

## **Continuing Education Policies and Procedures For Professional Development and Mini Course Instructors**

### **Position Summary**

Mini Course instructors develop and deliver a noncredit course(s) plan from start to finish. They instruct a group of participants (students) in the selected subject matter, endeavoring to create and maintain a quality and positive instructional environment and image of the UW-Parkside Mini Course and Continuing Education program as a whole.

### **Expectation**

Our instructors come to us from varying backgrounds, interests and experience levels. Previous teaching or training experience is preferred but not required. New instructors that teach through UW Parkside's Continuing Education program are required to attend a two hour informational and training session. A session will be made available each semester. We expect that you will teach or provide training to the best of your ability keeping in mind the following guidelines:

- 1) Schedule your class or course and be on time for all class sessions. Assume your class or course is running unless otherwise notified.
- 2) Be knowledgeable in the areas you are instructing, but be willing to admit the limits of your knowledge and refer students to other resources if appropriate.
- 3) Be enthusiastic in the subject matter you are teaching and in your teaching of that subject.
- 4) Use the Mini Course program to facilitate information exchange, but not to advocate a single point of view, belief, cause, or business.
- 5) Maintain an open, democratic classroom free of biased language, actions or activities.
- 6) Allow for flexibility in class structure/content upon suggestions from students and/or Mini Course staff.
- 7) Assist with marketing your class or course to ensure minimum enrollments are met to avoid cancellation.
- 8) Follow UW-Parkside's campus policies (i.e. rooms are left the same upon the completion of a class, no cars may use the sidewalk to drive directly to building entrances, be respectful to other classes being held, etc.)

### **Specific Responsibilities**

- 1) Create, facilitate, and evaluate a class or course plan from start to finish.
- 2) Complete a short and full description of class/course for marketing purposes by the deadline provided by Continuing Education staff.
- 3) Complete all paperwork in a timely manner, including Instructor Contracts, W-9, Criminal Background Check, and other documents as requested. The aforementioned documents are to be completed before the start date of the course(s).
- 4) If you want instructor or supply payment to go to a company instead of an individual, an invoice must be submitted on company letterhead within 14 days of class end. The W-9 you submitted must reflect the person/organization being paid or it will be rejected. (Ex: If your payment is to go to your business but the W-9 is filled out as an individual, it does not correspond; or vice-versa).
- 5) Provide an invoice with original receipts, or other appropriate documentation, for agreed upon supply cost reimbursement within 14 days of class end.
- 6) Promoting your course(s) is required in order to reach the minimum enrollments to avoid class cancellation.
- 7) If you teach children under 18, the university requires a criminal background check for the instructor which must be completed no later than 3 days before the class starts. You will receive a request for authorization via email. Please complete and return as instructed.

## IMPORTANT PHONE NUMBERS AND EMAILS

University Police: 262-595-2455

Mini Course Office: 262-595-3340, [minicourses@uwp.edu](mailto:minicourses@uwp.edu)

Mini Course Office Location: Continuing Education & Community Engagement, Tallent Hall

Emergency: 262-595-2911

## General Policies

- 1) If doors are locked they can be opened by contacting University of Wisconsin-Parkside Police.
- 2) All lights and electronic equipment that you turned on must be turned off before you leave for the night.
- 3) Photo copies that need to be made for your class should be submitted to the Mini Course office or through e-mail to [minicourses@uwp.edu](mailto:minicourses@uwp.edu) no later than **2 weeks** before the date needed.
- 4) If there is inclement weather, Mini Courses follows university policy. When UW-Parkside classes are cancelled the Mini Course classes will be cancelled. Please check our website at [www.uwp.edu](http://www.uwp.edu) or call our information line at 262-595-2345. News of UW-Parkside closures also will air on television and radio.
- 5) **Do not reschedule classes on your own.** Rescheduling is strongly discouraged but may be necessary under certain circumstances. The Mini Course office will work with you if rescheduling is needed.

## Classroom Policies

- 1) A class list will be sent via e-mail to you 24-48 hours before the class.
- 2) You will be notified 48-72 hours in advance if your class will be cancelled due to lack of enrollment.
- 3) Any classroom furnishings (desks/tables/chairs/etc.) moved during class will be returned to their original locations at the end of class.

## Refund/Payment Policies

- 1) All refunds and class payments will be handled by UW-Parkside's Continuing Education program. At no time should an instructor address refund issues with students or take money. Refer them to Continuing Education at 262-595-3340.
- 2) Instructor stipends will be sent to instructors after the course has been completed. Payments usually arrive within 14 days following the completion of the course. Instructors teaching more than one course will be paid on a per course basis.

## Supplies/Reimbursement Policies

- 1) All supplies and supply costs must receive **prior approval**. Please submit a list of needed supplies and estimated costs for approval when you return your contract or at the same time you submit your class proposal. Supply costs need to be taken into consideration when pricing a course. Reimbursements for supplies will be made when the course is completed and when an invoice along with original receipts is submitted. Failure to submit this information will result in non-reimbursement for these expenses.
- 2) Photo copies are not considered an expense – these must be done through the university. Please see General Policies #3.

## Waiting List

- 1) There will be a waiting list created for classes that reach their maximum enrollment. This list will be kept by UW-Parkside. If enough individuals are on the waiting list we may request the instructor to teach another session of the class.
- 2) Waiting lists will also be used when students withdraw from a class. If a student withdraws from a class the first individual on the waiting list will be notified.

## Parking

UW-Parkside has 3 lots available for parking: Tallent Hall, Student Center, and the Rita.

A parking permit will be provided to all Mini Course instructors and registered mini course students. You will receive a parking permit via email and will be valid only on the date(s) of your class. The parking permit **MUST** be displayed in your vehicle. Permit users are restricted from using meters and reserved spots. **REMINDER:** Permits are only valid for use in specified lots and are not valid in residence hall parking lots.

**If you or a student receive a ticket in error please contact the Mini Course office to work with the UW-Parkside University Police.** If you have any questions, contact Continuing Education staff at 262-595-3340.