Mission Statement
- Employment Information and Benefits
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Instructor Handbook
2000-2001

An Equal Opportunity Community College
Welcome to the world of Continuing Education at Amarillo College! It is a pleasure to have you as a member of our instructional team. You have been carefully selected for your personal and professional skills. As a continuing education instructor, you apply your expertise and enthusiasm to the interests and needs of the students enrolled in your classes.

This Handbook has been prepared for YOU! We want to keep you informed of relevant policies and procedures. As a continuing education instructor, we hope you will find the information useful. Please read the Handbook carefully, and refer to it often throughout the year. We encourage you to call your Program Director/Coordinator or the Director of Continuing Education if you have any questions or suggestions for this Handbook.

The Texas Higher Education Coordinating Board (THECB) and Southern Association of Colleges and Schools (SACS) place many requirements on Amarillo College and our continuing education efforts. Please assist us by keeping accurate records and meeting deadlines for class rolls and other official forms. This Handbook should provide you with the necessary information. Our state funding is dependent on our documentation, so you play an important role on our team!

Teaching is a rewarding experience, and you make such a difference in the personal and professional lives of our students! By sharing your time and expertise, you help other people develop job skills, improve self-esteem, develop special interests, and increase valuable knowledge. In any case, you touch someone’s life and give the gift of learning.

Thank you for your commitment to providing quality continuing education to the individuals in our communities. We appreciate what you do! Have a great year, and please let us know how we can assist you.

Sincerely,

Darnaris Schlong
Chief Administrative Officer
Workforce Development

Kim Davis
Director, Continuing Education
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Instructor Handbook 2000-2001

*An Equal Opportunity Community College*

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This Handbook is designed to provide you with an understanding of the Continuing Education (CE) Program at Amarillo College. The Handbook includes explanations of accreditation, general policies and procedures, and special requirements for individual departments. We hope this information will assist you with your duties and make their accomplishment easier.

**Southern Association of Colleges and Schools (SACS).**

Accreditation is concerned principally with the improvement of educational quality throughout the region and ensuring to the public that institutions meet established regional standards.

*Excerpts from “Criteria for Accreditation” and “The Continuing Education Unit: Guidelines”.*

- Continuing education programs **must** be clearly related to the purpose of the institution.
- All continuing education programs **must** be evaluated regularly.
- For non-credit continuing education programs, the institution **should** follow national guidelines for the recording of Continuing Education Units (CEU).
- The criteria and guidelines clarify and give meaning to the definition of an activity that qualifies for CEUs: an organized continuing education experience under (1) responsible sponsorship, (2) capable direction, and (3) qualified instruction.
- Institutions which propose to award and record the CEU for individuals participating in their continuing education programs **must** meet the established administrative and program criteria.
- Key decisions about learning activities are made by staff and instructors who have the following qualifications:
  1) Competence in the subject matter.
  2) Understanding of the purposes and intended learning outcomes.
  3) Knowledge and skill in the selection and use of appropriate instructional strategies.
  4) Ability to effectively communicate educational content to the target audience.

**SUMMARY:** The CEU should be awarded to individuals only for participation in those non-credit activities that have been organized to provide well-planned instruction based on learning outcomes, that require some demonstration of learners that those outcomes have been achieved, and that meet specific criteria. These criteria are essential to an efficient system of measurement and quality control which provides value to continuing education learners.
Amarillo College's Continuing Education Philosophy

Amarillo College - Mission Statement

Amarillo College, a public community college, is dedicated to providing educational, cultural and community services and resources to enhance the quality of life for the diverse population in the service area.

Workforce Development Division - Mission Statement

The Workforce Development Division provides quality lifelong learning opportunities to meet the evolving personal and professional needs of our clients and communities. We will enthusiastically maintain our commitment to integrity, accountability, and hospitality.

Workforce Development Division - Critical Priorities

- Establish quality training as our top priority.
- Maximize cost efficiency.
- Create a consistent and flexible pricing structure.
- Explore and maintain effective marketing efforts.
- Achieve established targets (income, expense, enrollment, and contact hours).
- Empower employees through cross-training opportunities.
- Participate in ongoing Institutional Effectiveness Review activities.

To achieve these missions, Amarillo College’s Workforce Development Division strives to offer a comprehensive program to meet the continuing education needs of the community through courses, seminars, workshops, and other activities. This program, in response to the needs expressed by various organizations and individuals, experiences over 47,000 continuing education enrollments annually, both on and off campus.

Continuing Education programs are an important element of the “open door” policy at Amarillo College. These programs provide opportunities for individuals throughout the community and surrounding area to participate in programs and activities of the College. Education is now recognized as a life-long process for personal enrichment or for building and upgrading career skills. The Continuing Education Programs consist of the following areas:

- **Center for Continuing Healthcare Education** - The Center conducts a wide range of programs, conferences, and courses for healthcare professionals. The Center utilizes faculty that includes local, national, and internationally recognized speakers and presenters. Programs are developed, customized and selected according to periodic healthcare education needs assessment surveys of healthcare professionals.
• **Criminal Justice Programs** - These programs are designed for individuals wishing to pursue a career in the law enforcement or corrections fields or to further their knowledge and skills in their chosen career.

• **Intervention Programs** - These programs are in place for individuals who have been directed to enroll in an offenders’ program and for individuals who are seeking assistance/information in specific areas of their personal lives.

• **Leisure Studies** - These programs are designed for individuals and groups seeking to enhance their quality of life through cultural and enrichment studies as well as entertainment and recreation.

• **Linked Courses** - These versatile courses include two types of students. Some are enrolled for Continuing Education and others for Academic Credit. If a student registers through Continuing Education, they earn Continuing Education Units (CEUs), not Semester Credit Hours (SCHs). If students wish to receive SCHs, they must enroll through the College’s credit registration process.

• **Occupational Education** - These programs are designed for individuals wanting to upgrade their present skills or learn new skills enabling them to explore new occupational fields.

• **Workforce Development** - These programs are specifically for Business and Industry, Labor, Government, and Professional Groups needing to supplement their own training and development programs. Training programs are typically customized, and, if desired, they can be offered “in-house” to meet specific training circumstances of individual organizations. In addition, we offer open enrollment seminars and courses so individuals can attend these valuable training sessions.

Continuing Education Programs are offered throughout the year to meet community needs as they arise. We encourage individuals to contact the staff of the Continuing Education Department to discuss ways in which we can help them or their organization meet their educational needs. This may be done by telephoning the College at 371-2910, by visiting with us on the campus, or by writing:

**Continuing Education**  
**Amarillo College**  
P.O. Box 447  
Amarillo, TX 79178
Course Development

We develop new courses on an on-going basis, and the participation and initiative of our instructors is vital. We evaluate course proposals on the basis of potential appeal to the community, cost, availability of rooms, and necessary equipment. Instructors should complete a course outline form (see appendix). The course outline must be completed and approved prior to the start of a course. Once a course is developed and approved, every effort will be made to offer the course. The development of a new course becomes the property of Amarillo College. We must have sufficient time to market the course and include it in the Continuing Education Class Schedule.

Registration And Classes

There are five methods of registering for classes:
- in person
- by mail
- by FAX
- via the automated telephone registration system
- registration may be conducted by staff members on a class-by-class basis

We will provide you with a list of all students enrolled in your class at the first class meeting. If a student appears on your class roster marked “unpaid” or if a student enters class and is not listed on the class roster, please ask to see the “paid” receipt. NOTE: Do not permit students to remain in class without proof of registration and payment. Explain to students that they will not be allowed to attend the next class unless they have a copy of their receipt.

In some cases, a class will not have the required number of students for the first class meeting. In this case, the class may be postponed until the next scheduled meeting if the number of students enrolled is near the minimum required number. As the instructor, you must come to the first class meeting unless otherwise instructed by your Program Director/Coordinator. Please remain in the classroom at least 30 minutes after the scheduled beginning class time to determine if all enrolled students have located the class. It is appropriate to ask those who are enrolled to encourage others who might be interested in the class to register prior to 12:00 noon of the next class meeting date so that the course may be continued.
Make-Up Classes: With the permission of the instructor, students can make-up for a missed class by attending another section of the same class. However, the instructor must also teach the other section of the class. A student cannot make up for a missed class by attending the class of another instructor. Note: State mandated programs do not have the option of offering make-up classes. These students must attend all class meetings in consecutive order.

Absences/Substitutes: If you must be absent, please give as much notice as possible. Contact your Program Director/Coordinator first, then notify your students. All missed classes will be rescheduled. Instructors may not cancel a class or get substitutes without prior approval from the appropriate Program Director/Coordinator.

Official Forms

1. An instructor packet will be mailed to you prior to the beginning of class. Please check the class information for correct information such as class dates, times, and location. If there is an error, please call your Program Director/Coordinator to make the necessary change. NOTE: Please keep attendance at each class meeting unless otherwise instructed.

If you are instructing a State-mandated course (Intervention Programs), you are responsible for all the paperwork involved with that class. Please check with your Program Director/Coordinator for specific departmental procedures.

2. A temporary class roster will be supplied to you for the first class meeting. We will send an Official Class Roster and a Class Change Report to you at a later date. If there are additional names, write them on the Class Change Report form (see appendix). Be sure to verify and sign the class roster, and return it as soon as possible to your Program Director/Coordinator. A postage paid envelope is provided for your convenience. NOTE: Some departments may contact you by phone to verify your class roster.

3. Near the end of the course, you will receive a Grade Sheet and a Certificate Request form (see appendix). Certificate request form for the correct spelling of the students’ names and indicate whether they need to receive a certificate. Please return the certificate request form as soon as possible so that certificates may be prepared in time for the last class meeting. If you are in doubt about whether a student will receive a certificate, you can mark “yes” and let us know later. You may return the grade sheet at the same time or turn it in closer to the end of the class. A postage paid envelope is provided for your convenience. NOTE: Some departments may contact you by phone to verify student completion and certificates to be produced and/or may have special requirements for awarding certificates. Please check with your Program Director/Coordinator.
4. Workforce Development will designate specific classes that require students to fill out and sign a **Waiver of Liability** (Release and Hold Harmless Agreement) (see appendix). Instructors will be informed, by their Program Director/Coordinator, if this applies to students in their class(es).

In such cases, adult students must fill out and sign a waiver before they can begin receiving instruction. For underage students who are not accompanied by a parent or guardian, and have not yet filled out a release and hold harmless agreement, instructors must use their own discretion as to whether the first class meeting entails significant risk. If not, instruction can be administered. If yes, the student cannot receive instruction until their parent or guardian signs the waiver. Instructors are to hold onto the signed waivers for the duration of their class and then turn them in to their program director/coordinator at the end of the semester.

**Grades And Certificates** ..........................................................

Students who successfully complete a Continuing Education Unit (CEU)-bearing class will be issued a certificate unless otherwise instructed. When determining whether a student has satisfactorily completed a CEU-bearing course, please keep in mind that students should attend at least 80% of the class and/or a combination of attendance and demonstration of learning outcomes. Demonstration of learning outcomes is to be determined by the instructor. **NOTE:** Some programs may require 100% attendance based on State mandates and may award credit other than CEUs. Your Program Director/Coordinator will determine if a course is a CEU-bearing course. In all areas, except Leisure Studies, grades should be shown as follows:

- S - Satisfactory
- U - Unsatisfactory
- W - Withdrew (Quit Attending)

Grades for Leisure Studies courses should be shown as follows:

- S - Satisfactory
- W - Withdrew (Quit Attending)

**For Leisure Studies courses only:** On the certificate request sheet, indicate those individuals who have successfully completed the class and desire to receive a Certificate of Completion. Also note those who successfully completed, but do not want to receive a Certificate of Completion. Students that drop or quit attending a Leisure Studies course should be listed on the class change form.
Class Cancellations

Amarillo College reserves the right to cancel any course with insufficient enrollment, for quality-related issues, or in an emergency situation. Decisions regarding course cancellations are made by the Program Director/Coordinator. The Program Director/Coordinator will make every effort to call instructors once a cancellation has been made. Please feel free to call us to check on the status of a course. Instructors should be prepared to teach the first class session of a course whether that course will be conducted or canceled at the last minute. **Instructors may not cancel a class or get substitutes without prior approval from the appropriate Program Director/Coordinator.**

Inclement Weather

In the event that inclement weather is imminent or forecast by the National Weather Service, the College will assess the conditions of the Amarillo College campuses.

Only the President will make the decision to cancel classes or to close the campuses. **IMPORTANT NOTE:** As an instructor, you do **not** have the authority to cancel or postpone a class because of bad weather.

If no announcement is made, the classes and campuses will remain open, and normal operations and schedules will be maintained.

If the President decides to cancel **daytime** classes or close the campuses, the decision will be announced by 6:30 a.m. The decision to cancel **evening** classes or close the campuses for evening activities will be announced by 3:00 p.m. **NOTE:** These are two separate decisions, so do not assume that evening classes will automatically be cancelled if daytime classes were cancelled.

The main telephone number for the College is 371-5000, and the message will be switched to announce weather-related decisions. Local television stations will be notified immediately. The latest information can also be found on the AC website/ www.actx.edu.

Refund Policy

Refunds will be given in full, if requested in person, prior to the scheduled second class meeting. If a class consists of only one or two meetings, a refund must be requested within seven days following the initial class meeting. A refund of 60 percent is allowed prior to the scheduled third class meeting. No refund is allowed after the third class meeting.
If a class does not meet minimum enrollment and is canceled, the Business Office will automatically mail a full refund to students. Due to processing, refunds take a minimum of 21 days before being mailed.

**Employment Forms and Information**

_Instructors are employed on an at-will basis._ The forms listed below should be completed and on file in the Personnel Office prior to the first day of class. If you have not completed these forms, please contact your Program Director/Coordinator.

- Faculty Application or Statement of Qualifications Form
- W-4 Federal Income Tax Deduction Form
- Payroll Record Information
- Oath of Office
- I-9 Employment Eligibility Verification
- Form for Retirement Plan for Part-time Employees

**Time Sheets**

A time sheet will be sent to you each month if you are paid through this method. The routing slip attached to the time sheet will show the date it is needed back in the office. It will be necessary for you to enter the times for anticipated class meetings which may occur during the last week of the month. Your check will be delayed if the time sheet is not returned by the date shown on the routing slip. Be sure to verify the accuracy and sign your time sheet before returning it.

**Method of Instructor Payment**

Checks will be deposited directly to the bank you designate on the 10th day of the following month. Depending on the method of payment you have chosen, the direct deposit record or Cashier’s check will be mailed to you. Please notify your Program Director/Coordinator if you chose the direct deposit method and wish to have your funds sent to a different bank or if you need to make any name or address changes.

**Professional Conduct**

_Keep in mind that members of the class look upon you as a representative of Amarillo College! Therefore, you should dress appropriately, and keep in mind that any information, advice, or directions you give should be accurate and concise. The same would be true for any guest you invite to speak to your class. Any opinions expressed are those of the instructor and do not necessarily reflect the official position of the College, the administration, or the Board of Regents. You are not allowed to use your class(es) to solicit business, advertise, or sell products/services other than those offered by Amarillo College._
Since communication is the key to developing a relationship that works for both you and Amarillo College, we have put our “no compete” expectations in writing so we will have a point of reference if differences arise (see appendix).

Course and Instructor Evaluations

Amarillo College conducts course and instructor evaluations as an on-going process. Your Program Director/Coordinator or an evening supervisor may make random visits to continuing education class sessions. The purpose of these visits will be to conduct course/instructor evaluations and/or to assess program effectiveness in consultation with instructor and students. The new evaluation procedure follows:

- Distribute the evaluation forms to the students prior to the end of the class. The evaluation forms will be supplied to you by your Program Director/Coordinator.
- Select a student to collect the forms, and ask the student to seal the envelope with the completed forms enclosed. Remind the student that these evaluation forms are confidential. Ask the student to write the date and time across the sealed flap to ensure confidentiality.
- Leave the classroom, and allow 10-15 minutes for the students to complete the form.
- Return to the classroom, and collect the sealed envelope.
- Submit the unopened envelope within 48 hours for review by the Program Director/Coordinator.
- Upon request of the Program Director/Coordinator, a copy of the evaluation summary will be available to instructors.

NOTE: Some departments may have special requirements for conducting evaluations based on State-mandated requirements. In addition, evaluations may be mailed to students who successfully complete the course. Your Program Director/Coordinator will inform you if you must follow a different procedure.

Requirement for Textbooks and Supplies

Instructors should notify the Program Director/Coordinator prior to the start of the course of any materials or supplies required for the course. If a textbook is required in a course, please let your Program Director/Coordinator know the title, edition, author and publisher. The appropriate office will then order the books through the College Bookstore. As a general rule, a period of 30 to 60 days is required to obtain textbooks.
Duplicating

A limited amount of duplicating is done upon request. The master or original must be prepared or typed. Please have all masters in the program office a minimum of five working days before the duplicated material is needed.

Audiovisual Equipment

Arrangements should be made through your Program Director/Coordinator at least five days prior to the class meeting for which equipment is required. If similar equipment is needed for each class meeting, please note that in your request. Instructors teaching out-of-town may be required to “sign out” the equipment and transport it to the classroom. Equipment is available on a first-come, first-serve basis and may not be available in all cases.

Breaks

The instructor may set his/her own break order, preferably after discussing it with the class members. Depending on the length of the class, you may prefer to take a longer break less frequently. In every case, classes must not be released until the required amount of instruction time has been met. Please refer to your course outline for the required number of hours for each class meeting.

Procedure for Locked Rooms

When a class has been scheduled on campus, the room should be unlocked before your class meets. If you should find your room locked or equipment locked up, contact the program office or call the Amarillo College Police Department at 371-5163.

Tobacco Use

Tobacco use, including “smokeless tobacco”, is not permitted inside any Amarillo College building. Receptacles will be placed at the entrance to each building for those who choose to smoke. Your cooperation is needed to assure a “tobacco-free” environment for all students, instructor, and staff.
Mileage / Meal Reimbursement

In the event that you will be required to travel out-of-town to teach, you will be reimbursed at the rate allowed by the State of Texas for the use of personal vehicles. Currently, that rate is 28 cents per mile.

The reimbursement should be made using actual mileage or the official State of Texas mileage. The official mileage information is available at [www.cpa.state.tx.us/comptrol/texasra.html](http://www.cpa.state.tx.us/comptrol/texasra.html).

NOTE: Instructors are not paid for travel time. Your Program Director/Coordinator will inform you which mileage reimbursement procedure you will need to follow.

Instructors who receive mileage reimbursement may also receive reimbursement for meals while on the road. In this event, itemized meal receipts must be submitted to your Program Director/Coordinator. The following cost guidelines should be kept in mind: $5 for breakfast, $10 for lunch, and $15 for dinner.

General Emergency

Emergency Guidelines

- Contact the Amarillo College Police Department at 371-5163. You may call 9-911 first if you deem it necessary.
- When calling for assistance, give your name, location of emergency and an explanation of the emergency.
- Know where first-aid supplies are located.
- Stay with the injured victim, and send someone else to call for assistance.
- After the situation is stabilized, it is important to insure that the incident is properly documented with the Amarillo College Police Department.
- Contact your program director / coordinator as soon as possible.

Emergency Room - Ambulance

Any injured person has the right to use the emergency medical facility of his or her choice. An injured person may refuse any medical treatment at any time. Any refusal of medical treatment will be documented on the Police Incident Report by the Police Officer responding to the call.
The following Emergency Medical Facilities are available in the Amarillo area for patients requiring emergency medical treatment:

- **Baptist/St. Anthony's (BSA) Healthcare System**  
  Emergency Center  
  1600 Wallace Blvd.  
  Amarillo, TX 79175  
  (806) 212-5750

- **Northwest Texas Healthcare System**  
  Emergency Receiving Center  
  1501 South Coulter Dr.  
  Amarillo, TX 79175  
  (806) 354-1150

**Responsibility For Payment Of Medical Treatment**

- Employee expenses for medical treatment will be handled through the Amarillo College Office of Personnel Services as per current policy.
- Students or visitors to our campus are responsible for their own medical expenses incurred while at Amarillo College or expenses incurred while using our facilities.

**Fire** - If you see flames or other clear indications of a fire:

- Call the Amarillo Fire Department at 9-911 first, then call the Amarillo College Police Department at 371-5163.
- Clearly identify location of incident.
- Give the building name.
- Give the physical location on campus.
- Identify the room or area where fire is located.
- Provide any and all information requested.
- Evacuate the area, and take the class roster with you.

1. Check the evacuation plan posted in each room or hallway.
2. Do not use elevators in case of fire.
3. Use stairways.
4. Close all doors.

- Fight fires with a fire extinguisher ONLY IF TRAINED and NOT a life threatening situation.

1. Hold upright
2. Pull pin, aim horn at fire
3. Press lever
4. Direct discharge at base of flame
Tornado Warning

A Tornado Warning indicates a tornado has been sighted or is indicated on radar and confirmed by spotters. When a tornado warning is received by way of siren, public broadcast, campus police or designated representative:

INSTRUCTORS-- DO NOT DISMISS CLASS FOR STUDENTS TO GO HOME OR PROCEED TO THEIR VEHICLES!

8:00 AM to 10:00 PM (when classes are in session)

1. Amarillo College faculty and staff must insure that all handicapped persons are evacuated to designated shelter areas first, along with other students and visitors as outlined on Tornado Emergency Procedures posted in classrooms, halls and bulletin boards.

2. If you cannot reach a designated safety area, move away from windows to an inside hall or take cover under desks or tables.

10:00 PM to 8:00 AM (after normal hours)

1. Amarillo College personnel will proceed to designated shelter areas near their present location, assisting any nearby students or visitors. If possible, custodians will unlock designated safety areas.

2. If you cannot reach a designated safety area, move away from windows to an inside hall or take cover under desks or tables. Protect yourself by:

   - Lying face down.
   - Drawing your knees up under you.
   - Cover the back of your head with your hands.

Tornado and Fire Evacuation Procedures are located in foyers and on bulletin boards throughout each building. Please report any missing or damaged procedures to the Occupational Safety and Environmental Officer at 371-5363 as soon as possible. Every Amarillo College employee, including part-time instructors, staff, and student workers must become familiar with Emergency Procedures and Evacuation Areas consistent with their surroundings.

Hazardous Materials

1. Report all incidents involving chemical exposure, spills, or disposal to the Amarillo College Police Department at 371-5163 and the Occupational Safety and Environmental Officer at 371-5363 as soon as possible.
2. Do not attempt to clean any spill or dispose of any waste until the Amarillo College Occupational Safety and Environmental Officer has been notified unless you have been formally trained and have the proper Personal Protective Equipment (PPE) to do so.

Equal Opportunity Policy

Amarillo College is open to all persons regardless of race, color, religion, sex, national origin, or physical disability who are otherwise eligible for admission as a student. The College is an Equal Opportunity Employer and no applicant or employee will be discriminated against. The Director of Personnel Services coordinates Amarillo College’s effort to comply with equal opportunity requirements (including Title IX of the Educational Amendments of 1972, as amended). Gary Waren, Director of Personnel Services, is located at 2207 S. Van Buren and may be contacted at 371-5044.

Disability Statement

Any student who, because of disabling conditions, requires special arrangements in order to meet course requirements, should contact Accessibility Services (Library 101, 371-5346).

Special Benefits

Tuition Scholarships
(Approved by the Board of Regents on 8/22/00 - Board Policy Manual)

1. Full-time employees, their spouses, and their children (who are legal dependents for income tax purposes) may enroll for any college class tuition and per-credit-hour fees (e.g., matriculation, student activity, general fees) free.

Full-time employees who work a standard 40-hour week and wish to enroll in Amarillo College courses must have prior written approval from their immediate supervisor before they can enroll tuition-free in more than six semester hours, or its equivalent (96 clock hours), in any one semester. The College, through its supervisors, reserves the right to determine the number of courses any employee can reasonably expect to carry and maintain the assigned work schedule at the College.

2. Part-time employees may enroll for any college class tuition free. The part-time employee must be working during the semester or period of time during which the class is offered. Part-time employees will be limited to a maximum of six semester hours, or its equivalent (96 clock hours), of tuition scholarships in any one semester.
3. Retired employees (as determined by the Uniform Group Insurance Program) have the same benefits as full-time employees.

4. All employees must obtain supervisory approval before enrolling in any course that occurs during working hours.

5. Any employee who resigns or whose employment is terminated prior to the class for which the employee, spouse, and/or children are enrolled will be required to reimburse the College for the tuition scholarship or withdraw from the class immediately.

6. All course-specific fees (e.g., lab fees) are excluded from tuition scholarship.

7. The preparatory music program and private music lessons are excluded from tuition-free status.

Education Credit Union

Any employee of Amarillo College, full-time or part-time, may become a member of the Education Credit Union located at 4400 I-40 West. The telephone number is 358-7777.

Departmental Directory

The Continuing Education Office is located at the Amarillo College Business & Industry Center at 1314 S. Polk; the telephone number is 371-2910. The office is open 8:00 a.m. to 5:00 p.m., Monday through Friday. A Continuing Education Program Director/Coordinator will visit your class at various times throughout the semester. If you require additional information or assistance, you may contact the appropriate program office shown below.

. AMARILLO TECHNICAL CENTER - ATC Campus  
  Building B / Room 201

  Glen Phillips - Executive Director  335-4201
  Sharon Hemphill - Executive Secretary  335-4201
  FAX  335-4298

. BUSINESS COMPUTER SYSTEMS (BCS) - Washington Street Campus  
  Business Building / Room 208E

  Bob Sloger - Division Chairman  371-5268
  Margaret Dunn - Coordinator  371-5216
  Tom Deckard - Instructional Laboratory Supervisor  371-5236
  FAX  371-5210
• CENTER FOR CONTINUING HEALTHCARE EDUCATION - West Campus
  Building A / Room 104

  Jeff Doiron - Director 354-6086
  Laurie Hale - Associate Director 354-6087
  Linda Ladehoff - Continuing Professional Education Coordinator 356-3650
  FAX 354-6080

• CHILDREN’S THEATER - Washington Street Campus
  Ordway Hall I Room 112

  Dr. Paul Matney - Division Chairman 371-5226
  Linda Hughes - Director 371-5353
  Janice Easterday - Administrative Assistant 371-5340
  FAX 371-5210

• CONTINUING EDUCATION - Polk Street Campus
  Business & Industry Center

  Kim Davis - Director 371-2912
  Administrative Assistant 371-2911
  FAX 372-3919

• CRIMINAL JUSTICE PROGRAMS - West Campus
  Building C / Room 121

  Jodie McCarthy - Director 356-3680
  Sondra Beighle - Coordinator, Law Enforcement Academy 354-6049
  Toni Brasher - Coordinator, Corrections Programs 354-6083
  Terry Brown - Coordinator, Law Enforcement In-Service 356-3682
  Margie Clements - Senior Staff Assistant (Corrections) 354-6084
  Sibbie Sams - Senior Staff Assistant (Academy) 354-6082
  Tammy Wood - Staff Assistant (In-Service) 356-3681
  FAX 354-6074

• INTERVENTION PROGRAMS - Washington Street Campus
  Business Building / Room 214A

  Gay Mills - Director/Assistant Professor 371-5244
  Barbara Wester - Senior Staff Assistant 371-5205
  FAX 371-5210

• LEISURE STUDIES - Polk Street Campus
  Business & Industry Center

  Luke Morrison - Coordinator 371-2921
  Sylvia Simpkin - Administrative Clerk 371-2920
  FAX 372-3919
· MANAGEMENT AND TRAVEL & TOURISM - Washington Street Campus
Parcells Hall / Room 201

Bob Sloger - Division Chairman 371-5268
Anne Nail - Assistant Professor 371-5265
FAX 371-5210

· OCCUPATIONAL EDUCATION - Polk Street Campus
Business & Industry Center

Linda Reed - Coordinator 371-2916
Shelley Sparks - Administrative Clerk 371-2915
FAX 372-3919

· PREPARATORY DANCE - Washington Street Campus
Music Building / Room 302

Dr. Paul Matney - Division Chairman 371-5226
Janice Easterday - Administrative Assistant 371-5340
FAX 371-5210

· REAL ESTATE - Washington Street Campus
Parcells Hall / Room 308

Bob Sloger - Division Chairman 371-5268
Beverly Vinson - Instructional Coordinator 371-5262
FAX 371-5210

· WORKFORCE DEVELOPMENT - Polk Street Campus
Business & Industry Center

Business & Industry Center 371-2900
Damaris Schlong - Chief Administrative Officer 371-2905
Lu Lu Cowan - Workforce Training Coordinator (Non-Technical) 371-2903
Richard Chelf - Workforce Training Coordinator (Internal Training) 371-2904
Bob Pearce - Workforce Training Coordinator (Technical) 371-2927
Roberta Smart - Administrative Assistant 371-2906
FAX 372-3919
Appendix

- Course Outline
- Outline of Major Topics
- Official Class Roster
- Class Change Report
- Final Grade Sheet
- Request for Certificates
- Waiver Of Liability
- “No Compete” Agreement
- Instructor/Course/Overall Evaluation
- Instructor Course Evaluation
- Tuition Scholarship Form
- Handbook Acknowledgement
Course Outline Form

Instructor: ____________________________________________

Course Title: __________________________________________

Course Length (Hours): ________________________________

Course Objectives: (Behavioral Outcomes) At the conclusion of this course the student will be able to/or have knowledge of:

1. _____________________________________________________
   _____________________________________________________
   _____________________________________________________

4. _____________________________________________________

Course Description: ___________________________________

_____________________________________________________

_____________________________________________________

_____________________________________________________

Occupational Need: ___________________________________

_____________________________________________________

_____________________________________________________

Target Population: _____________________________________

_____________________________________________________

_____________________________________________________

Student Evaluation Methods: _____________________________

_____________________________________________________

_____________________________________________________

C:\ICE Instructors Handbook\Course Outline Form.doc (vt)
Outline of Major Topics

I. _______________________________________
   A. _______________________________________
      1. _______________________________________
      2. _______________________________________
   B. _______________________________________
      2. _______________________________________

II. _______________________________________
    A. _______________________________________
       1. _______________________________________
       2. _______________________________________
    B. _______________________________________
       1. _______________________________________
       2. _______________________________________

III. _______________________________________
    A. _______________________________________
      1. _______________________________________
      C. _______________________________________
    B. _______________________________________
      1. _______________________________________
      2. _______________________________________

IV. _______________________________________
    A. _______________________________________
      1. _______________________________________
    B. _______________________________________
      1. _______________________________________
      2. _______________________________________

Total Hours

C:\ICE instructors Handbook\Outline of Major Topics Form.doc (vt)
## Official Class Roster

**Date:** 10/24/2000  
**Semester:** 1st Qtr, 2000  
**Department:** 104501  
**Course Title:** FLOUERSHOP OPERATIONS & MANA  
**Instructor:** LATHAM SHARON II

### Class Meeting Time 1
- **Day:** SMTWTFS  
- **Time:** 09:00 AM

### Class Meeting Time 2
- **Day:** SMTWTFS  
- **Time:** 01:30 PM

### Class Meeting Time 3
- **Day:** SMTWTFS  
- **Time:** 04:30 PM

### Students

<table>
<thead>
<tr>
<th>Student Name</th>
<th>E/U</th>
<th>Home</th>
<th>Business</th>
<th>Course Contact Hours Per Week</th>
<th>Total Contact Hours Per Week</th>
<th>Total Hours Per Semester</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRIDGES ANN W</td>
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<td></td>
<td></td>
<td>24.00</td>
<td>192.00</td>
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<tr>
<td>GORDAY ROBIN A</td>
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**Credit Hours:**

- Contact Hours:  
- Credit Hours:  
- Total Hours:  

**Instructor's Signature:**

---

**Phone:**
CLASS CHANGE REPORT

Please check the attached Class Roster. Other students who have and enrolled and are attending class should be listed in the space provided below. Do not write names on the attached roster or mark out any names that are on it.

Please use the following rules for verification of the Class Roster:

A. If the name of a student does not appear on the Class Roster and the student is currently attending class, enter the name in the space below under: ADDITIONS.

B. If the name of a student appears on the Roster and he is no longer attending, contact the student and determine whether he intends to return. If he does not plan to return, enter the name below under: WITHDRAWALS.

After verifying the attached Class Roster, please sign all pages and return along with the Class Change Report. A self-addressed postage paid envelope is enclosed for your use.

ADDITIONS:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RECEIPT NO.</th>
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WITHDRAWALS:

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2/97 sds
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<thead>
<tr>
<th>COURSE NAME AND NUMBER</th>
<th>COURSE TITLE</th>
<th>INSTRUCTOR NAME</th>
<th>DATE</th>
<th>SEMESTER</th>
<th>DEPARTMENT NUMBER</th>
<th>NAME</th>
<th>PAGE NO.</th>
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<tbody>
<tr>
<td>0383 FMKT 2037 001</td>
<td>FLOWERSHOP OPERATIONS &amp; MANA</td>
<td>LATHAM SHARON M</td>
<td>0/24/2000</td>
<td>1st Qtr, 2000</td>
<td>104501</td>
<td>OCCUPATIONAL EDUCATION</td>
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<th>STUDENT NAME</th>
<th>CREDIT HOURS</th>
<th>LETTER GRADE</th>
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<tr>
<td>BRIDGES ANN U</td>
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<td>GORDON ROBIN A</td>
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<tr>
<th>TOTAL CONTACT HOURS PER WEEK</th>
<th>TOTAL HOURS PER SEMESTER</th>
<th>STUDENTS</th>
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</table>

INSTRUCTOR'S SIGNATURE   ________________________________   PHONE #
REQUEST FOR CERTIFICATES

TO: LATHAM SHARON M
LOCATION: RAFL RAYS
FROM: Dean, Continuing Education

**SUBJECT: Certificates, Course No. FMKT 2037 001 CEU’S: 2.4**

2000 10383 FLOUERSHOP OPERATIONS & MANAGEMENT

In order for us to prepare the students' certificates and to have them ready for presentation at the last class meeting, please indicate which students are eligible to receive certificates by placing a check in the appropriate column, below. PLEASE ADD ANYONE WHO IS NOT LISTED AND CHECK ALL NAMES FOR CORRECT SPelling.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>SSN</th>
<th>NAME</th>
<th>PD</th>
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<td>GORDAY ROBIN A</td>
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</tbody>
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AMARILLO JUNIOR COLLEGE DISTRICT  
Waiver of Liability for Student Travel  

STATE OF TEXAS  )
COUNTY OF POTTER  )

I, _________________________ Social Security # _____________ _____, do represent to Amarillo Junior College District that I was born on ________________, 19___, that I have no physical infirmities nor defects except _________________________, and I do release the College District from any and all claims for damages, including but not limited to hospital and medical expenses and loss of income, growing out of injury or death arising from participation in the educational programs in which I am enrolled. I further release the College District from any and all claims for damages growing out of injury or death arising from participation in a College-sponsored program due to any personal defects or physical infirmities that I have listed above. This waiver will remain in effect throughout the period in which I am enrolled as a student in any class or program sponsored by Amarillo College. I further certify that I have read and understand the Amarillo College Student Rights and Responsibilities’ publication.

Also, I am aware of the policies concerning student travel, and I understand that I must furnish receipts for all travel-related expenditures for which I expect reimbursement. I understand that no alcoholic beverages or illegal drugs will be bought, consumed, or allowed at any time during student travel, and that all expenditures must have prior approval of the student organization’s faculty sponsor according to Student Services’ published guidelines for student travel.

Dated this ________________ Day of ________________________, 20____.

Date of Travel/Program ___________ Sponsor _______________________

__________________________________________
Student’s Signature

If the student executing the waiver has not reached his/her 18th birthday, the following consent must be executed by a parent or the guardian of the minor:

I, ________________________, of ________________________________ (Address) consent to the foregoing waiver and release dated this ________________ Day of _______________, 20____.

__________________________________________
Parent/Guardian Signature
Re: “No Compete” Agreement

As a result of training conducted through Amarillo College, I will direct all leads for additional and/or follow-up training to __________________________, Program Director/Coordinator.

I agree to do so for the duration of one year from the completion date of this training.

When possible and appropriate, Amarillo College will hold my interest in mind when awarding this work. __________________________ will let me know what has transpired with the leads so I can maintain quality relationships with the students / clients who requested our assistance.

I understand that I am not allowed to use my class(es) to solicit or promote myself or my business. As a part-time continuing education instructor, I represent Amarillo College.

I have been notified of this “No Compete” Policy and agree to comply. I have been given a copy of this agreement, signed and dated by the Amarillo College representative and me, below.

________________________________________________________________________
Date

________________________________________________________________________
Instructor  AC Representative
AMARILLO COLLEGE
Workforce Development Training
Instructor/Course/Overall Evaluation

**INSTRUCTOR EVALUATION**

Please use the scale below to respond to the following statements. Write your response in the space provided to the left of each statement.

6=Strongly Agree  5=Agree  4=Uncertain  3=Disagree  2=Strongly Disagree  1 =Not Applicable

1. Instructor was courteous and presented material in a professional manner.
2. Material was presented in a clear and concise manner.
3. Training aids were effective and appropriate.
4. Instructor displayed knowledge of the subject.
5. Instructor was well prepared.
6. The teaching method(s) was/were effective.
7. Instructor encourages participation.
8. Instructor motivates student interest.
9. Instructor’s eye contact and mannerisms were good.

**COURSE EVALUATION**

10. Objectives were clearly defined.
11. Content was related to objectives.
12. Organization of the course was logically arranged.
13. I would recommend this course to my peers and colleagues.

**OVERALL EVALUATION**

14. Overall, the program was good.
15. I achieved my personal objectives by attending this program.
16. I achieved the objectives outlined by my company by attending this program.
17. The training facility and accommodations were acceptable and appropriate.

6=Company Sponsored  5=Friend/Colleague  4=TV/Radio  3=Newspaper  2=Flier  1=Other

18. How did you learn about this session/seminar/course?

19. What are your recommendations for improving the session/seminar/course?

20. Please list any session/seminar/course you would like offered in the future:

Thank you for completing this evaluation Please contact the Workforce Development Division at 371-5129 if we can be of assistance.
Instructor Course Evaluation

Please complete this questionnaire upon the conclusion of each course you teach and return it to your Program Director/Coordinator. Thank you!

Name ____________________________________________  Date ____________________________

Course Name ____________________________  Course ID# ____________________________

Students
Was students' knowledge base appropriate for this level course?  □ Yes □ No, comments below

Do you or any students have any concerns?  □ Yes □ No, comments below

Course Content
Was course content appropriate for the class level?  □ Yes □ No, comments below

Was the amount covered too much?  □ Yes □ No, comments below

Was the amount covered too little?  □ Yes □ No, comments below

Environment
Was the classroom prepared and functional?  □ Yes □ No, comments below

Was room comfortable?  □ Yes □ No, comments below

Were materials in place (chalk, markers, etc)?  □ Yes □ No, comments below

support
Were textbooks available at the first class?  □ Yes □ No, comments below

Was frontline staff courteous and helpful?  □ Yes □ No, comments below

Was Program Director/Coordinator available when needed?  □ Yes □ No, comments below

Was Program Director/Coordinator responsive to questions and concerns?  □ Yes □ No, comments below

Were course materials/forms received promptly?  (handouts, class rosters, grade sheets, certificate requests certificates, evaluations, time sheets)  □ Yes □ No, comments below

Comments/Ideas/Suggestions

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Tuition Scholarship Form

Today’s Date __________________________

Please Print

Course ID ____________________________ Date Course Begins __________________________

Course Name __________________________

Type and Length of Course  □ Credit _____ Credit Hours  □ Non-Credit - Clock Hours

Number of hours being taken this semester _____ Credit Hours _____ Clock Hours

Employee Name ________________________________________________________________

Student Name ________________________________________________________________

Student Social Security Number ________________________________________________

Please Check One

Full-time Employee Categories

□ Employee  □ Spouse  □ Child

Part-time Employee Category

□ Employee

Retired Employee Categories

□ Retiree  □ Spouse  □ Child

As an employee, I understand that I must obtain supervisory approval before attending any course that occurs during working hours. Please refer to the back of this form for the Tuition Scholarship Policy as defined by the Amarillo College Board Policy Manual.

______________________________  ________________________________
Employee Signature  Employee Social Security Number

Job Title/Position  Department

______________________________  ________________________________
Supervisor’s Approval (as needed)  Date

Amarillo College
An Equal Opportunity Community College
To: All Continuing Education Instructors:

It is a pleasure to welcome you as a Continuing Education instructor for Amarillo College. As an instructor, you play a critical role in helping us achieve our goals and ensuring our customer satisfaction. We are glad to have you as a member of our instructional team and commit to providing you with the support needed to deliver quality educational services.

To familiarize you with our operational and instructional procedures within each department, we prepared the Continuing Education Instructor Handbook for your use. We hope you find this document helpful and encourage you to talk with your Program Director/Coordinator if you have questions regarding areas of instruction and/or instructional procedures.

You are requested to sign the bottom of this page and return it to your respective program director/coordinator before your next class begins.

Thank you,

Kim Davis,
Director of Continuing Education

I, ____________________________ (print name), have read and understand the procedures outlined in the Continuing Education Instructor Handbook.

Signature ____________________________ Date _______________