

Academy for Lifelong Learning

Instructor Guide

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.

Academy Office Contact Information –Business & Education Building Room 111, Phone 803-641-3756,

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, regardless of its length or number of instructors. If the course has an admission fee, instructors will be paid the \$75 **or** the admission fee, not both. Paperwork for payment of all instructors is available in the business office.

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. However, you can post your information on the Academy website.
- Use a microphone if your voice is not loud enough.
- **USCA prohibits solicitation of for-profit businesses.**

Rev. 12/2019