Notify the Center for Lifelong Learning (CLL) Curriculum Chair, Daniel Gluvna, [dgluvna01@yahoo.com](mailto:dgluvna01@yahoo.com). (734) 717-7712 if you cannot attend a scheduled curriculum meeting. Bring new course ideas and/or updates on in-process courses to each curriculum meeting.

**You may choose to start your liaison adventure by supporting classroom activities.**

**This role is equally vital as pursuing new classes for the curriculum.**

**You may find one suits you better than the other.**

**Course Planning**

Make contact with each instructor you are responsible for. A personal contact is preferred if instructors are new to the Center. Give prospective a recent course catalog or refer them to the Center website [www.aikenlearning.org](http://www.aikenlearning.org).

Proposals for new courses should be submitted on the Standard Course Proposal Form. This form is designed to capture information needed to compile the course catalog. The following information is required for the catalog:

* Course title and instructor name
* Instructor bio
* Class description
* Whether the course is to be given in-class, online, or both
* Number of class sessions and duration (60 or 75 minutes)
* Month(s) preferred
* Day(s) of the week preferred
* Time of day preferred
* Instructor e-mail and phone
* Course liaison
* Class size limit
* Class location

1. This should be concise (3-4 sentences), not the great American novel. Use an additional page for this and the course description.
2. Again, be concise, but include enough information to clearly convey what the course will cover.
3. Four (4) is the maximum number of course sessions unless approved by curriculum committee.
4. These will be decided when the course schedule is made up.

An electronic copy of each course proposal form must be submitted to the General Interest Curriculum Chair, Daniel Gluvna [dgluvna01@gmail.com](mailto:dgluvna01@gmail.com) (734) 717-7712

If the instructor has not instructed for us before, they will be supplied with instructions on how to register on the USC Suppliers website. (to ensure payment)

**Before The Course Begins**

The liaison will ensure that the instructor has received a copy of the Lifelong Learning Instructor Guide.

The liaison should encourage the instructor to submit their course materials as a PowerPoint presentation on a flash drive. Determine with the instructor what A/V equipment is needed. If the instructor prefers to use his/her personal Apple laptop, an Apple-capable classroom will need to be scheduled.

Instructors are paid $ 75 per class session, regardless of the length of the course (max. 6 sessions) or the number of instructors. If the course has an admission fee, instructors will be paid $ 75 or the admission fee, but not both. The instructor will be supplied with instructions on how to register on the USC Suppliers website. (to ensure payment)

The liaison will obtain a temporary parking pass for the instructor, if applicable, from the business office.

**Classroom Setup**

The liaison should confirm catalog information with the instructor at least one week before the first, class session.

If either the liaison or the instructor needs an A/V training session before the course begins, the liaison will arrange this with the business office.

Pick up the course attendance sheet from the business office prior to the first, class session.

**Conducting the Course**

The liaison introduces the instructor and ground rules for the course at the first, class session, following a script provided by the Curriculum Committee. The liaison also explains the importance of completing the attendance sheet and the in-class evaluation form.

**The first day script is as follows** (you don't have to read it verbatim, but please be sure to cover all the points listed):

Hi, there!

Welcome to the Center for Lifelong Learning USC Aiken Class (course name)

My name is (your name) and I'm the liaison with the General Interest Curriculum Committee. My job is to work with the instructor to make sure these classes run smoothly and to help the instructor give you a satisfying educational experience.

Please make note of the following.

* Point out exits in case of an emergency.
* Point out locations of rest rooms.
* Please turn off your cell phones (or any similar items you have with you).
* Please sign in. The attendance sheet is on the table near the door. If you forgot, sign the attendance sheet on your way out.
* The University has discontinued the policy of mandatory mask-wearing in its buildings. If you choose, you can wear a mask.
* Check that you are parked between white lines. The yellow lines are for university faculty and staff only. If you have a handicap sticker, there are handicap parking places for students, as well.
* The Center does not provide hard copies of class handouts. If the class includes handouts or additional information on the class, you may request that the instructor send you a set of handouts via e-mail. Please keep in mind that any handouts are for your personal use and may not be used for any other purpose without the instructor's permission.

***LIAISONS CAN SEND TARYN AN EMAIL INCLUDING THE LINKS AND DOCUMENTS FOR ANY INFORMATION THAT THE INSTRUCTOR WANTS TO SHARE WITH HIS STUDENTS. BE AWARE THAT BIG DOCUMENTS (SUCH AS SLIDES) MAY BE AN ISSUE TO SEND VIA EMAIL TO STUDENTS AS THE SIZE MAY RESTRICT SENDING THROUGH OUR ACTIVE SYSTEM.***

* Please be courteous with the instructor and your fellow students. Please try to make it to class on time. If you need to leave before the class session ends, please do so quietly.
* Before the last class session, a form will be distributed for your use to evaluate your in-class experience. Please take the time to complete this form and give it to the liaison or leave it on the table near the attendance sheet before you
* The Center for Lifelong Learning is run by volunteers, and we need your help. If you are interested in volunteering, talk with the liaison after class, or contact our Volunteer Committee (vol@aikenlearning.org). There are many different volunteering positions and he/she can direct you to the person who can tell you more about the positions that will use your individual interests and talents!

Make sure each class begins and ends on time. Work with the instructor to maintain an optimal learning environment for participants.

Make sure the instructor is informed of any course/room changes. The business office will notify the participants.

Return all paperwork to the business office after the last class session. It is recommended that the liaison review the completed in-class evaluation forms before giving them to the Curriculum Committee Chair for analysis.

Finally, be sure to write a thank-you note to the instructor after the course is completed. Get CLL notecards from the business office.