

Continuing Education Center

# INSTRUCTOR HANDBOOK

2018-2019



**Flathead Valley**  
Community College™

777 Grandview Drive • Kalispell, MT 59901  
406.756.3832 • [www.fvcc.edu](http://www.fvcc.edu)  
[ceinfo@fvcc.edu](mailto:ceinfo@fvcc.edu)

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# ▶ WELCOME!

## FVCC Continuing Education Center



### MISSION:

The Continuing Education Center at FVCC is committed to providing quality lifelong learning opportunities for anyone seeking personal growth, enrichment and enhanced employment skills.



### Did you know?

1979

FVCC's Continuing Education Center was created in 1979 and was originally housed in a loft on the top floor of Heritage Hall in downtown Kalispell. Outreach centers were located in local libraries, and classes were held at public schools across the valley.



Last year the Continuing Education Center served nearly 4,000 people with our various programs and services.

4,000

Continuing Education classes are:

- **Short-term**
- **Non-credit**
- **Fun and intriguing**
- **Hasle and homework free!**

Programs and services include:

#### ◆ Non-credit classes

- ◆ Personal Enrichment
- ◆ Learning Adventures
- ◆ Business and Workforce Training
- ◆ Computer Workshops
- ◆ Summer Kid's College
- ◆ Senior Seminars
- ◆ Online Classes

#### ◆ Community Lectures

#### ◆ Customized Workforce Training

#### ◆ Professional Development

#### ◆ Small Business Development Center

## ▶ STAFF CONTACT INFORMATION

Director, Continuing Education

Chris Parson | 406.756.3839 | cparson@fvcc.edu

Services Coordinator, Continuing Education

Connee Greig | 406.756.3832 | cgreig@fvcc.edu

Program Assistant, Continuing Education

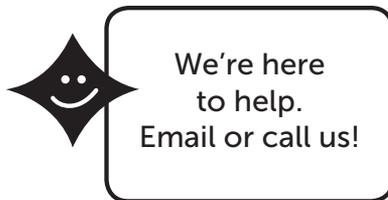
Debbie Struck | 406.756.3835 | dstruck@fvcc.edu

Director, Workforce Training

Jodi Smith | 406.756.3833 | jsmith@fvcc.edu

Program Assistant, Workforce Training

Leslie Dillon | 406.756.3840 | ldillon@fvcc.edu



[www.fvcc.edu/continuing-ed](http://www.fvcc.edu/continuing-ed)

# ▶ GUIDELINES FOR INSTRUCTION

## Class Selection Criteria

The Continuing Education Center evaluates class proposals based on departmental experience. Factors include:

- ◆ Education as the primary purpose of the class-not advocacy or personal promotion
- ◆ Sufficient subject variety offered for diverse community interests
- ◆ Subject matter that is enriching or skill building
- ◆ Class material equal to the suggested format
- ◆ Anticipated student interest in the proposed class

## Class Information

Instructors are responsible for distributing a class outline at the first class in order to present students with clear information about content and overall plan for your class. The outline should include:

- ◆ Class title
- ◆ Instructor name and contact information
- ◆ Class description
- ◆ Class objective(s)
- ◆ Outline/Timeline

Please provide a copy of the class outline to the Continuing Education Center before distributing it to students.

## Attendance Roster

- ◆ Registration rosters can be accessed on the college website. For instructions on how to access your class rosters online, or to check your class enrollments, contact our office.
- ◆ Registration for non-credit classes is continuous, so enrollments may change before your class begins. A printed current roster will be provided on the first day of class.
- ◆ **Take attendance at each class session and return the roster to the Continuing Education Center after the last class.** This information is important for enrollment records and refund verification. Please notify the Continuing Education Center after the first class if students are attending class and are not included on the roster.

## Class Evaluations

The Continuing Education Center appreciates student feedback. If your class is scheduled for student evaluations, you will receive forms from the Continuing Education Center before your class ends. Please ask students to complete the evaluation at the last class and explain the importance of feedback for future program planning. Students may leave the evaluations with you or they may choose to return the forms to the Continuing Education Center. You may review the evaluation forms before returning them to our office.

## **GUIDELINES FOR INSTRUCTION** (cont'd)

### **Class Cancellations**

Inclement Weather: When it becomes necessary to cancel classes due to inclement weather, every effort will be made to announce the college closure by 6:30 a.m. on all local radio and TV stations. Call the main college number at 406.756.3822 for a message on college closure. If day classes are cancelled, evening classes are also cancelled. If the college closed due to weather for evening classes, the Continuing Education Center will notify instructors and their students.

### **Class Refunds**

Questions on refunds? Please contact the Continuing Education office or see the class schedule.

### **Instructor Absence**

If for any reason you are unable to attend your scheduled class, please contact the Continuing Education Center. Advance notice is appreciated as we will attempt to contact students. A missed class should be made up at the convenience of the students.

### **Selling Products or Services**

Class time may not be used to sell a product or service with which the instructor is associated or from which the instructor will benefit financially.

## **PROCEDURES**

### **Classroom Procedures**

- ◆ Classes are generally held from 8 a.m. until 9 p.m. Monday through Thursday and until 7 p.m. on Friday. Saturday classes may be held from 8 a.m. until 4:30 p.m.
- ◆ Do not make any logistical changes (date, location, time) without first contacting Continuing Education Center staff and without the unanimous consent of your students.
- ◆ A special room setup must be requested two weeks prior to your class. If you change the arrangement of furniture for a class session, the room should be restored to the original configuration upon conclusion of class.
- ◆ All campus grounds and buildings are tobacco and alcohol free.
- ◆ Food and beverages are not allowed in computer labs.

### **Lab Fees and Supplies**

- ◆ If your class requires supplies, a lab fee must be determined and submitted with your class proposal.  
The purchase of class supplies is limited to the amount of lab fees collected.
- ◆ Check class enrollments before purchasing supplies. Original receipts with only the class expenses must be submitted for reimbursement.
- ◆ Orders for supplies must be shipped to the college. Please contact the Continuing Education Center prior to purchasing or ordering.

## Liability Forms

- ◆ The Continuing Education Center requires liability forms for classes that involve hazards: extreme weather, height, water, large animals and use of vehicles. **For classes requiring liability forms, please distribute forms to each student at the beginning of the first class; collect and return to our office.**
- ◆ An Accident Report Form must be completed for any accident occurring during any college class or activity. Contact the Continuing Education Center at 406.756.3832 to report an accident.

## Photocopy Requests

The Continuing Education Center staff is available to assist with copy requests. Please allow at least three working days to complete your copy request. Class handouts may be emailed to [ceinfo@fvcc.edu](mailto:ceinfo@fvcc.edu). Copyright laws must be fully observed when copying materials.

## Publicity

The college publicizes class offerings in a class schedule distributed to the community prior to each semester (spring, summer & fall). With over a hundred community classes offered each semester, time and resources limit publicity projects for individual classes. We appreciate your help in promoting your class to potential students. **If you plan to do any individual publicity for your class, it must be approved by the Continuing Education Center staff.**

## Release of Information

The Continuing Education Center often receives requests from students asking to contact instructors. Please let us know if you choose to have your phone number and/or email information released.

## Teacher Compensation

- ◆ The employment documents (I-9 and W-4) must be submitted to Human Resources before your class begins in order to receive compensation.
- ◆ The signed teaching contract must be returned to the Continuing Education Center **before** the class start date.
- ◆ Checks will be mailed to your address mid-month and at the end of the month.
- ◆ If you have an address change, please contact us. A new W-4 must be completed through the Human Resource office: 406.756.3960.
- ◆ For information on electronic deposits, contact the Human Resource office: 406.756.3960.

# *Emergency Procedures*

**Emergency procedures for FVCC are posted in classrooms on the wall near the classroom door.**



Use **911** for prompt response from fire, police or medical personnel. Phones are accessible in the classrooms. Remain calm, speak clearly and tell the **911** operator the following:

- *What the emergency is;*
- *Where the emergency is: Flathead Valley Community College;*
- *What building, location on campus;*
- *Where on campus you or someone will meet and escort or direct the emergency team;*
- *Your name, address and phone number ;*
- *Please remain on the line in case additional information is needed.*

**FVCC Emergency – Call 911 first; then call 406.270.4555**

FVCC has an emergency notification system for on-campus situations that may arise and pose an immediate risk. It is recommended that you participate by providing you cell phone number and email address for this purpose (e-alert).

# ► PROFESSIONAL DEVELOPMENT

## Teaching Tips

In A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults, Dr. Donald Grieve provides the following list of good teacher characteristics identified by students.

- ◆ Be knowledgeable, organized and in control
- ◆ Possess good communication skills and utilize techniques to enhance classroom communication
- ◆ Have a good attitude and empathy, and exhibit honesty
- ◆ Be fair in treatment of individuals in class as well as in evaluation
- ◆ Be professional in appearance and conduct
- ◆ Utilize questions and other techniques to stimulate discussion and involve students
- ◆ Take time for individual students and their concerns
- ◆ Use a variety of teaching techniques and strategies
- ◆ Strive to build student self-esteem and success

## ► RESOURCES

### Library (406.756.3856)

The FVCC Library is housed in the Learning Resource Center. The growing collection features about 54,000 titles and over 100 periodical subscriptions. Among the wide range of services offered are:

- ◆ Public access computers
- ◆ Wireless Internet access
- ◆ Online periodical databases
- ◆ Self-service photocopier
- ◆ Assistance in selection of library materials
- ◆ Reference services
- ◆ Interlibrary loan

The library is open during fall and spring semesters:

Monday – Thursday	8 a.m. – 8 p.m.
Friday	8 a.m. – 5 p.m.
Saturday	12 p.m. – 4:30 p.m.
Sunday	12 p.m. – 4:30 p.m.

During the summer semester, the library is open 8 a.m. – 5 p.m.  
Monday through Friday.

## **RESOURCES** (cont'd)

### **Media Center (406.756.3828)**

- ◆ The Media Center is located in the Learning Resource Center Building, Room 117. Most campus classrooms are equipped with TV/VHS/DVD units and a computer system with data projectors. Training is required to use the computer (Nova) system.
- ◆ **If you plan to use the computer system or data projector, please schedule an appointment with Media Center staff prior to starting your class.**
- ◆ Contact the Media Center if you experience a problem with the equipment or have questions.
- ◆ Please do not remove any equipment from the classroom.
- ◆ Media Center staff is available during fall and spring semesters from Monday–Thursday from 8 a.m. –7 p.m. and Friday from 8 a.m. – 4 p.m. Staff is available during summer semester on a limited schedule.

### **Computer Helpdesk (406.756.3930)**

- ◆ Helpdesk assistance for computer issues is available Monday through Thursday from 9:30 a.m.–7:30 p.m. and Friday from 9 a.m.–6 p.m.
- ◆ Contact Continuing Education for WiFi passwords. Passwords are changed frequently.

### **Custodial Services (406.471.8700)**

- ◆ Custodial services are available Monday through Thursday from 7 a.m. to 10 p.m.; Friday until 7 p.m. and Saturday from 8 a.m. to 4:30 p.m. The campus is closed on Sunday.
- ◆ For assistance during the weekday after 2:30 p.m., call 471-8700; on Saturdays call 212-3066.
- ◆ For a medical or fire emergency call 911; in the event of a campus facility emergency contact:
  - Custodial Services Supervisor at 406.471.8700;
  - Facilities Director at 406.756.3988 or 907.854.4376; or
  - Director of Maintenance Services at 406.212.3066.

# ▶ COLLEGE POLICIES

## **Nondiscrimination Policy**

FVCC does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, gender or sexual orientation in the education programs and activities which it operates. Continuing Education instructors are accountable to the same policy.

## **Drug and Alcohol Policy**

FVCC is committed to maintaining a work and learning environment free of drug and alcohol abuse and strives to create an environment that promotes healthy and responsible living, and respect for community and campus standards. The following guidelines describe college policy regarding the use of alcohol and drugs.

- ◆ The possession, use and/or consumption of alcohol and/or illicit drugs by anyone on campus are prohibited.
- ◆ The distribution of alcohol by the college or by any college-affiliated organization is prohibited.
- ◆ Alcohol-free events are promoted.
- ◆ Assistance should be provided to individuals who are abusing drugs and/or alcohol.
- ◆ Safe transportation to and from events is encouraged.

## **Tobacco Free Campus**

**FVCC prohibits the use of Tobacco and E-cigarette products.**

The college is committed to complying with the Montana Clean Indoor Air Act, and further supports a healthy, comfortable and productive work environment for all students, employees and visitors to the campus. Therefore, FVCC prohibits any form of smoking including the use of electronic cigarettes (e-cigarettes) or any form of tobacco usage in all of its campus facilities as well as at all points of entrance and exit from its facilities, including all walkways and parking lots. Failure to comply will result in disciplinary action as stipulated by college policy for student infractions and the appropriate disciplinary process as set forth in collective bargaining agreements or Board of Trustees policy for faculty and staff.

## **Special Provision for Firearms, Gunsmithing and Weaponry Classes**

Students enrolled in an approved college gunsmithing, firearms or other weaponry class may, during the time of the class, carry a cased and unloaded firearm from the assigned parking area to the assigned classroom for that class and possess that firearm, uncased and unloaded, during the active period of instruction. The instructor will inspect all firearms prior to entering the classroom. No ammunition is allowed in the classroom or on campus.

## **Sexual Harassment Policy**

FVCC recognizes the importance of the personal dignity of every individual and is therefore committed to providing an educational and work environment where student, faculty and staff are safe, secure and respected. The college is committed to a learning community free of all forms of sexual harassment, exploitation, or intimidation. Sexual harassment unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment.

It is unlawful and against college policy to retaliate against an employee or student for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

Sexual harassment consists of unwanted or unwelcome behavior of a sexual or gender directed nature severe or pervasive enough to create an intimidating, hostile or offensive work or learning environment when:

- ◆ Submission of such control is made (either explicitly or implicitly) a term or condition of instruction, employment or participation in any college activity or;
- ◆ Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual, or;
- ◆ Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive work or learning environment.

Sexual harassment may result from an intentional action and may be subtle or blatant. It can be verbal or physical and can occur in any setting,

and the spectrum of behavior may range from verbal remarks to physical assault. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

If you or someone you know has been the victim of any form of sexual harassment at the college, or you have questions about sexual harassment, contact the Human Resources Director in Blake Hall 152 or call 406.756.3841.

## **Student Conduct and Standards**

Maintaining an atmosphere that is responsive to student education and welfare is a top priority at FVCC. In order to promote an environment that protects the rights of students and is responsive to student needs, it is expected that all students will maintain acceptable standards of behavior on campus. The following behavior is considered unacceptable and may lead to disciplinary action.

- ◆ Deliberate disruption in a classroom or at any college activity
- ◆ Cheating, plagiarism and other forms of dishonesty including knowingly giving false information to the college
- ◆ Forgery, alteration or misuse of college documents, records or identification or computer programs or accounts
- ◆ Physical abuse or harassment of another person
- ◆ Theft or damage to college property
- ◆ Use or possession of illegal drugs or alcohol on campus
- ◆ Carrying or discharging firearms on campus
- ◆ Unauthorized use or occupancy of college facilities



# ▶ **CAMPUS GUIDE**

## **Facilities**

### **Arts and Technology Building (AT)**

Continuing Education Center, Workforce Training Lab, Black Box Theatre, Culinary Arts Kitchen, Art Studios, Community Meeting Rooms, Computer Labs, Faculty Offices, Classrooms, Campus Grounds Coffee

### **Blake Hall (BH)**

Administration, Admissions, Bookstore, Business Office, Educational Services, Financial Aid, Food Service, Institutional Advancement, Registration, Student Government, Student Services, Mailboxes, Management Information Systems (MIS), Campus Grounds Coffee

### **Broussard Center (BC)**

Health Sciences, Administration and Faculty Offices, Student Health Clinic, Classrooms

### **Business and Social Science Building (BSS)**

Faculty Offices, Computer Lab, Computer Help Desk, Classrooms, Scholars Classroom, University of Great Falls Coordinator

### **Founders Hall (FH)**

Student Housing

### **Learning Resource Center (LRC)**

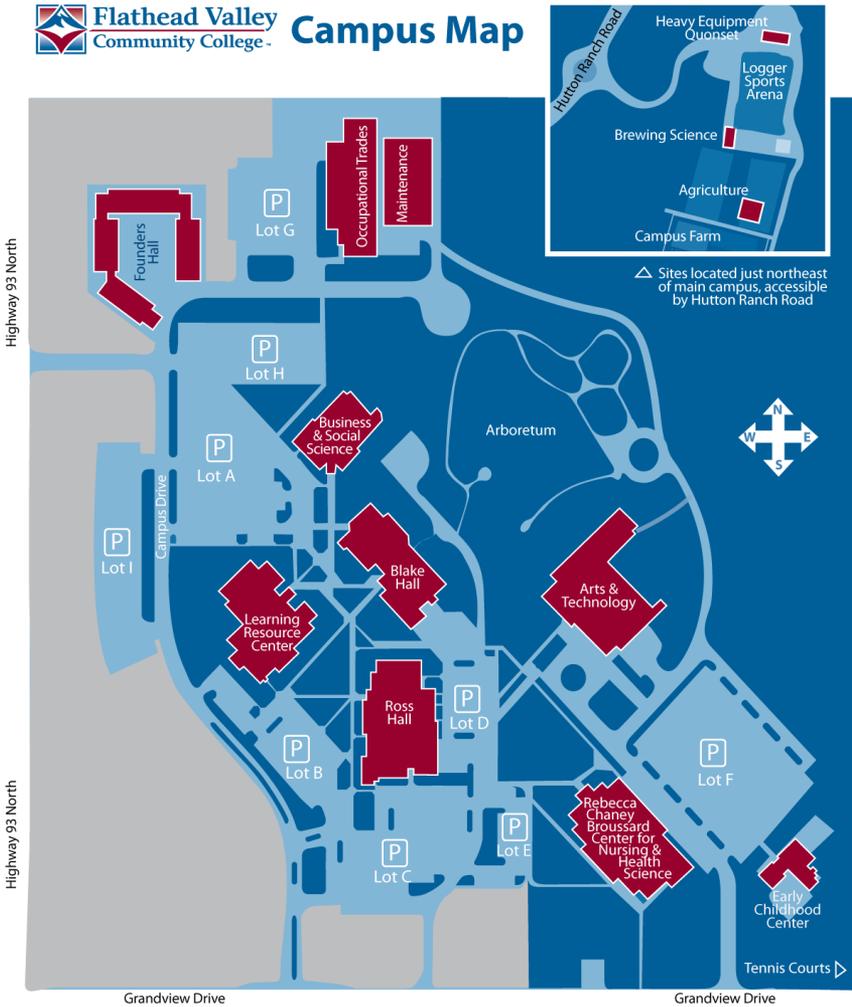
Adult Basic Education, Career Center, Counseling Offices, Disability Services, Faculty Offices, Student Support Center, Library, Math Lab, Media Center, Placement Services, Writing Lab, Testing, Veterans Center, Language Arts Lab, Classrooms

### **Occupational Trades Building (OT)**

Electrical, Metal and Machine Fabrication, Welding, Faculty & Administration Offices, Classrooms, CDL

### **Ross Hall (RH)**

Faculty Offices, Forestry Lab, Geology Lab, Computer Lab, Science Lab, Surveying Lab, Classrooms, Biology and Chemistry Lab



## The FVCC campus is tobacco and smoke free

(Electronic cigarettes are also prohibited.)

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### Key:

- A) Occupational Trades (OT)
- B) Maintenance
- C) Business & Social Science (BSS)
- D) Learning Resource Center (LRC)
- E) Blake Hall (BH)
- F) Ross Hall (RH)
- G) Arts & Technology (AT)
- H) Rebecca Chaney Broussard Center for Nursing and Health Science (BC)
- I) Early Childhood Center (ECC)
- J) Founders Hall (FH)

