

COMMUNITY COLLEGE OF BEAVER COUNTY
WORKFORCE & CONTINUING EDUCATION DIVISION
INSTRUCTOR ORIENTATION GUIDE

PRIOR TO THE FIRST CLASS:

Course Outline/Syllabus

Prepare a course outline or syllabus to hand out to students. Your CCBC Program Specialist will provide a template to help you create a course outline or syllabus.

Course Handouts/Materials/Textbooks/Software/Equipment/Laptops

Any handouts, materials, textbooks, software, equipment, or laptops needed for class have to be identified with the assistance of the Program Specialist during initial development of the course. CCBC will make copies for your class when given adequate notice (at least three days). If you need to purchase materials for the class, please submit receipts within two weeks of class completion for reimbursement. Time will be needed for reserving laptops, ordering textbooks for students and/or instructor, and ordering and installing software/equipment. Each instructor is responsible for the delivery and pick up of copies, materials, and laptops.

Marketing

The College has a variety of tools/approaches to marketing our courses and programs. Examples include: catalog/mailer, social media, website, targeted e-mail blasts, marquee, flyers, brochures, and billboards. All marketing materials highlighting a CCBC class or program must be reviewed and approved by CCBC's Marketing Department to ensure consistency and effectiveness of image/message. If you are interested in collaborating on the marketing of your course, please contact your Program Specialist to discuss innovative strategies and methods to get the word out to your network and to new audiences.

Contract

You will receive a contract for instructional hours. The contract must be turned in to the Workforce & Continuing Education Division by the date specified on the contract (please note that your pay date(s) is listed on the contract).

DURING YOUR CLASS:

Roster

For Community/General Public classes only, check the names of the students on your roster to ensure they match those in attendance. Call the Workforce & Continuing Education Division if there are any discrepancies @ 724-480-3452.

Attendance Sheet

During the first session, set aside a few moments to have students print and sign their names on the attendance sheet (for Customized Workforce Training, each student must fill out a CCBC registration form). If a class is more than one session, set aside a few moments to keep accurate attendance records on the attendance sheet for each session. Upon completion of your class, mail, fax, email, or deliver your signed attendance sheet (and registration form for Customized Workforce Training) to the Workforce & Continuing Education Division. **Your final payroll check will be processed and issued after the Workforce & Continuing Education Division receives your signed attendance sheet.**

If More Than One Session (Community/General Public only)

You should set up a system, such as a telephone chain, text message chain, or email addresses for contacting your students if the need arises. If you need to cancel a class for any reason, you are responsible for notifying your students and the Workforce & Continuing Education Division. All canceled classes must be rescheduled. Adding an additional session at the end of the term or adding class time to remaining sessions are acceptable to make-up a missed class. Contact the Workforce & Continuing Education with the method of rescheduling and to secure room usage.

MISCELLANEOUS:

Audio Visual (on main campus)

All rooms on campus have an IT podium. To access the instructor computer, the Username is **coned** and the Password is **Welcome123** (these are case sensitive). If you have any issues during office hours, contact IT Helpdesk @ 724-480-3399. In the evening, contact the IRC @ 724-480-3504 or use any wall panel in the classroom and dial 3555 for Security to reach the Evening Administrator.

Certificates (Community/General Public Classes)

To obtain certificates for your students, submit the roster one week prior to your last class indicating which students qualify for a certificate of completion (must attend 75% of the entire course).

Course Scheduling, Continuation, and Status

Each semester, courses are added and removed from the schedule based on past enrollment, a mix of new classes that the public has requested, projected interest, and available space. There is no guarantee that any course will continue from one semester to the next. Often, courses are put on hold for periods of time or discontinued.

Sufficient enrollment is necessary to conduct classes. If enrollment is insufficient, instructors will be notified prior to the first class. If you have not heard from the Workforce & Continuing Education Division a week before your start date, please contact the Program Specialist.

Emergency Closings/Alerts

Classes are rarely canceled at CCBC. In the event that weather conditions or another emergency causes the college to close, the closing will be posted on our website, on the major news channels, and their websites, but the surest way for you to receive notification of issues and incidents critical to your safety is through our emergency alert system. By registering for the service, you can choose to receive emergency notifications instantly via text message on a mobile phone, voicemail on a mobile phone or landline, and through email. To register for our alerts, go to alerts.ccbc.edu. Create an account by providing your name, email address, and choosing a password. You will receive an email with a link to activate your account. You only need to register once and can log-in to your account anytime to update how you receive alerts.

Evaluations

In order to ensure quality programs, student evaluations are completed. A packet of information will be sent to you near the end of the course.

Human Resources

If you are a new hire or returning after an extended absence, please contact CCBC's HR Department @ 724-480-3363 to ensure the following documents are up-to-date: clearances (Criminal History, Child Abuse History, & FBI Fingerprint), application, worker's compensation insurance, I-9/Proper Identification Form, W-4, and Act 32 Form. Also, please report any change of address, telephone number, name, etc. to the Workforce & Continuing Education Division. For payroll purposes, a Name/Address Change Form with appropriate documents will be mailed to you to record these changes.

Room Assignments (on main campus)

Rooms are assigned according to course requirements, class size, and availability. If you do not have access to your room, please call security at 724-480-3555 or 724-480-3453. It is your responsibility to ensure your classroom is in a generally clean condition and the lights, computers, and other equipment are turned off when class is over. If you have moved desks, etc., please return them to their original place.

Security (on main campus)

Security is located in the Student Services Center and can be reached by dialing 724-480-3453. For emergencies dial 724-480-3555 or press the red button on the wall panel in each classroom. Security personnel are on duty 24 hours a day, 7 days a week.

For a complete list of institutional policies/procedures, for a map of the campus, or for a copy of the attendance sheet and evaluations, visit CCBC's website at www.ccbc.edu.

**WORKFORCE & CONTINUING EDUCATION DIVISION
CODE OF CONDUCT**

Academic excellence in instruction is a priority of Community College of Beaver County's Workforce & Continuing Education Division, and as a valued member, you play a vital role in the College's vision of excellence. The role of a Workforce & Continuing Education Division instructor/consultant carries with it the enormous responsibility of being a role model for students and fulfilling the mission and vision of the College. The following standards are provided as minimum expectations. The following is the stated Code of Conduct for instructors/consultants at Community College of Beaver County:

I agree that I will....

- Verify dates, correct time, and location site of the class.

- Arrive at least one-half hour early. Maintain a professional appearance in my occupational area.

- Introduce myself to the class, provide enthusiastic and creative leadership, and develop and maintain a positive and challenging learning environment.

- During the first session, set aside a few moments to have students print and sign their names on the attendance sheet (for Customized Workforce Training, also have students fill out a registration form). If class is more than one session, set aside a few moments to take attendance for each session.

- Provide a course outline or syllabus and distribute to the students.

- Display poise and maturity in your relations with students/corporate staff.

- Maintain a safe, orderly, and stimulating classroom environment.

- Keep student/client relationships professional.

- Avoid solicitation of one's business to students, unless first requested from a student.

- Lastly, I have reviewed the Instructor Orientation Guide with a CCBC employee.**

I agree to the Code of Conduct as stated above.

Instructor/Consultant Date

Community College of Beaver County Date
Workforce & Continuing Education Division

Contact Information - Please Print
Name _____
Address _____ _____
Email Address _____
Daytime Phone Number _____