor may assign other work to make up an absence and complete the course objectives for a minimal number of hours missed at their discretion. This may include additional reading, assignments and observations that provide the content for the course objectives missed.

Participants in courses offered for graduate credit should expect to complete all assignments regardless of the credit type he or she selects.

### **Grades**

Grades should be submitted within two weeks of the assignment due date. The Professional Development Office and our college partners do not issue credit before the designated end of course date, typically the assignment due date.

Any incomplete grades should be addressed by the instructor and participant as soon as possible and no later than one semester following the semester in which the course was completed. Incomplete assignments cannot be carried passed that semester. At that time, instructors should notify the PD office that assignments and/or attendance is incomplete and the resulting grade is Unsatisfactory or F.

### **Incomplete Grades**

If a participant does not complete requirements by the end of the course due to extenuating circumstances and has made satisfactory arrangements with the instructor to complete the work, an incomplete (“I”) grade should be issued. An incomplete grade indicates that the student has not submitted all evidence required for a grade or has not fulfilled attendance requirements. Assignment incompletes must be finished within two weeks and turned into the instructor for grading. If extenuating circumstances (significant personal, family or medical emergencies) prohibit the completion of assignments within two weeks, additional time may be granted. All work must be completed and the participant’s grade converted to a permanent grade no later than the end of the following semester in which the “I” was given per policies for our collaborating colleges. Incompletes should not be given for non-emergency situations such as scheduling issues.

When requirements are made up, please notify the Professional Development office via email. The grade will be converted and a new transcript sent to the participant. We will not carry incomplete grades past one semester. These grades will convert as follows:

- Drake – The instructor completes an “Incomplete Grade Report” (available through the Professional Development office). If the work is not completed by the final date, the student will automatically receive the grade earned in the course without completing the additional requirements.
- Morningside – Failure to complete the coursework by the end of the following semester will result in automatic conversion to the grade of “F”.
- Renewal – If a student’s incomplete is due to missed session(s) and the course will be offered the next semester, a student can have the option of attending the session(s) missed to make up both content and hours. Incompletes will not be carried over beyond one semester. If the course is not offered, the time must be made up or the grade will convert to “Unsatisfactory”.

For the purposes of consistency the final dates for submitting grades will be used:

Fall Semester – May 31

Spring Semester – August 31

Summer Semester – December 15

### **Withdrawing from a Course**

In an emergency situation which necessitates dropping a course after it has started, it is the discretion of the Professional Development Coordinator to approve a refund or credit voucher for another class. All refund requests must be submitted in writing to the Professional Development office within two weeks of the class conclusion.

### **Verification of Credit Earned**

## Instructor Guidelines, page 3

An official transcript will be sent to each participant after all grades have been submitted. Additional copies may be requested using the transcript request form on the Professional Development web page.

### **Instructor Reimbursement and Expenses**

#### **Instructors Paid by the Professional Development Program**

Grant Wood Board Policy determines the schedule for instructor reimbursement. Instructors are paid per credit at the following rates: \$750 for the first 10 participants, \$900 for 16 – 20 participants, \$1050 for 21 – 25 participants, and \$1200 for 26 – 30 participants. If more than one instructor teaches the course, the honorarium is split equally between the instructors. The Professional Development Office does not reimburse for mileage, meals, planning time or guest speakers. Resource agreement and employment forms, if applicable, will be sent to you once the class meets the minimum participant number. The forms should be returned to Lisa Becker as soon as possible. All course materials purchased by the instructor must be pre-approved by the Professional Development Office with original bills or invoices submitted for reimbursement.

#### **Minimum and Maximum Number of participants**

As courses need to be financially self sufficient, a minimum number of participants will be established for registration purposes. If a course fails to meet that minimum, it is up to the discretion of the Professional Development Coordinator whether to hold or cancel the class. Establishment of class maximums depends on a variety of factors including room capacity, format of class, and best practices for adult learning, and instructor requirements.

#### **Materials and Printing**

Handouts printed by GWAEA in support of a course will be limited to 25 pages per participant unless a materials fee was advertised to cover additional printing. Charges for texts, materials and lab fees are listed in the advertised course description and are to be paid in advance along with the registration fees. All course materials to be duplicated by the Grant Wood print shop should be submitted to the Professional Development Office **two weeks prior** to when they are needed. Materials will be printed on white paper, front to back unless otherwise noted. Please include specific instructions for other requirements such as stapling, collating, 3 hole punch, etc. Each class is allotted 25 pages of copied material per student. Beyond 25 copies, a materials fee will be charged to the student as part of registration fees if arrangements are made in advance of the registration. Please note your copying needs on the class scheduling form. Copyright laws will be enforced. Written permission must be submitted with the document to be copied if duplicating from a journal, book, or other copyrighted source.

#### **Canceling a Class Due To Inclement Weather or Personal Emergencies**

If you feel it necessary to cancel a class session, please contact the Professional Development office to discuss options as soon as possible during regular work hours. Please contact Sherry Sines 319-399-6517 or Lisa Becker 319-399-6771.

For weather related cancellations decisions during nonwork hours, please call Sherry at home at 319-560-1311 after 6 a.m. The PD office will post the cancellation on the Grant Wood AEA web page and notify KCRG.

If this is a weekend class, we will also notify the receptionist and building staff. It is critical to contact Sherry so the receptionist and custodial staff are notified in a timely manner. Sherry will post the cancellation on the KCRG weather cancellations page and on the Grant Wood AEA web page. Once the decision to cancel is made, you can also email participants using the instructor feature of the registration software. Unless a make up day is built into the course schedule, any time cancelled for a course for credit must be rescheduled. Participants are expected to attend the rescheduled session and attendance is required if they are taking the course for credit.

If we feel it is necessary to cancel a class, we will notify you and the participants at the earliest possible time/date. If the agency is closed, all classes scheduled at GWAEA will be cancelled. This cancellation will be posted on the AEA home page and KCRG.

For questions contact:

## Instructor Guidelines, page 4

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