**Welcome** – It is our pleasure to welcome you to the Academy of Lifelong Learning. We are happy to have you with us and look forward to working with you as you bring experience, knowledge and skills that will enhance our program and benefit our students.

**Lifelong Learning Program Mission Statement** – The purpose of our organization is to provide both structured and informal continuing education opportunities for mature adults within the CSRA in conjunction with the University of South Carolina Aiken. These opportunities shall include classroom instruction as well as discussions with the faculty, field trips, and social events.

**Office Contact Information –Business & Education Building Room 126, (803) 641-3741 Curriculum Chair: Daniel Gluvna** **dgluvna01@gmail.com** **(734) 717-7712**

**Academy Website** **www@aikenlearning.org**

**Liaison Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Emergency Procedures** – In the event of a personal emergency notify the business office and your liaison immediately. The business office will cancel class and attempt to reschedule. In the event of a weather or other emergency, if the USCA campus is closed, on-site classes are cancelled. Off-site class locations may not be closed. Check with them directly.

**Remuneration Information-** Instructor payment is $75 for each class session, up to six sessions, or number of instructors. You have received instructions on how to enroll on the USC Supplier database. Present questions to liaison or curriculum chair.

**Parking Regulations** - Campus parking is by permit only. Non USCA faculty instructors may get a temporary parking pass from the business office to be used for the duration of their class sessions. Do not park in the spaces designated by blue or yellow lines, only in spaces designated by white lines.

**Performance Expectations**

* + Begin and end class on time.
	+ Have a prepared presentation – preferably on a flash drive.
	+ Become familiar with the USCA campus audio visual system which is standard technology. A tutorial can be provided upon request.
	+ Make your “question and answer” preference known to the students and **repeat questions asked for everyone’s benefit.**
	+ Class handouts are the responsibility of the instructor. The college is no longer providing this service. Please advise attendees who want a copy of the class handouts to contact you via e-mail to get a PDF version.
	+ Use of a microphone is encouraged as it helps the hearing impaired reap the full benefit of the class material.
	+ **USCA prohibits solicitation of for-profit businesses.**