LIFELONG LEARNING
INSTRUCTOR ORIENTATION

FALL 2019
LIFELONG LEARNING STAFF

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ABOUT LIFELONG LEARNING

- Used to be Outreach, NiteCap
  - Has been part of other divisions, but on its own now

- Shadow College
  - We serve ~1500 students every year
  - 2 staff members to handle it all – planning, registration, training, and so much more (working on hiring someone new)
WHAT IS LIFELONG LEARNING?

- Courses outside of academic areas
- Inspire our students/community to learn a new skill, hobby, network and learn throughout their lives.
- Our mission: Helping the community explore new ways of engaging the world and enrichment throughout their whole lives.
- Learning doesn’t stop with a degree!
WHAT WE OFFER

- Community Enrichment
- Professional Development
- Customized Training
- Kids’ College
- Ed2Go
- LEAD – Leadership Certificate
- Apprenticeship
- Special Events
WHERE ARE CLASSES HELD?

- Paris Gibson Education Center
  2400 Central Ave
- The Kiln Yard @ The Square
  1400 1st Ave N
- The Good Wood Guys
  816 20th St N
- Giant Springs Elementary School
  520 32nd St N
CAMPUS HOURS & BUILDING INFO

- Lifelong Learning Office
  - Mon – Fri: 8 am – 5 pm
  - Sat/Sun: Closed

- General Building Hours
  - Mon – Fri: 7 am – 10 pm
  - Sat: 12 pm – 5 pm
  - Sun: 12 pm – 9 pm

**IMPORTANT:**
Use Door 6 for Saturday classes.

Please check the College’s website to check building hours, in case they change.
IMPORTANT NUMBERS

- Lifelong Learning Office: 268-3734
- Help Desk: 771-4433
  - #9999 is for non-emergency assistance
- Maintenance Mobile: 788-1188 (press 8 from classroom phone)
- IT: (until 6 pm)
  - EJ: 5150
  - Dave: 4425
- Security Mobile: 788-8222 (press 8 from classroom phone)

- All GFC MSU classrooms have phones – you can dial any 4-digit extension in the building or dial 9999 if you need help or press “8” for outside calls.
- If it is an emergency, don’t hesitate to call 911.
Know your area and find the exits

Look for the phone in the room and know what room you are in
  911 from a campus phone will let police know what room you are in

Find the nearest AED

Report anything suspicious or if an incident happens in your class to Lifelong Learning
  Keep an eye out for email communications on safety trainings and the “Active Shooter” training. All adjuncts are welcome to attend any of our meetings or trainings.
  We will help you with the process of doing an incident report

Lockdowns: If you hear the intercom, please follow the directions
CONFIDENTIALITY
REQUIRED AND IMPORTANT!
**REQUIRED FERPA KNOWLEDGE**

- **FERPA** – Family Educational Rights & Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 grants certain rights, privileges, and protections related to students’ educational records maintained by the College. Students’ educational records (with the exception of directory information) will not be released to third parties outside of the College, except with the written consent of the student.

Learn more at:

http://catalog.gfcmsu.edu/student-services/student-information/ferpa/
COMPENSATION

YES, YOU GET PAID!
WHAT YOU NEED TO KNOW

- All classes have set minimums
  - If the min. isn’t met, then the class will not run – however, we will work with you if we are close to the min. We want to run the class as much as you do.

- Cost of the class and minimums/maximums are figured out for each individual class based on length of class, room capacity, supply fees, and much more.

- Note on supply fees – Instructors will NOT accept money. All supply fees are collected when the student registers and instructors need to submit receipts to be reimbursed.
PAYROLL PACKET

- After you are hired, you will receive a welcome email from HR
- You NEED to complete your payroll packet before you can teach
  - In person – need to show ID and complete paperwork if you want to be paid
  - If not, then you are a volunteer – YAY!
  - You must also complete a background check – this is emailed out to you
- If you are on a contract, this does not apply to you.
YOUR CONTRACT

- You should have received a “Letter of Appointment” (LOA) *This is your contract to teach for GFC MSU!*
  - It is your responsibility to make sure everything is correct and if it isn’t to let us know.
    - If you have not turned in your LOA, please do so to Pam ASAP!

- If you are an independent contractor, then you received a contract.
  - Like the LOA it is your responsibility to make sure everything is correct.
  - If you have not returned it, please do so ASAP!
  - We also need a W9 from you.
MORE ABOUT YOUR LOA/CONTRACT

- When you sign your LOA/Contract, you agree to the schedule and terms it outlines.
- It is your responsibility to adhere to your schedule.
- If you are on a contract, then it is your responsibility to provide an invoice after your class for us to pay you.

NOTE: You cannot be paid or even attached to your classes without returning your LOA/Contract. If we don’t receive it by the due date, you could be replaced as the instructor or your class could be cancelled.
WHAT IS EXPECTED OF YOU

YOUR TO DO LIST
A SYLLABUS IS A MUST

- Accreditation requires that we have a syllabus for every class we offer.
- As soon as you agree to teach, you should be working on your syllabus.  
  Don’t wait until the last minute.
- A template will be provided. If you need individual help, we can arrange that.
- Even if you have an existing syllabus to work from, it is important to update it.
- Please provide contact info for students.
Courses are marked as Complete/Incomplete in CampusCE

- Attendance and participation are the main requirements for completion, but you may decide on other requirements. Just be sure those are in the syllabus.

You **MUST** track attendance in CampusCE

When the class ends, you will go into CampusCE and assign a Complete/Incomplete to each student.

- This is important, because if a student comes back and wants a refund or a certificate we can see if the class was completed.
WHO ARE YOU?

- We like to have a bio and photo of each of our instructors on the website for our students to know who is teaching their classes – and to see how AWESOME you are!

- If you haven’t already done it, please submit a bio and photo of you.
  - Bio can be short
  - Color photo (.jpg)
  - If you need your photo taken, please contact us
BEFORE YOUR CLASS

- If you need copies, provide the material to us at least a couple days before the class is to run.
- If you need special equipment for your classroom, request it ASAP.
  - DVD, webcams, AppleTV, etc.
- If you need special software, be sure to request it ASAP, then come in prior to class to make sure it is working properly.
- **IMPORTANT:** If you are teaching off-campus at any other location, all needs, changes, requests, etc. must go through Lifelong Learning.
TELL EVERYONE YOU KNOW

- We will market all classes
  - Catalog
  - Social Media – Like us on Facebook & Instagram
  - Enewsletter
  - Articles
  - Presentations
  - Newspaper/radio/media ads
  - Flyers
  - And YOU!
You can login to see your class information and do attendance/grades

https://www.campusce.net/greatfallsadmin/SignIn.aspx

- Username: first initial last name (ex: hpalermo)
- Password: gfcmsu01 (you can change it after your first login)

COURSE PACKETS

- A packet will be prepared for each class
  - Can be sent electronically
- You must pick up your packet before your class
  - It is your responsibility to get your packet

Packets:
- Sign In Sheet
- Evaluations and envelope to return them
- Timesheet(s)
- Handouts (if we printed them)
- Nametags
OMG – MY FIRST DAY/NIGHT OF CLASS

- Make sure everyone signs in for themselves on the attendance sheet

- Cover your syllabus with the class – these will not be printed, so you can review it on the screens in the room or just talk to your students.
  - Share your contact information

- If there are any students NOT on the roster, let us know ASAP
  - All students should be pre-registered. It is your responsibility to send students our way if they are not registered.

- If people need a Certificate of Completion, give us a list
THAT WAS FUN – MY LAST CLASS

- Hand out evaluations at least 10 minutes prior to the end of the last class
  - Let the students place their evaluations in the envelope provided
  - May be done electronically – on our website
  - You will receive an evaluation summary via email
- Go into CampusCE after your last class, and track final attendance and Complete/Incomplete
- Put **Sign In Sheet, Evals, Timesheets**, back in the main course packet and return to LLL **ASAP**
CLASS CANCELLATIONS

THIS DOES HAPPEN 😞
If the class doesn’t meet the minimum enrollment, then we will cancel it.

We will try to cancel the class 48-hours before it runs, but sometimes we will leave it to the last minute if we are close to the minimum.

We will be in contact with you to decide when to cancel.
- Expect a call or email (or both)
- Minimums vary by class
- We will let students know and refund money
WE ARE HERE FOR YOU!

WHAT TO EXPECT FROM US
AWESOME SUPPORT

- If you need it, give us enough notice and we’ll arrange it (within reason 😊)
- Handouts / Printing
  - Email your handouts to us (5 days before) and they will be in your course packet
- Supplies
  - We can purchase or you can and we will reimburse you with a receipt
    - Please get okay from Lifelong Learning prior to purchasing anything
- Equipment, hardware, software, room set-up
  - Remember, if you need anything, give us enough notice and we’ll take care of you!
- PLEASE DON’T WAIT UNTIL THE DAY OF YOUR CLASS TO MAKE REQUESTS
CHECKING OUT YOUR CLASS

- We may stop in to take photos to use in our marketing
- We may just come to see how the class is going
- Or invite us to attend a class if you are doing something cool
LLL WEBSITE

- Landing page
  - Has links to what you need as an adjunct
- Can click on Register Now or Course Catalog
- Please push people to register online
  - Most up-to-date information
- Instructor Resources – forms, presentations, CampusCE instructions, etc.
The College Website has items for you
- Adjunct Handbook
- Employee Handbook
- Policies & Procedures
- Mission & Vision
- Pay Schedule
- And so much more!

NOTE: If you have news to share about yourself or your students’ accomplishments or pictures, let us know and we will post it on our Facebook page! Or photos to Instagram.
PERKS

- 25% all Lifelong Learning Classes
  - Excludes Ed2Go
- You are also welcome to attend and/or participate in all campus activities and events
- Contact us for more details
LOOKING FORWARD

PLANNING FOR OTHER SEMESTERS
PLANNING TAKES TIME

- We plan well in advance for upcoming semesters
  - When emailed, please let us know right away if you want to teach, what you want to teach, your availability, supplies/equipment needed that affect the supply fee
  - You will be sent a survey, please complete one survey/course.
- Why so early?
  - Need to get the catalog to the printer
  - Need to market the classes
  - Need to register students
- So please respond in a timely manner when we are planning

*We understand that we are asking you to plan your schedule far in advance, but we need to be able to count on you to commit to us if you are going to teach.*
STUFF HAPPENS

- Let us know of any scheduling conflicts **EARLY** in the scheduling process so we can make the necessary changes to days/dates/times before the due dates.

- Once the schedule is completed, barring an emergency, please adhere to your course schedule as agreed – once the catalog is printed, mailed and there are people signed up, it is very difficult to reschedule or make changes.

- But we know, life happens, so contact us if something in your schedule changes.
CHANGE IS NOT A BAD WORD

- Not afraid of change
- Trying new things
- New ideas
- Advisory Board
- Feedback is welcome
QUESTIONS?

THANK YOU FOR ATTENDING! WE ♥ OUR INSTRUCTORS.