

USCA ACADEMY FOR LIFELONG LEARNING CLASS LIAISON RESPONSIBILITIES

Notify Academy for Lifelong Learning (LLL) Curriculum Chair if you cannot attend a scheduled curriculum meeting. Bring new course ideas and/or updates on in-process courses to each curriculum meeting.

Planning with Instructor

Make contact with each instructor you are responsible for. A personal contact is preferred if instructors are new to our program. Give new instructors a recent course catalog or refer them to the Lifelong Learning website at www.aikenlearning.org for write-up examples.

Course catalog content must include:

- A specific course title, number of sessions required, and a course description (3-4 sentences)
- An instructor biography (3-4 sentences)
- Course scheduling preferences - month and day(s) of the week, time of day, length of each class session (60 or 75 min.). Have at least three options.
- Proposed class location (on or off campus)
- Four session maximum
- Class size maximum, if applicable
- Additional class/out trip fees, if applicable

Liaison collects instructor's contact information--including instructor name, phone, email address, and mailing address, and provides to the business office in **B&E 111**. Liaison provides instructor with their personal and the business office contact information **803-641-3756** in the event of an emergency plus a copy of the LLL Instructor Guide.

A Powerpoint presentation on a flash drive is preferred. Determine if any other A/V equipment is necessary.

Class handouts are the responsibility of the instructor. The college is no longer providing this service. However, your information can be placed on the Academy website for students.

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 or on our website.

Before-Class Planning/Classroom Setup Responsibilities

Confirm catalog information about the class with the instructor (dates, time, room) before the catalog is printed and reaffirm class dates/times at least one week before the first class session.

Attend an A/V training session for liaisons, if applicable. Encourage the instructor to attend an A/V training session prior to the start of class if needed. These are set up with the business office.

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

Miscellaneous Duties

- Secure a temporary parking pass for the instructor, if applicable, from the business office.
- Introduce the instructor at the first class session. Explain the class sign-in procedure, and cellphone silencing policy to students.
- Make sure each class begins and ends on time. Work with the instructor to maintain an optimal learning environment for students.
- Make sure instructors are aware of any course/room changes. The business office will notify students in the class.
- Return the attendance and instructor pay sheets to the business office after the last class session.
- Write a thank-you note to your instructor(s) promptly following class completion using academy note cards.