

## **Policies and Procedures for Catalog Course Instructors**

### **Classification**

- All Professional Development instructors will have earned a master's degree or some specific training qualifying them to lead professional development.
- Paid Professional Development instructors will be classified as temporary employees (unless the instructor requests and can support through appropriate documentation an independent contractor status). The required paperwork must be filed with the Human Resources Department prior to teaching a class for Heartland AEA.

### **Instructor Pay**

- Paid instructors will be compensated per credit hour (15 contact hours per credit hour) as follows: \$750 for up to 15 participants; \$900 for 16-20 participants; \$1050 for 21-25 participants; \$1200 for 26-30 participants; \$1350 for 31-35 students. Instructors choosing to co-facilitate a course will split the instructor pay up to 30 participants. When co-facilitated courses go above 30 participants, each instructor will be compensated at the rate for half of the students. All exceptions must be approved through Professional Development.
- Paid instructors will receive an additional \$50 per credit per participant that registers for graduate credit (if applicable).
- Checks will be issued on the 15th day and the last day of the month.
- Mileage will not be reimbursed by Heartland AEA.

### **Class Time**

- Each one-credit-hour course must be at least 15 contact hours in length. This does not include lunch times. A class session scheduled to run through a normal eating period (lunch or supper) must provide, at a minimum, a 30-minute duty-free break. A working lunch cannot replace this break.

### **Registration**

- All course registrations will be handled through Heartland AEA, including registration for graduate credit; instructors are NOT to collect registration forms or payment.
- Instructors are NOT to allow anyone in the class that has not registered with Heartland. Class participants are registered electronically and will show on the class list available through the Instructor Center.
- Course information will be emailed to the instructor approximately one week prior to the class.

### **Course Cancellation**

- Heartland AEA reserves the right to cancel any class with insufficient enrollment. A decision will be made approximately one week prior to the first day of class. **We must have at least 9 participants in order for the class to be held.**
- If, for some reason, the instructor needs to cancel the course (illness, emergency), arrangements must be made through the Professional Development office.

### **Courses Offering Graduate Credit**

- All courses with graduate credit will be offered for Drake, Grand View and Morningside credit as long as they each approve the course.
- Instructor stipends will not be paid by any of the colleges. However, instructors paid by Heartland AEA will receive an additional \$50 per credit per participant that registers for graduate credit.
- Drake University routinely audits the courses available for Drake credit. Instructors will be notified prior to audit.
- Drake Contact: Kelly Marckres (515) 271-3976; Grand View Contact: Patty Williams (515) 263-2912; Morningside Contact: Davi Gradert (712) 274-5599

## **Course Evaluations**

- Participants are encouraged to utilize the online evaluation tool for classes.
- Instructors are encouraged to use various evaluation strategies throughout the course to guide instruction; however, strong support of the online evaluation is expected.

## **Evaluation/Grading**

- The License Renewal program at Heartland AEA operates on a pass-fail basis. A passing grade would be the equivalent of an "A" or "B" letter grade in a graduate course.
- If the course carries graduate credit, a letter grade of A, B, C, D or F must be assessed for graduate credit participants.
- All courses offered for graduate credit must have 15 instructor-led collaborative learning hours per credit hour + 30 hours of outside work for each credit. The instructor can decide if the 30 hours per credit of outside work is required for everyone taking the class or just for those taking the class for graduate credit. You should be clear as to whether the assignments are the same for everyone or different. NOTE: If a class is offered for license renewal credit only, the 30 hours of outside work are not required.
- A "participant only" (no credit) option will be available on all courses. Participants registered as "participant only" must meet the same requirements as the License Renewal participants (attendance, participation and assignments) to receive the full benefit of the training and a certificate of completion.
- Instructors should establish clear, objective criteria for administering grades and share the criteria (i.e. rubric) with the participants at the beginning of the class. If the course is offered for graduate credit, please be clear as to the grading criteria for both License Renewal/Participant Only and graduate credit. A rubric with a corresponding grading scale is required for graduate credit.
- 100% attendance is a requirement for all participants. The instructor may give make-up work for course time missed due to emergency situations.
- A grade of "Incomplete" may be earned for extenuating circumstances. The final grade must be submitted after the outstanding work is graded. For graduate credit, students have a maximum of one additional semester to complete the required coursework. If the coursework is not completed in the allotted time, the student will receive an "F." Incomplete grades for graduate credit are discouraged and should only be used when absolutely necessary.

## **Transcripts**

- Instructors will submit grades for all participants online through the Instructor Center.
- Transcripts will automatically be available to participants in their registration system account once grades have been entered and participants have been marked complete.

## **Facility Considerations**

- Whenever possible, classes are held at a Heartland AEA office; however, some of our classes are held in local school district facilities. It is important that we follow the rules of each school.
- Emergency contact information should NOT be through the school, but through Heartland AEA.
- Material, equipment, and copy needs must be arranged through Heartland AEA.

## **Books, Materials and Supplies**

- Instructors may request books, special materials, supplies, or guest speakers for all class participants; however, this request must come through the Professional Development office. All costs are added to the registration fee for participants.
- As an instructor, the preK-12 instructional and professional materials, and online databases are available to develop and teach your course. The library staff will be glad to help you plan and identify instructional resources. Also, ask the library staff for the username/password for the online databases. Participants may check out library materials during weekend classes through the support staff person at the front desk. Participants who do not teach in the Heartland AEA service area may check out materials through the course instructor.