Thank you for your interest in being an instructor with Lifelong Learning at Wofford. Our program is delighted to welcome returning and new instructors each semester. Individuals wishing to lead a course in Lifelong Learning at Wofford are not required to have a degree or a certification in their proposed subject matter, but enthusiasm for teaching others and a solid depth of knowledge on the subject they propose is expected.

Courses that are chosen for inclusion in Lifelong Learning at Wofford should be well-organized and prepared. Participants in Lifelong Learning expect adequate preparation and planning from their instructors. Proper preparation ahead of time leads to a successful class and positive evaluations. Wofford College holds a very high standard for their faculty on campus and in college-related programs. Those instructors that fail to organize and plan for their courses adequately will not be considered for future course instruction. In addition, instructors that conduct themselves or their classes in a way that does not align with the values of the college may have their classes cancelled and/or be asked to adhere to the representational standards the college expects.

**Instructor Guidelines and Expectations**

- **Class Cancellations or Rescheduling a Class**
  - When submitting a course proposal, all instructors are asked if they will be able to teach during the time allotted within the dates scheduled for the semester. Instructors are encouraged to honor their students and the program by teaching their course during the time and dates expected.
o In the instance of a sickness or necessary absence, instructors are encouraged to find guest speakers or suggest an activity for their class to complete and discuss during the next class period. Except in the case of medical necessity, instructors should not be absent for more than one class period out of the semester.

o This year, due to space and scheduling sensitivities, we will be unable to schedule make-up days at the end of the semester, as has been done in the past.

- **Copy Requests**
  o In an effort to become more aware of the resources we consume, Lifelong Learning at Wofford encourages instructors to **minimize** the use of **paper copies**. A class roster with participants’ email addresses and contact information will be provided to each instructor prior to class. **We encourage you to send any materials you wish the class to have through email.** Please note that participants’ email addresses are to be used for class-related materials only and are not to be used for future distribution purposes once class has concluded. When emailing a class, please place all email addresses in the line labeled **BCC**, in order to protect the privacy of those in your class.
  o If an instructor wishes for copies to be made, requests must be submitted at least a week prior to the class date for which they will be needed. Please email copy requests to lifelonglearning@wofford or call 864-597-4415 to make an appointment with an administrative assistant to copy materials. At least one week should be given to copy materials prior to when they are needed.
  o Instructors are encouraged to **make no more than 10 copies per student in each class per semester**.
  o Please make sure that you are not requesting copies of copyrighted material.

- **Course Proposals**
  o Course proposals should be submitted by the appropriate course proposal due date for consideration. Proposals for courses or one-time workshops, events or presentations may be submitted online by going to Wofford.edu/lifelonglearning and clicking on the Course Proposal option, or in person by scheduling an appointment with the Lifelong Learning office.
  o Course proposals will be reviewed by the director and the Lifelong Learning Advisory Committee. If your course proposal is chosen, you will be notified to complete an Instructor orientation and submit needed materials.
  o All course proposals should also include a detailed outline of the topics and discussions to take place each week during your proposed course. Creating an outline to present with your proposal allows the participants in your class to know what will be discussed each week and prepare accordingly.

- **Emergency Protocols**
  o Campus Safety, Spartanburg City Fire, Spartanburg EMS or Wofford College employees who have been assigned the duty of providing emergency care will conduct emergency medical duties.
o Do not move injured personnel, unless not moving the person would further jeopardize the likelihood of survival (i.e., fire, explosion, collapse). Keep the person in a comfortable position.

o Notification of medical emergencies should be made to Campus Safety at 864-597-4911 (ext. 4911 on campus phone).

o Each instructor will be provided a copy of the college’s emergency procedures before the beginning of their first class. Please review the material and keep it accessible in the case of a medical emergency, campus crisis, mental health crisis or 911 call in your classroom.

- Equipment
  o The equipment provided for Lifelong Learning at Wofford has been chosen with our program and end users in mind. It has been tested for ease of use, clarity and reliability. Computers will be provided in specific classrooms for instructor use during class. **If an instructor would like to bring their own laptop or tablet for teaching purposes, we encourage you to schedule an appointment at least two weeks before the beginning of the semester to test your equipment and learn to connect it properly for your needs.** Many times the director will be elsewhere on campus or in another classroom, and it is imperative you familiarize yourself with the classroom equipment in case immediate assistance is not available during your class.
  
  o In the instance of a technological malfunction or connectivity problem, we do encourage instructors to keep a “back-up plan” in mind. Preparation beforehand can often prevent an entire class from being cancelled if equipment or connection malfunctions for a short time.
  
  o The equipment used in classrooms on campus and in off-campus classroom setups belongs to Lifelong Learning at Wofford. Please do not download or save personal information on the computers. It will not be saved. This is to ensure that Lifelong Learning is compliant with Wofford College’s network safety and security expectations.
  
  o Equipment set up in classrooms is not to be moved elsewhere. Classrooms are set up in accordance with the instructors’ needs, and many items are needed for the classes following each other on the schedule.

- Evaluations
  o Evaluations of the courses are conducted either online or by paper copy in the last week of classes. Instructors will be emailed the course evaluations with feedback after the conclusion of the semester in which the course is taught. Please encourage your participants to complete the survey, as it does play a role in our selection of instructors and courses for future semesters.

- Honorariums
  o We are happy to welcome our talented volunteer instructors to Lifelong Learning at Wofford. All Lifelong Learning at Wofford instructors will be issued a $150 stipend per course at the end of a completed semester which may be used at the instructor’s discretion or donated to the Lifelong Learning Support Fund that
helps pay for equipment, materials and scholarships throughout the year. All stipends will be issued by the Wofford College business office. Instructors must fill out a W-9 in order to receive the stipend. This should be done at orientation, but if an instructor is absent from any of the available orientation time periods, he/she should contact the Lifelong Learning office at (864)597-4415 to complete the form. The stipend is a little more than equal to the yearly registration cost and roughly equivalent to two Lifelong Learning classes. In the past, instructors have been offered a complimentary course enrollment, but due to administrative and record-keeping concerns, this option has been modified. The increased stipend will be presented in lieu of waiving course fees for instructors throughout the semester. Those instructors that already have course credits from previous semesters will be able to use them this year, with the understanding that as the program moves forward, the increased stipend will be replacing the course credit option.

- Lifelong Learning instructors are welcomed onto campus to enjoy use of the Sandor Tezsler Library and eat lunch in the Wofford College dining hall in Burwell Building, the open-air dining area in The Space on Evins St., or in Zach’s Café in the Campus Life Building. As Wofford College has over 130 full-time teaching faculty members and over 420 employees, access to the Faculty Dining Hall is limited to Wofford faculty members. Lifelong Learners and instructors that choose to dine on campus are asked to be sensitive to the limited space in the Faculty Dining room and to eat meals in the upstairs Wofford Dining room for $5.50. An elevator is available from the first floor to the second through the entrance near the area known as “Player’s Corner”, on the left hand side of the building.

- **Use of Youtube/Supplemental Materials**
  - We welcome and encourage the use of supplemental materials for teaching purposes in the classroom. Please make sure that your class has an appropriate balance of discussion and instruction along with any materials used to supplement the lessons (such as movies, youtube videos or examples found online).

- **Weather Cancellations:**
  - If Wofford College closes due to inclement weather, Lifelong Learning classes will also be cancelled.

- **Things of which to be aware:**
  - Please note that Wofford College is committed to a safe and healthy learning, living and working environment. **In keeping with this commitment, pets and other animals are prohibited from all college-owned buildings** (and places in which Wofford classes are held off-campus). A copy of the pet policy may be found on Wofford.edu. Exceptions to the policy include an animal used in the service of a person with a disability. Service animals (dogs that have been individually trained to do work or perform tasks for the benefit of an individual with a disability) are generally permitted in all public areas on campus, unless
public health or a safety issue prohibits them from a particular area (e.g. a lab where protective clothing or gear is required). The animal must be in the direct service of the person bringing the animal on campus. Assistance Animals (also known as Therapy Animals) are only permitted at the college in the owner’s private residence hall on campus. As there are not any residence halls available to participants in Lifelong Learning at Wofford, assistance animals are not permitted in the classrooms or on/off campus during Lifelong Learning activities. Special exception may be given for classes involving animals (such as a companion dog-training class). Instructors are encouraged to uphold Wofford College’s policy concerning pets, along with the participants in their classes.

- Wofford College is committed to sustainability. When possible, we encourage the use of reusable items (such as coffee mugs or non-disposable supplies). Instructors and participants are encouraged to bring their own mugs for coffee or tea, as there will be a limited supply of disposable or single-use cups and supplies.