



Instructor Handbook

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WELCOME

We are pleased that you have chosen to share your expertise with Central Washington University's Continuing Education (CE) Department. The CE staff is proud to offer quality classes and programs to our community. Your role in the teaching-learning process is highly valued and it is important to us that your, and the students', experience is positive. By familiarizing yourself with our policies and procedures, you will be well on your way to ensuring a successful class.

For your convenience, the handbook is divided into sections:

- Pre-course Preparation;
- Running your class;
- Post-class Responsibilities;
- University Policies and Procedures; and
- Resources.

Please review each section of this Handbook and feel free to call (509-963-1712), or email us (ce@cwu.edu), with questions. Or visit us at the Continuing Education Department located at 400 East University Way, Hebel Hall Room 203, Ellensburg, WA 98926-7433.

The CE Team

Pre-course Preparation

Continuing Education

Central Washington University offers both credit and non-credit classes. Students typically take credit classes when in pursuit of a degree, and take non-credit classes when interested in either professional development or personal enrichment with no need or desire for college credit. It is important to understand this distinction as the policies and procedures for credit classes are often very different from non-credit classes.

Continuing Education offers non-credit classes, credit classes in partnership with academic departments, seminars, workshops and conferences. Our students can earn college credit; Continuing Education Units (CEUs); Clock Hours; and Professional Development Credit (500 Level classes that cannot apply toward a degree). All of these are fully explained on our website: www.cwu.edu/ce/new-course-proposal. Through CE offerings, new skills are acquired, existing skills are enhanced and additional areas of interest are explored in a professional, low stress learning environment.

We are known for our high-quality instruction, class variety, responsive programming and outstanding customer service. We proudly share our Mission, Vision and Values below with you to help with your understanding of our role within the University.

Mission: We provide exceptional lifelong learning programs to educate and inspire.

Vision: Through innovative and collaborative educational opportunities, we will encourage those we serve to explore, grow and succeed.

Values:

Explore: We discover and develop new ideas, programs, and processes that are both innovative and relevant. We create unique offerings that meet the evolving needs of our students and region.

Grow: We build close, cooperative working relationships within and among individual departments, with our campus partners, and with the local and global communities we serve.

Succeed: We help students, instructors, and staff define and attain their personal, professional, and academic goals by providing exceptional access and support.

NEW CLASS IDEAS

The planning process for each quarter starts very early — at least 6 months in advance of the quarter’s start. During the planning process, we contact instructors to confirm dates, times, room preferences, etc. It is important that you respond quickly to confirm your interest and teaching availability. We encourage you to explore the opportunity to create new classes and/or make suggestions for other classes you think we should be offering (within *any* program area). Many of our most popular classes were proposed by our outstanding instructional staff. If you have an idea for a new class:

1. Speak with your Program Manager about your class idea to determine the feasibility of the class, or to ensure that it won’t be a conflict of interest with another department on campus.
2. Complete a Class Proposal Form (www.cwu.edu/ce/new-course-proposal) – see photobelow.
3. Give some thought to the possible name/title, audience, and marketing for the class.
4. Will you need any special equipment or supplies? How many students can the class accommodate? Have you created a class objective/outline?
5. The web form automatically is sent to CE.

Continuing Education Course Proposal Form

Continuing Education is pleased to assist you with developing a successful course. The completion and thoroughness of this form is the first step in assuring quality programming.

Course proposals are accepted on an ongoing basis. Continuing Education staff will use the information provided to assist in scheduling non-credit courses. If your course is accepted, a Program Manager will contact you to coordinate details and gather additional information.

Please note: All CE programming requires a course evaluation form from each participant. You as the instructor will be responsible for the distribution and collection of the CE Evaluation Form at the end of your course. To view the Course Evaluation Form, please click [here](#).

Name *

Please provide first and last name

Contact Phone *

(xxx)xxx-xxxx Please provide the number we can best reach you at.

E-mail Address *

Please enter your primary email address.

Proposed Course Title *

STANDARD SYLLABUS & FAQs

Using a standard syllabus can help set the tone for multi-day or quarter-long classes and clearly establishes the expectations you have of the students. CE has created a Class Syllabus template, which can be emailed to you. The following areas are to be updated by you prior to handing the syllabus out to your students: instructor name and contact information, class title, class

dates/times/location(s), materials, and class specific information (safety rules, class outline, reading assignments, etc.).

All other areas of the syllabus should not be changed, as they represent current CE policies and procedures. It is *strongly* recommended that you review these student FAQs, so that you are prepared to answer questions during class.

Good pedagogy is essential to participant satisfaction and creating, or growing, a loyal student base. For all classes we stress the importance of having:

- Outcomes;
- Activities that help the students learn the outcomes;
- Assessments to ensure the outcomes have been obtained.

Example Learner Outcome for a Clock Hour course:

The following sample is not all-inclusive; the reviewers are most interested in a progression of learner outcomes. Additionally, the reviewer wants to see a match between learner outcomes and assessments.

Learner Outcome What skills/knowledge will be acquired via the course?	Activity How will you teach the learner outcome?	Assessment Measurement of the learning achieved.
Construct meaningful rubrics to enhance student learning and showcase learning objectives.	Working in groups, students will assess and classify key learnings from a classroom unit and appropriately differentiate the benchmarks by creating a new rubric.	Completed rubric will be reviewed and evaluated by faculty mentor with a goal of 80% or better inclusion of required rubric components.

CONTRACT

A contract is generated for each class you teach, each quarter you teach it. The Contract must be signed and returned to CE *before* your class will be published in the catalog and marketed. It is best to sign and return it the contract within 48 hours.

1. Read it *carefully* for date(s), time(s), location(s) of your class(es), and *immediately* notify the CE Program Manager of any issues.
2. Check the pay method/amount for accuracy.
3. Sign the original and return it to your Program Manager immediately via, email, fax or mail. – see page 2 for contact information.
4. Keep a COPY for your records.

IMPORTANT:

In order to maintain an ethical and impartial learning environment, you agree not to promote any specific product, service, or source in the classroom, nor solicit contact information from the students.

Any and all work products (class syllabus, etc.) are the property of CE, and all rights, including copyright, reside in CE. In other words, CE owns the class, and the instructor owns their instructional materials (PowerPoints, handouts, etc.).

The university's reputation is at stake when our students do not receive the instruction/materials they expect. If you plan to deviate from the published class description and/or class syllabus, please speak to your Program Manager *before* the class begins. Your course was reviewed and approved by the corresponding academic department. Any changes will need to be resubmitted and reapproved prior to the first class.

COMPENSATION

As a vendor, all payments are processed by our Accounts Payable.

It is our goal that all instructors be paid in a timely manner. Washington State Statute prohibits pre-payments for services not yet rendered, therefore instructors are paid after the class has ended and CE has received/processed an itemized invoice and your W-9. Incomplete and illegible paperwork slows down, or stops, this process. Always contact your program manager first if you have questions regarding payment. Accounts Payable can be emailed at AccountsPayable@cwu.edu as well.

CHANGE OF ADDRESS, PHONE, EMAIL

Please inform the CE Office if you change your address, phone number or email address.

CLASS CANCELLATIONS

The most common reason for a canceled class is low enrollment. Your Program Manager monitors enrollment to determine whether or not a class can/should run. There may be a variety of factors involved in a cancellation decision. Ultimately, our department has a financial responsibility to the college that must be met for us to continue operating, and we attempt to balance that responsibility with the community's expectation of us to provide high quality programs and services quarter after quarter.

Experience has shown that many students wait until the last minute to register, and because we want to give our classes the best possible chance to run, we typically make cancellation decisions 48-72 hours prior to a class start. However, there may be other circumstances involved that cause us to cancel earlier (or later). The CE office will contact all registered students to notify them of

the cancellation and will post a cancellation sign on the classroom door (for students who may not have received our message/email).

IMPORTANT: If your class is cancelled, you will be notified by your Program Manager **via email** unless another type of arrangement has been made. If you ever need a cancellation decision made more than 48-72 hours prior to a class start, please contact your Program Manager. **You (and your students) will only be notified if your class has been cancelled - otherwise, you should assume that the class is going to run.**

COLLEGE RESOURCES

Although you will be paid by Central Washington University, you are not considered an employee of the University, but rather as a vendor. As such, you do not have access to University resources (printing, graphics, recreation center, etc.). Your Program Manager will work with you to provide outstanding customer service within these confines.

MARKETING

CE promotes classes in a variety of ways and some marketing is site specific. CE has produced a quarterly mailer distributed via postal mail to homes in the surrounding area. Additionally, copies of this schedule are made available at key community venues as well as distributed at numerous community events. The entire schedule is available on our website, and links to individual classes are available there as well. Additional promotion may include: flyers, brochures, social media, and targeted mailings.

We encourage instructors to help boost enrollment in an appropriate way. Any external marketing (print or web) must be pre-approved by the University. Please work closely with your Program Manager to ensure contract compliance in this area. CE has a standard layout/format that must be adhered to in order to maintain quality and consistency in all promotional pieces and to ensure trouble-free registration. Flyer requests should be sent via email to ce@cwu.edu. Include the following information in your flyer requests:

1. Class(es) to include (multiple flyer requests can be fulfilled in one email)
2. Quantity (of each flyer)
3. Date needed - allow 7 business days to fulfill

You can also participate on our Facebook page at www.facebook.com/ce.cwu. "Like" us and begin a dialogue with past, present and future students. **Note:** Please use discretion when utilizing any social media outlets to communicate with your students.

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. Central Washington University (CWU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law. All student information should be kept secure and treated as confidential information. If emailing students, please BCC all attendees so as not to share addresses. For additional FERPA information or questions, contact your program manager or visit: www.cwu.edu/family-educational-rights-and-privacy-act

PROSPECTIVE STUDENT QUESTIONS REGARDING YOUR CLASS

On occasion, the staff in the CE Office will be unable to answer very specific questions about a class, in which case, we will provide the student with the contact information you have authorized us to give out. As is the rule within our office, we expect you to return any student phone calls or emails **within 24 hours**. Your response time to the student is very important, and may significantly impact their decision to register.

SUPPLIES

If you would like supplies for your class, **you must have them pre-approved by your Program Manager**. Be sure to discuss the purchase and method of delivery with your Program Manager. If it is agreed that you will purchase the supplies, be sure to submit the original receipt(s) to your Program Manager before the class begins. A reimbursement will be processed within three weeks from the time the receipts were submitted. NOTE: Reimbursements will not be made to instructors for unauthorized purchases.

Please note that CE instructors are not authorized to collect money for supplies or class registration fees. As a state agency we must adhere to specific laws and policies regarding this process.

REGISTRATION

Depending on the type of class, there are a variety of ways to register: in-person at one of our sites, online, by phone, by mail or via our website: www.cwu.edu/ce and select “Class Catalog” from the left hand listing under the “For Students” heading.

Vendors may not use their company’s website or other registration methods to enroll students in a CE class. This would be a clear violation of your contract.

VARYING STUDENT SKILL LEVELS

You may encounter differing student skill or knowledge levels in one class. Here are a few strategies to help minimize the impact:

- On the first day of class, review the Class Syllabus with your students.
- Offer any additional instructional tools such as books, DVDs, YouTube videos, etc. that may be useful to the students outside of class.
- Remind students that you must teach to the class objectives, and that if anyone feels the class is not a good fit, to contact the CE Office.
- Contact your Program Manager for additional support and/or to discuss any potential class description changes to help prevent repeat problems.

CLASSROOMS & COMPUTER LABS

If your assigned room is locked or you encounter facilities' problems, contact the appropriate campus location:

Main Campus call 509.963.2959 from a cell phone, or dial 2959 from any campus phone to connect you to Campus Police (unless a note on the classroom door instructs you to call a different number).

Sammamish call the front desk at 509.963.3690, or dial 3690 from the classroom phone, or visit the front desk staff on the first floor.

Identify yourself as a CE instructor and ask them to open the room for you, or explain the problem. For persistent room issues, please contact the Program Manager. We make every effort to place your class in a room that meets your needs. **Please do not change classrooms without consulting CE**; doing so can result in a domino effect of misplaced classes and dissatisfied students. We want

to ensure that there will be no future conflicts with other classes and events. Please be considerate of the classes occurring before and after yours that are using the same classroom by entering and exiting the room at your published class start and end times. We ask that you leave the room clean and orderly as well.

CLASSROOM AND COMPUTER LAB EQUIPMENT

Most classrooms are equipped with a computer station, projection screen, data projector and document camera. If you would like to use other equipment for Ellensburg based classes, such as hand-held remote controls for voting/polling, laser pointers, wireless microphones, etc. they may be available through our Media Department. Please note that there are costs associated with certain types of equipment. Be sure to discuss any media needs with the Program Manager at least one week prior to the class' start date.

Each classroom/lab has a 1-page set of instructions at or near the computer podium – many times, following these instructions can resolve minor equipment issues. However, if you are unable to resolve a problem on your own with the **CD/DVD unit, data projector, document camera, or sound**, call **IS, INFORMATION SERVICES** at (509) 963-2001, or dial 2001 from any campus phone.

For dry-erase markers, pens, pencils, etc. please contact the CE Office at (509) 963-1712 or send an email to ce@cwu.edu. Sammamish instructors can inquire at the Sammamish Office.

For **internet, software or computer hardware** (keyboard, mouse, etc.) issues, call our **Information Services** at (509) 963-2001, or dial 2001 from any campus phone.

Help Desk Hours during the quarter:

Monday-Thursday 7:00AM-8:00PM

Friday 8:00AM-5:00PM

Saturday, Sunday and Holidays - CLOSED

Hours during breaks/vacation:

Monday-Friday 7:00-5:00

Saturday, Sunday and Holidays - CLOSED

How you can contact us:

E-mail: cwuservicedesk@cwu.edu

Web: <http://www.cwu.edu/its-helpdesk/>

Phone: (509) 963-2001

More often than not, technicians are available to help – the most important thing to remember is call immediately. If you have repeat problems, notify the Program Manager.

WIRELESS ACCESS ON CAMPUS

For Main Campus: Work with your Program Manager to create a Sponsor Guest Account.

For Sammamish: Wi-Fi will be installed soon. There will be a shared key needed to log-in. This will change daily with the new key posted on the announcement boards located on both levels.

Your Username and Password are valid for TWO (2) WEEKS.



Main Campus Note: A Username and Password are only needed if you (or your students) brought your own laptop, tablet, iPad, iPhone, etc. and wish to access CWU's wireless network while on campus. You do not need a Username or Password to use the internet on an instructor computer station in your classroom/lab – your Project Manager will work with you to issue log-in credentials.

CERTIFICATIONS

If a specific certification is required for your job (e.g., CPR, First Aid, Lifeguarding), it is your responsibility to keep the certification up-to-date. Failure to renew certifications may result in temporary suspension until written proof of renewal is submitted to the CE Office.

PHYSICAL ASSISTANCE

Central Washington University offers a welcoming environment to persons of all abilities. For Water Wellness participants in Ellensburg, patrons of the Recreation Building are encouraged to use the facilities to their full extent (in accordance with the Aquatic Center & Recreation Center Usage Guidelines). However, for the safety of everyone involved, patrons *must* be able to get to and from their class or activity and participate in their class or activity without *any* physical assistance from the Staff.

If needed, patrons may provide their own personal assistant, who can accompany them to their class or activity at no charge. A volunteer form and/or waiver will need to be signed by the personal assistant beforehand. Please call the Continuing Education Office at (509) 963-1712 for details.



WORKING WITH CHILDREN

For safety reasons, a criminal records check on all personnel working with children is required.

Instructors working with children have several unique responsibilities. For example, it is imperative that instructors are in the classroom to meet students as they arrive. You should plan to be in the classroom a few minutes before and after the assigned class time.

Also, instructors should not leave students alone in class at any time. If it is necessary for you to leave the students for a brief time, you must arrange for staff to temporarily cover in your absence. Please contact:

Main Campus call the CE Office at (509) 963-1712, or dial 1712

Sammamish call the front desk at 509.963.3690, or dial 3690

If you cannot meet your class on time, please contact:

Main Campus call the CE Office at (509) 963-1712, or dial 1712

or call Campus Police at (509) 963-2959.

Sammamish call the front desk at 509.963.3690, or dial 3690

If parents have not arrived within 5-10 minutes after the scheduled class end time, please contact:

Main Campus call the CE Office at (509) 963-1712, or dial 1712 or call Campus Police at (509) 963-2959.

Sammamish call the front desk at 509.963.3690, or dial 3690

Please stay with the student(s) until the officer/CWU personnel arrives, and be sure to report the late pick-up to the CE Office if it becomes a persistent problem. Do not leave the classroom until all students have been picked up (or until a Campus Police Officer relieves you).

When working in labs, it is important that you observe and communicate proper safety precautions to all students before class begins.

CWU staff working with children will not dispense medications.

FIELD TRIPS

Field trips, in conjunction with classroom exercises, are encouraged, when appropriate. Informing the CE Office of a class field trip is imperative so that we can answer any questions that we receive. However, field trips with children **MUST** be preapproved by your Program Manager. The appropriate parent permissions, release and emergency information must be on file with CE prior to the trip. Contact your Program Manager to arrange a field trip and receive consent forms at least two weeks in advance of the proposed trip date. Broad insurance coverage is provided for the college and its employees. However, because of the complexities of insurance law, it is recommended that transportation for compulsory field trips be in a college vehicle or by a hired commercial carrier. Talk to your Program Manager about this for more information.

CODE OF CONDUCT

In order to maintain an ethical and impartial learning environment, it is agreed that you will not promote any specific product, service, or source in the classroom.

Personal Problems — Instructors should avoid bringing their personal problems into the classroom. Instructors should not discuss professional, family, or financial matters in the class. This statement is not meant to exclude anecdotal information pertaining to the instructor's personal life.

Personal Relationships — Relationships between instructors and students should be professional. Such relationships cannot be used to coerce or influence others for personal advantage. Unwelcome sexual advances, requests for sexual favors, and sexually explicit language are prohibited. Sexual relationships between an instructor and any student currently enrolled in the instructor's class or under the supervision or direction of the instructor are prohibited.

Running Your Class

PARKING

For Ellensburg, parking in on-campus lots, permits are required year-round, Monday - Friday, between 7:30 a.m. and 4:30 p.m. Additionally, Parking permits are required during all breaks.

Daily dispenser permits allow you to park in the General parking lots. They are not valid in the Staff parking lots. Daily permits can be purchased at one of our eight dispensers that are located in lots C-9, D-5, G-16, I-15, N-19, O-5, P-8 and Q-14. Daily "scratch off" permits may also be purchased at the Parking Office or Cashier Office.

Dispenser Permits are valid for 24 hours and state the time duration on them. The permit must be displayed with the printed information clearly visible on the front windshield driver's side or the driver's side window to be valid.

Free parking lots are available. For lot location, visit: <http://www.cwu.edu/parking/free-lots>

For Sammamish: Parking is free and readily available in front and behind the building.

SPECIAL NOTE ABOUT CLASSROOMS & COMPUTER LABS

Classrooms – Most classrooms will already be unlocked when you arrive. However, if the room is locked you will need to call:

- For Ellensburg, Campus Police at 509.963.2959
- For Sammamish, see the Front Desk Personnel on 1st floor or call 509-963-3690

Computer Labs - Contact Information Services, 509.963.2001 or at cwuservicedesk@cwu.edu with any questions. CWU Service Desk has two locations: "Bouillon Hall, room 101 (7 A.M.- 5P.M.) and Brooks Library ARC (after 5 P.M.) The CWU Service Desk provides phone, email and walk-in computer support for all faculty, staff, students and guests at Central Washington University.

AGE REQUIREMENTS

CE classes are intended for students of all ages unless stated otherwise in the class title or class description. It would usually be at the instructor's discretion to allow a student who is younger than 18 to enroll in the class. For example, a person younger than 18 years old may want to take a world language class. Our standard answer is: "the classes are designed for the adult learner and that in order for anyone under 18 years of age to take the class, they either need instructor

approval or the parent needs to take the class with them.” If you have someone in class that does not meet the age requirements, please contact the Program Manager *immediately*.

AUDITS, VISITORS AND GUESTS

Only paid registrants are allowed to attend classes. Allowing non-paid students into a class can detract from both the teaching and learning environment. Please help us maintain the integrity of our programming by only allowing paid students to attend. This also applies to an instructor’s family.

STUDENT NAME/ADDRESS CHANGES

Due to the Family Educational Rights and Privacy Act (FERPA) regulations, **only the student can make changes to their personal information**. If a student has a change in contact information, such as name, address or phone number, they must make the change through our office.

CLASS ROSTERS

Your Program Manager will email you a copy of your class roster shortly before your first class session. It is imperative that you have a printed copy of your class roster **right before the first class session**. If changes to your roster occur, a new one will be emailed to you. The roster is your record of students who have officially registered, and you will need to use this roster to take attendance and submit grades (when applicable).

Note: Your rosters will include any contact information (e.g., name, phone, email address) that a student provided during registration. **You may use this contact information for class purposes only — do not contact students for non-CWU matters.**

STUDENTS NOT ON ROSTER

There are reasons why a student’s name might not appear on your class roster:

- The student could have registered after the roster was printed
- The registration could be in a parent’s name instead of the child’s name
- The registration could be in a maiden name instead of a married name
- The student requested a refund but it hasn’t been processed yet

- The student may have (unknowingly) registered for a different class/section number
- The person may be an assistant, note-taker or interpreter assigned by our Disability Services Office (in which case you would have been notified by the DS Office before class began)

If you are able to determine the reason, and it is *obvious* that the student belongs in the class, it is okay to allow the student to stay. However, you will need to send the student's name and phone number (and email address when possible) to the Program Manager immediately after class, so that the roster can be corrected by the *next* class session. **NOTE:** The names of volunteers, assistants, interpreters, etc. will never appear on your class roster.

In general, for liability and class capacity reasons (and because it is unfair to all of the other *paying* students in the class), **no one is allowed to attend a class he/ she is not registered for.** If you have a student in your class who does not appear on the class roster, and there is no *obvious* reason why, please do the following:

STEP 1: Ask the student for proof of registration – which would be in the form of an emailed class confirmation or a paper receipt from CE. If the student is unable to show you proof, go to Step 2.

STEP 2: Ask the student to contact the CE Office (509.963.1712) for assistance. If the student returns to the classroom and is still unable to show you proof, go to Step 3.

STEP 3: Write down the student's **name, phone number(s) and email address**, inform them that they are not able to attend class *that* day, but that the Program Manager will contact them before the next class to sort things out. Immediately after class, send the student's contact information to the Program Manager.

STEP 4: Before the next class, your Program Manager will send you a current roster to ensure that the student is officially registered.

IMPORTANT: For One-Day Classes — if a student is unable to show you proof, he/ she must fill out a registration form (see next page), and give it, along with payment (check only), to the office staff personnel before class begins. If, by chance, a student insists that they have already registered for the class, please inform them that we will be sure to shred the *new* registration form and payment once we have verified their original registration.

REGISTRATION FORM

**** PLEASE COMPLETE ALL FIELDS OR REGISTRATION WILL NOT BE PROCESSED ****

~ Please print clearly ~

A: PERSONAL INFORMATION				
Last Name	First Name	Middle Initial	Former Name	
Preferred Mailing Address	City	State	Zip	County
Phone Number	E-Mail Address			
Gender	Birth Date (mm/dd/yyyy)			
<input type="checkbox"/> Male <input type="checkbox"/> Female				

B: REGISTRATION INFORMATION					
Category	Title	Quarter	Start Date	City	Instructor
Outdoor Recreation & Fitness	Water Wellness Workout	Winter	1/03/17	Ellensburg	Ryker Ely

C: PAYMENT		
Tuition / Fees Due:	\$75.00	Once you have been registered, payments can now be made by going to www.cwu.edu/ce/outdoor-recreation-fitness and clicking on the course title. Please note: if payment is made online, there will be a \$3.50 processing fee.

Please Note:

I understand if I am unable to complete the course, it is my responsibility to notify, in writing, the Office of Continuing Education immediately to withdraw. Submission of this registration form obligates me for payment of course fee at the time of registration. See Refund Policy at www.cwu.edu/ce/policies

Signature		Date	
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 For CE Office use only:

PMT METHOD _____

RECEIVED BY: _____

UNIVERSITY/CAMPUS CLOSINGS

Any decision to close the university is made by the University's administration. If closing the university becomes necessary, the information will be posted on our website at www.cwu.edu every day of the week, including weekends. It will also be broadcast on KXLE and KCWU, and local TV stations.

In most cases, when the campus must close, make-up classes will be offered — please communicate your class makeup plans with the Program Manager so that classroom or facility availability can be confirmed.



Instructor Class Cancellation

Instructors are expected to communicate *any* class change to the Program Manager *before* announcing it to their students. Notify the Program Manager at (509) 963-1712 at least twenty-four hours prior to an anticipated class absence. In case of an *emergency*, notification should be made as soon as possible. After hours please call your Program Manager's cellphone at the numbers below:

Danielle Donoghue (509) 387-1630

If a class session is cancelled due to an instructor illness, official college closing or other emergency, we will make every attempt to schedule a make-up. Here are a few make-up options:

- Extend your class by one day/week (if the room is available).
- Add time (i.e. 15 minutes, ½ hr., etc.) onto each remaining class (if the room is available).
- Offer the make-up class on a different day/night of the week.
- Offer the make-up during a school break (i.e. Spring Break).

It is expected that you teach the total number of classes agreed to in your Contract in order for you to receive full compensation.

LATE ARRIVAL

In the rare instance that you are going to arrive late for class, please do the following:

If during normal business hours (Mon-Fri 8am-5pm), notify the Program Manager at (509) 963-1712.

If it is after business hours, please call your Program Manager's cellphone:

Danielle Donoghue (509) 387-1630

Water Wellness instructors should call the Recreation Center at (509) 963-3550

Sammamish Campus Programming: (509) 963-3690

Doing so assures our students that we value their time, and gives us the opportunity to explain what is happening.

TAKING BREAKS

While not mandatory, a 5-10 minute break is acceptable for classes meeting two (2) or more hours. However, please do not take a break at an inappropriate time (e.g., end of class). For classes less than two (2) hours in length (e.g., physical fitness), breaks should not be taken unless absolutely necessary. **It is very important for classes to start/end at the published start/end time listed in CE promotional pieces and in your contract.**

If, by chance, you have students who want to *linger* after class, please ask them to do so *outside* of the classroom. In other words, you may leave at the published end time, but please close the door behind you and make sure no students are left inside the classroom.

At Sammamish, and for evening programming, all students must leave the building with the instructor.



DISRUPTIVE STUDENTS

Disruptive behavior is anything that causes concern or prevents an instructor from effectively and/or comfortably teaching a class or compromises students learning. The most important phone number to have on hand in case a situation escalates to a level that puts you and/or your students in harm's way is the police.

For Main campus call: Campus Police at (509) 963-2959 or the police 9-1-1. We have Main Campus Police officers on campus 24/7.

For Sammamish call: 9-1-1 and follow up with a call to your program manager and the front desk.

STUDENT ABSENCE

Due to liability and class capacity issues, students will not be allowed to make up a class that they have missed due to their own scheduling conflict or illness.

STUDENT EVALUATIONS

Each and every CE class is evaluated. This is common practice for all CWU classes. Among other things, class evaluations help CE:

- Get timely student feedback
- Gather ideas for *new* class offerings
- Collect student comments/testimonials
- Target marketing for future classes

Paper evaluations typically have a greater response rate, but if your classroom environment does not lend itself to this type of evaluation (e.g., physical fitness classes) we might decide to send the evaluations to students via *email*.

Your Program Manager, or the site office, will provide you with paper evaluations to distribute to your students.

A few weeks after we receive the completed evaluation forms, we will email you a report detailing the students' scores and comments. If you have any questions about the evaluation process, please contact your Program Manager.

AWARDING GRADES (FOR CEUs)

You should use your class roster to take attendance at each class meeting. If a class awards Continuing Education Units (CEUs), as noted at the end of the class description, you must assign a grade (Y or N) to all students based on their attendance. In order to receive a “Y” grade, a student must attend 100% of a class that meets 8 hours or less, and attend 90% of a class that meets 9 hours or more. Otherwise, the student should be given an “N” grade. Numeric grades (4.0, 3.0, etc....) are optional, and are only needed if a student specifically requests it. Students desiring an optional numeric grade must notify the instructor at the start of the class, and will be evaluated for their performance during the class. Incompletes and letter grades will not be issued. Final grades must be entered and submitted to the CE Office within one week of the class end date (unless other arrangements have been made).

Note: CEUs are *not awarded to students of Physical Fitness classes*. In other words, Physical Fitness students do not receive a “Y” or “N” grade, so attendance is not mandatory, but instructors should still take attendance to make sure that everyone attending the class is on the class roster.

University Policies & Procedures

Equal opportunity and nondiscrimination.

Central Washington University's policies and practices affirm and actively promote the rights of all individuals to equal opportunity in education and employment. Discrimination on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity and gender expression, age, marital status, disability, or status as a protected veteran is prohibited. The University provides an internal procedure for reporting discrimination and affords protection against retaliation for participating in the complaint process. Central Washington University complies with all applicable federal, state, and local laws, regulations, and executive orders including when soliciting bids and in the fulfillment of all contracts with governmental agencies.

Central Washington University believes that diversity of peoples, cultures, and ideas is essential to learning, discovery, and creative expression. CWU believes that all faculty, staff, and students must be and must feel physically, professionally, and emotionally safe in order to fully engage in and benefit from the university experience.

EMERGENCIES

In the event a student is injured or becomes ill while on campus,

- **Ellensburg Campus Programming:** call Campus Police at (509)963-2959. All of our officers have received advanced CPR/AED and First Aid training, and most are EMT certified.
- **Sammamish Campus Programming:** call 9-1-1. After calling 9-1-1 notify Front Desk staff.



BE PREPARED TO GIVE THE FOLLOWING INFORMATION:

- 1) Nature of the emergency (e.g., injury, sickness, fire, crime)
- 2) Exact location of the emergency (building and room number)
- 3) Best way for responding personnel to get to location

In the event that a Campus Police officer is not available, any person is authorized to call 911 for emergency medical services. The person who called for emergency medical services must also file a report with Campus Police as soon as possible.

NOTE: If the situation is serious enough that Campus Police is called, please have the class take a break until emergency personnel arrive. The priority is to keep the sick/injured student feeling safe and comfortable.

Emergency Notification System (ENS)

Campus safety is a vital concern at Central Washington University. CWU has established an Emergency Notification System (ENS) which provides multiple notice methods to alert individuals about situations that may pose a substantial threat to our community. The current components of the CWU ENS include website and desktop alerts, email alert updates, voice mail notification, text messaging, and public address systems (PA's) in police vehicles and designated buildings. In addition, CWU also has Emergency Blue Light phones located throughout campus and information available to the community regarding personal responses instructions should an emergency occur.

Components that make up the CWU ENS:

CWU ALERT!: CWU Alert! is an internal first-response system, and is intended to notify the students, faculty and staff of CWU. In the event of a safety related incident or hazard at CWU, the CWU Alert! System may be used to notify students, faculty and staff of the occurring situation. Personnel on this system can be notified via email, phone call (land-line, cellular), and/or text message. All students, faculty and staff are automatically enrolled in this system. This system is not open to members of the public.

DESKTOP ALERT!: Desktop Alert! is an internal first-response system. It is intended to notify the students, faculty and staff of CWU by broadcasting an emergency message to all desktop computers that are "on" and are connected to the CWU local area network. All CWU owned computers will automatically be part of this system. Computers owned by students connected to the University's Residential Network (ResNet) must opt-in to this system.

DRUGS, NARCOTICS, AND ALCOHOLIC BEVERAGES

CWU students, employees, vendors and visitors are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcoholic beverages, narcotics and dangerous drugs. All students, employees, vendors and visitors are specifically forbidden to use or possess alcoholic beverages, narcotics or dangerous drugs or to be under the influence of same while on university property, and at university sponsored events except as authorized in our Policies and Procedures. Offenders will be subject to legal action and/or disciplinary action by the college.

SMOKING

Tobacco use.

In order to provide a healthful environment for Washington state citizens, university employees, vendors and students, the use of tobacco products by students, employees, vendors and visitors in any university academic or administrative building is prohibited. This prohibition includes all smoking materials and chewing tobacco.

[Statutory Authority: RCW [28B.10.528](#) and [28B.35.120](#)(12). WSR 04-12-015, § 106-124-900, filed 5/24/04, effective 6/24/04.]

Tobacco regulations.

- (1) The act(s) of smoking or chewing tobacco shall not be permitted inside any Central Washington University administrative or academic building.
- (2) Smoking is prohibited within a presumptively reasonable minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes of campus buildings.

WEAPONS

Concealed weapons are not to be carried on University property. Concealed weapons permit holders will notify University Police for instructions and information about the temporary weapons storage. For further information, on the possession and storage of firearms contact the University Police Department at the Public Safety Building or call 509-963-2959.

Resources

This checklist will help keep you on track before, during and after class. Detailed explanations of these checklist items are provided in the subsequent pages of this Handbook.

INSTRUCTOR CHECKLIST

Before Class

- Y Sign and return your Contract(s) via scan/email, or fax.
- Y Notify your Program Manager of instructional needs:
 - o Instructor computer
 - o Student computers
 - o Internet access
 - o Wi-Fi access
 - o Special software
 - o Student materials
- Y Discuss marketing options with your Program Manager.
- Y Review your class roster, sent by a Program Assistant, shortly before class begins.
- Y Review the student FAQs found at <http://www.cwu.edu/ce/fag-0>
- Y Take care of copying needs – this is an instructor responsibility. Instructors do not have access to CWU resources for printing.
- Y Contact the Program Manager, or designee, to arrange a time to visit your classroom, if needed.

During Class

- Y In the event that you are unable to teach (family emergency, illness, etc.), contact CE at (509) 963-1712. Discuss all available options for making up the class time with the Program Manager. **Note:** If the CE office is closed, and your class is about to begin, please contact:
 - o For Ellensburg, Campus Police at (509) 963-2959
 - o Sammamish Campus Programming: (509) 963-3690
- Y If you have any issues with the computer/media equipment, please contact:
 - o For Ellensburg, Campus Police at (509) 963-2001
 - o For Sammamish, (509) 963-2001
- Y If you have any questions/concerns about your assigned classroom, please contact your Program Manager during office hours:
 - o For Ellensburg,
 - Danielle Donoghue - 509.963.1563
- Y Contact the Program Manager with the name and phone number (and/or email) of any students who are attending the class, but are not appearing on the class roster. If a one-day class, ask the student for their contact information and CE will call them within 24 hours to complete a phone registration. First name, last name, date of birth, phone number, mailing address, email.

At the Last Class


- Y Please allow time to have your students complete the class evaluation form. We value our students' feedback and this help us with future programming and marketing. To return completed evaluations:
 - o For Ellensburg, please drop them by at the Continuing Education Office
 - o For Sammamish, please leave them at the front counter in the Office

A summary of the evaluation and any comments will be presented to you by your Program Manager.


After the Last Class

- Y For classes offering credit, professional development credit, and continuing education units, please assign grades on the class roster, or provided grade sheet, within one week of the class end date. Also, please return sign-in sheets, registration forms & payments (only checks can be accepted, made out to: CWU Continuing Education)
- Y Send CE an invoice that restates what's in your contract (Class name, # of sessions, date range, agreed to salary, your name, address and phone number). Please see next page, page 34, for an example.

How to Invoice Continuing Education




1  Mickey Mouse
One Happiest Place
Anaheim, CA 00000-0000
Phone: 123.456.7890
Email: behappy@disneyland.com

INVOICE

Invoice #: 31610 **2** 
Invoice date: Apr 4, 2018
Due date: Apr 4, 2018

Amount due:
\$1,000,000

Bill To:
Central Washington University
Central Washington University

	Quantity	Price	Amount
3  For teaching "Disneyland 101" at Sammamish Site Winter Quarter 2018, January 5-February 12 th	4, 2-hour sessions	\$1,000,000	5 
4  Contract #18-123			

To ensure timely processing, all invoices must include:

1. Name and address of instructor.
2. An invoice number – this is something the instructor generates – how you number is not important but do not duplicate numbers you've previously used.
3. Reference the contract number for the course.
4. Note when and where the course was held.
5. Indicate amount due as agreed upon in the contract.
6. Email, fax, send to your CE Program Manager.

CONTINUING EDUCATION

EMERGENCY PROCEDURES

CALL 9-1-1

For Non- Emergency in Ellensburg Dial Kittcom 509.925.8534

Emergency Address: 421 Main Street. Ellensburg, WA 98926

EVACUATION INFORMATION

- Evacuate the building using the nearest exit (or alternate if nearest exit is blocked).
- Do not use elevators!
- Take personal belongings (keys, purses, wallets, etc.) with you.
- Secure any hazardous materials or equipment before leaving.
- Follow directions given by building staff.
- **DO NOT STAND OUTSIDE OF THE ENTRANCES!**

FIRE

- Alert others.
- Activate the nearest fire alarm pull station and call 9-1-1 if possible.
- Evacuate the building.
- Do not enter building until authorized by emergency personnel.

SUSPICIOUS OBJECT

- Do not touch or disturb object.
- Call 9-1-1.
- Isolate area if able.
- Be prepared to evacuate.

LOCKDOWN PROTOCOL

If notified by a building official or if an immediate outside threat is perceived (hostile/armed intruder).

Secure the immediate area.

- If safe, dial 9-1-1.
- Lock and barricade doors.
- Turn off all lights.
- Close blinds.
- Keep calm, quiet and out of sight.
- Take adequate cover.

Un-securing the area.

- Consider the risks in leaving the secure area.
- Attempts to rescue others should be limited, don't endanger yourself or compromise your safety.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/offices.
- Do not block the person's access to an exit.
- Call 9-1-1. Provide as much information as possible about the person and their direction of travel.

EARTHQUAKE

- Drop, Cover, Hold under a table or desk or against an inside wall – not in a doorway – until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Evacuate the building.

HAZARDOUS MATERIALS RELEASE

- If an emergency or if anyone is in danger, call 9-1-1.
- Move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about



Directions to CWU Sammamish

120 228th Ave NE

Sammamish, WA 98074

Ph: 509-963-3690

Email: cwu_sammamish@cwu.edu

FROM SEATTLE:

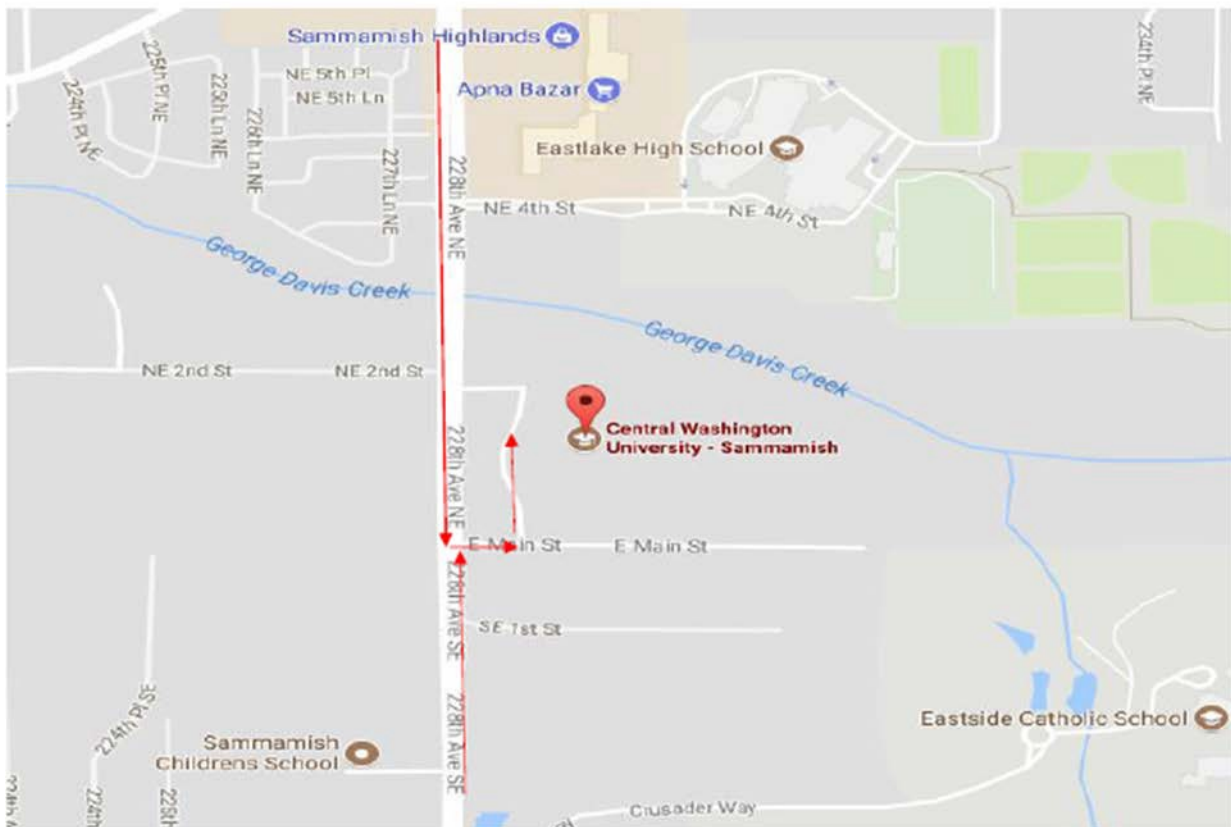
Take I-90 East to Sammamish, Follow I-90 to WA-900 E/17th Ave NW in Issaquah. Take exit #15. Take E Lake Sammamish Pkwy SE, SE 43rd Way and 228th Ave SE to your destination in Sammamish.

OR

Get on I-5 N to WA-202 E/Redmond Way in Redmond. Take the WA-202/Redmond Way exit from WA-520E. Follow WA-202 E, Sahalee Way NE and 228th Ave NE to your destination in Sammamish.

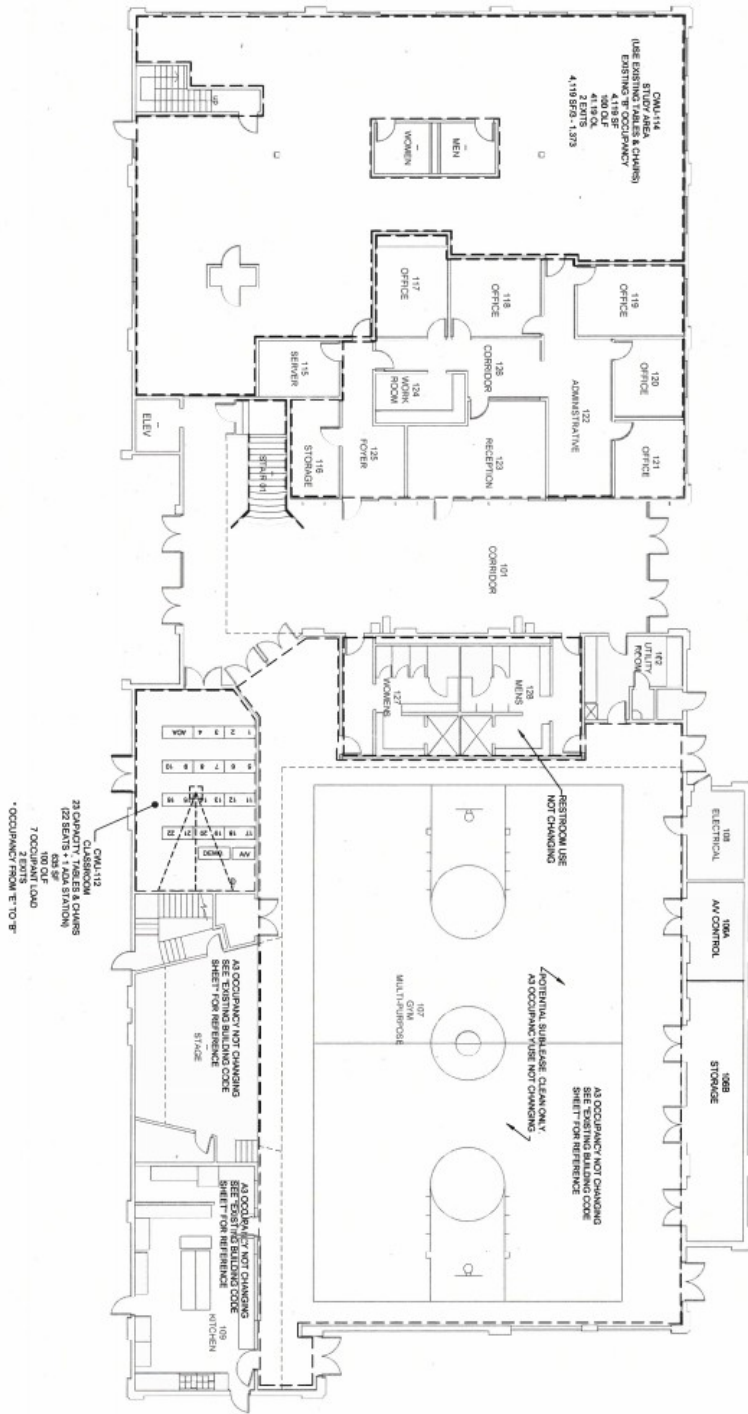
FROM ELLENSBURG:

Get on I-90 W, keep following to E Lake Sammamish Pkwy SE in Issaquah. Take exit 17 from I-90 W. Follow E Lake Sammamish Pkwy SE, SE 43rd Way and 228th Ave SE to your destination in Sammamish.



Parking is available around the CWU Sammamish building, no parking permit needed.

FIRST FLOOR PLAN



- GENERAL NOTES | TYPICAL ALL SPACES
- FROM OCCUPANCY CALCULATIONS, SEE EXISTING
 - FROM OCCUPANCY CALCULATIONS, SEE EXISTING
 - RE-NEW EXISTING DOOR HARDWARE
 - CLEAN ALL SURFACES FROM WASHING, ABOVE
 - CEILING AND IN WALLS AND SURFACE WORK

CLASSROOM
23 CAPACITY, TABLES & CHAIRS
122 SEATS & 600 SQ. FT.
7,000 LB. LOAD
OCCUPANCY FROM 'E' TO 'B'



CENTRAL WASHINGTON UNIVERSITY
SAMMAMISH INSTRUCTIONAL SITE

CWU PROJECT NO.
17004
DATE:
05/31/17

SHEET:

MISCELLANEOUS

CWU Continuing Education has published this Handbook for informational purposes only and its contents shall not constitute a contract between this institution and prospective or current instructors. The information contained in this publication reflects generally the current curricula policies and regulations of the university. However, these are subject to change at any time by action of the Board of Trustees or Administration.

HELP US IMPROVE THIS HANDBOOK

Are we missing any information that could help new instructors? Do you have a question that wasn't addressed here? Please let us know by sending an email to ce@cwu.edu, so that we can continue to provide our instructors with as much support as possible.

Acknowledgment

Please sign and date the fields below. By signing below, you are acknowledging that you have read, understand, and agree to the terms and procedures within the CWU Continuing Education Instructor Handbook.

Full Name:

Signature:

Date: