



UNIVERSITY OF
SOUTHERN MAINE
Senior College at
Lewiston-Auburn College

Tips for Instructors

A Guide to Procedures and Policies for USM Senior College at LAC Instructors

Welcome to USM's Senior College at Lewiston-Auburn College, and thank you for your dedication. The success of this program is due to individuals who are committed to life-long learning and have a willingness to share their knowledge.

This guide will acquaint new instructors with our procedures and policies, and serve as a refresher for veteran instructors. If you have any questions that this guide does not address, please feel free to contact Sandi Croft, Staff Liaison, at 753-6556 or at scroft@usm.maine.edu.

Emergency Procedures

There is an *Emergency Policies and Procedures* manual located in each classroom which covers many situations -- from an armed person in the building to a bomb threat. We also have a Mass Communication System in place that will instruct you what to do in the event of an emergency other than a fire alarm. While the manual is a useful tool to have, no policy or procedure should supersede your own best judgment, initiative, or commonsense action based upon unforeseen circumstances.

- In the event of a medical emergency, call 911 and send someone to the Administrative Office to alert them of the situation.
- If a fire alarm sounds, proceed to the nearest exit and leave the building immediately.
- If you hear instructions from the Mass Communication System, listen to them and proceed as instructed.
- In the event of a lockdown, please manually lock your classroom door.

Inclement Weather

If USM-LAC is open, Senior College classes will be held as scheduled. In the event of inclement weather or other emergency, you can call the USM-LAC Emergency Information Line at 753-6595.

Closing and cancellation announcements will be made on:

- Local television channels WCSH-6, WMTW-8, WGME-13.
- Local radio stations WBLM, WCYY, WGAN, WHOM, WJBQ, WMGX, WPOR, WYNZ.

Senior College Office

The Senior College office is located in room 189 of the LearningWorks building and is kept locked unless volunteers are working. The key is located in Suite 185 on the bulletin board behind Sandi Croft's desk. Please sign in on the "sign-in" sheet (this helps track you down if you accidentally walk away with the key - easy to do and it has happened) and take the keys. There are 2 keys but you only need to be concerned about the large one to get into the office. When finished in the office, lock the door, return the keys to Suite 185, and sign out.

Mailbox

You Senior College "mailbox" will be a folder on top of the filing cabinet in the Senior College office. We urge you to **check this on a weekly basis** for any written communications for you -- such as your class list; notes from your students, the office, or board members; photocopying you have requested; and your class evaluations.

Books & Materials

Books and/or materials that you ordered for your class through our staff liaison will be delivered to your classroom by the beginning of your first class.

Class List

On the first day of class you will receive a class list that will include contact information for your students. (This is a good way to check that the people in your classroom have actually registered and paid for your class.) For the protection of student privacy, you should be the only one in your class who sees this student contact information. If you choose to communicate with your students by e-mail, please use blind copy (bc) to safeguard their addresses. Instructors, volunteers, or board members are not allowed to give out personal information on students.

Class Size

The information you provided in the Course Proposal Form is used for the catalog, room booking, the registrar's office, book orders and any other materials you may need. What you entered on the form is what your class size will be. If your class fills up, a wait list will be started and members will be called in the order registrations were received. *Exceptions will not be made.*

Classroom Assignment

Classroom assignments will be posted at all entrances by the first day of class and will remain posted throughout the semester. Please look for the Senior College "gold" listing.

Classroom Equipment

All media equipment you requested will be set up by the media department and checked to see that it is working properly. If you need any assistance please see someone in the Library or call 753-6540 (6540 from any phone in the building).

Photocopying

Our volunteers will copy any classroom material you may need. Please bring it to the Senior College office ONE WEEK in advance. Complete a Photocopying Request form with clear instructions and place it in your "mailbox". (Please consider two-sided copying to conserve paper.) Your copies will then be placed in your "mailbox".

Changes in Your Class Schedule

It is your obligation to follow the schedule you requested on the Course Proposal Form. If your circumstances necessitate a class change or cancellation, it is your responsibility to:

- Make up any class that may be missed.
- Contact your students to notify them of the change.
- Make arrangements with Jim Bradley (in the Student Success Center or at 753-6618) to schedule a room for a make-up class.
- Make arrangements with the media center in the library, 753-6540, for any A/V equipment you may need.
- Notify Sandi Croft, Staff Liaison, of the changes.

Teaching Evaluations

Evaluations are very important to the Board as they give us feedback from our students, not only on the instructor, but on how we can improve our curriculum. All evaluation packets will be prepared at the beginning of the semester since classes end at different times. Please have your students complete the form at your final class of the term and return the envelope to the Senior College office. Evaluations will be reviewed by the curriculum committee and copies will be mailed to you.

Instructor Benefits

Instructors who teach Senior College courses are volunteers who do not receive monetary compensation for teaching. There are, however, certain benefits to which they are entitled in recognition of their generous donation of time and energy. These are listed below:

- Instructors will receive a merchandise credit in the amount of \$50 redeemable at Amazon.com **OR** a credit of \$6 at the Café LA for each day that they teach.
- Instructors who commute more than 20 miles each way to teach a course will receive a merchandise credit to be determined by the Board.
- Instructors will receive free copies of books and other materials (such as videotapes, DVDs or compact disks) furnished to students enrolled in the course.
- Membership fee (\$25) and one course fee (\$25) will be waived for the current semester.