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HAWAII COMMUNITY COLLEGE
EDVANCE LEARN - GROW - ACHIEVE

Instructor Handbook

EDvance

Hawaii Community College

1175 Manono St.
Hilo, HI 96720
808-934-2700

hawaii.hawaii.edu/edvance
edvance@hawaii.edu

Welcome

We are pleased that you have chosen to share your expertise with Hawaii Community College's Office of EDvance students. The EDvance staff is proud to offer quality classes and programs to our community. Your role in the teaching-learning process is highly valued and it is important to us that your experience is positive. By familiarizing yourself with our policies and procedures, you will be able to represent Hawaii Community College with confidence in the classroom and in the community.

Please review each section of this handbook and feel free to call or email us with questions or visit us at EDvance.

Jessica Yamamoto,
Director

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EDvance

Vision

An educated island community that embraces, and has equal access to, professional development and personal growth opportunities that promote a self-sufficient, globally minded and diverse economy.

Mission

Working with compassion, integrity, and in a spirit of excellence, EDvance provides lifelong opportunities for professional development and personal growth in our local and global community.

About EDvance

The Hawaii Community College Office of EDvance prides itself in developing and delivering quality training and education to the community of Hawaii County.

We continually strive to improve our registration process, class offerings, facilities, trainer support, needs assessment strategies, promotional materials, and customer service. However, our most important asset is the professionalism, expertise, and knowledge found in the training programs we deliver.

EDvance relies on trainers to present the hundreds of training programs that we provide to businesses and individuals each year. Regardless of how well we operate the logistics of developing the training, our customers' lasting perception of EDvance comes from their impression of the trainer we place in the classroom.

The success of our program is dependent upon our partnership with you, our trainers. It is important that you feel a sense of ownership and pride in EDvance and the programs we offer. Our success is your success. Your success is our success. The more the community values EDvance programs, the more training opportunities we are able to offer you. When we sell programs, we are really selling our trainers and their ability to deliver the product.



EDvance (continued)

An important part of our mission is providing training and professional development programs that utilize a proactive approach to learning, support both employee performance and organizational productivity, and deliver a high return on investment for our client organization.

As trainers with EDvance, we urge you to keep pace in the business world through constant identification of emerging needs and market opportunities, and continually learning new skills. When you combine new skills and knowledge of organizational resources, you can turn opportunities into profitable ventures.

We're glad you have decided to team up with EDvance to maximize your training opportunities. Please visit our website to familiarize yourself with the scope of our programs: edvance.hawaii.hawaii.edu

EDvance Office
7:45 am – 4:30 pm
Monday-Friday
808-934-2700

Manono Campus Security
available 24/7
808-854-1420

Pāalamanui Campus Security
available 24/7
808-640-6515



Hiring Process

EDvance usually hires its trainers on a casual basis or contracts with an established organization to provide training services. The method and terms by which you are hired should be discussed and agreed upon with your Program Coordinator.

Casual hire trainers are required to complete the necessary personnel documents, including presentation of a social security card and current tuberculin (TB) clearance in some cases. Hawaii Community College's Human Resources Department will contact trainers, generally by mail or phone, with information on what is needed. Continuing trainers will be periodically asked to complete personnel documents prior to re-hire. Failure to return the hiring documents in the time prescribed may affect your employment with EDvance.

Ensure that your Program Coordinator has your most current contact information at all times in order to prevent delays in contacting you with this vital information.



Letter of Agreement

The Letter of Agreement (LOA) outlines the details of your employment with EDvance. The LOA must be signed and on file with EDvance before your class begins.

When you receive your LOA:

1. Review it carefully for dates/time/location of your class(es). Notify us immediately if there is a discrepancy.
2. Note the pay amount to ensure it is correct.
3. Sign one copy, and return it to EDvance as quickly as possible.
4. Keep the second copy for your records.

Important:

In order to maintain an ethical and impartial learning environment, you agree that you will not promote any specific product, service, or source in the classroom, nor solicit contact information from the students.

If you plan to deviate from the published class description and/or class syllabus, please speak to your Program Coordinator. The college's reputation is at stake when our students do not receive the instruction/materials they expect.

Any questions regarding the terms of compensation or the hiring procedure should be directed to the Program Coordinator before the start of hire.



Compensation

Payments

All payments are processed by our Business Office via Direct Deposit or a University of Hawaii payroll check. Pay periods close on the 15th and the last day of each month. Most instructors can expect payment for work completed from the 1st to the 15th on the 5th of the following month and payment for work completed from the 16th to the 31st on the 20th of the following month. If the pay date (5th or 20th) falls on a Saturday, Sunday, or Hawaii State Holiday, payment will arrive on the prior business day. The current pay schedule may be viewed by visiting <https://www.hawaii.edu/timesheets/> and clicking on the “TAPS Payroll Deadlines” link under the “Resources” heading at the bottom of the page.

Instructors who are hired as casual hire employees will need to submit online timesheets stating dates and times worked. EDvance does not compensate for course development time, lunch hours, or other meal breaks. Hours submitted on your timesheet should reflect the actual time you spent teaching.

Timesheets are due by 11:59 pm on the last day of the pay period (e.g., 15th or 31st) or as work is completed. Online timesheets can be submitted by visiting <https://www.hawaii.edu/timesheets/>. There is an Employee Guide available at the bottom of the webpage under the “Need Help?” heading.

Instructors who are hired as Independent Contractors via a Services Contract will need to submit an invoice upon completion of each course. The invoice should be submitted to EDvance. Once approved, payment is generated in 2-3 weeks.

Direct Deposit

To sign up for Direct Deposit, go to www.fmo.hawaii.edu/payroll and click the Forms tab at the top of the page, and then the + sign by the General Forms heading. The D-60 form may be accessed by clicking the link titled *Bank Assignment (Direct Deposit) Form-Fillable D-60 Instructions & Form*.

UH Employees may view pay statements online at: www.hawaii.edu/payroll/paystub/gate. You will need to login with your UH Username and password.



Class Cancellations

The most common reason for a class to be cancelled is low enrollment. Your Program Coordinator monitors enrollment to determine whether or not a class can/should run. There may be a variety of factors involved in their decision, including (but not limited to): instructor compensation, cost of retirement, class supplies and marketing. Ultimately, our department has a financial responsibility to the college that must be met for us to continue operating, and we attempt to balance that responsibility with the community's expectation of us to provide high quality programs/services year after year.

Experience has shown that many students wait until the last minute to register, and because we want to give our classes the best possible chance to run, we typically make cancellation decisions 24-48 hours prior to a class start. However, there may be other circumstances involved that cause us to cancel earlier (or later). The EDvance office will contact all registered students to notify them of the cancellation.

Important: If your class is cancelled, you will be notified by your Program Coordinator via email unless another type of arrangement has been made. If you ever need a cancellation decision made more than 24-48 hours prior to a class start, please contact your Program Coordinator.



Substitute Instructors

Notify the Operations Manager at least twenty-four hours prior to any anticipated class absence. In case of an emergency, notification should be made as soon as possible. It is the instructor's responsibility to locate or assist in locating a suitable substitute. Substitute instructors must be approved by your Program Coordinator and must be a current employee of the college.* Hawaii Community College will pay the sub for their services and that amount will be deducted from the regular instructor's pay. If we are not able to secure a substitute, and class is cancelled for that day/evening, the regular instructor will not be paid for the class unless an approved makeup class is held. All cancellations and make-ups must be approved by the Operations Manager. Instructors are expected to communicate any class changes to the Operations Manager as well as to their students.

If you plan to use additional trainers to help with your training session, they must go through the standard application and interview process prior to training. Total compensation for the training will not change. Your rate will be divided proportionally between all trainers involved unless other arrangements have been made during the session development process.

*Vendors select and pay their own subs – these subs do not have to be hired by Hawaii Community College, as they will not be receiving any direct compensation from Hawaii Community College.



Late Arrival & Taking Breaks

Late Arrival

In the rare instance that you are going to arrive late for class (due to traffic, car trouble, weather, etc.), please notify the Operations Manager. Staff can go to your classroom and inform the students of the situation. If the EDvance office is closed and your class is about to begin, please contact either Manono Security...

This will hopefully prevent many of the phone calls our office and campus security receive from students in the evenings or on the weekends. It will also let our students know that we care about keeping them informed.

Break

While not mandatory, a 5-10 minute break is acceptable for classes meeting two (2) or more hours. However, please do not take a break at an inappropriate time (e.g., end of class). For classes less than two (2) hours in length, breaks should not be taken unless absolutely necessary. It is very important for classes to start/end at the published start/end time listed in the EDvance promotional pieces and in your Letter(s) of Agreement.



Textbooks & Supplies

Inform your Program Coordinator as early as possible of any textbook(s), materials or supplies you'd like to use during your course. The cost of such items must be included in the course tuition, and often need to be ordered online or produced by office staff, so it's best to discuss such materials in the initial planning stages of the course.

A hard copy or electronic file(s) of all materials you intend to use must be submitted to your Program Coordinator at least two weeks before your scheduled training session. Materials shall have no reference to your personal business.

Any copyrighted materials that you are incorporating into your handout must be cited and credited to the appropriate source.

Our objective is to maintain a quality standard and an organizational identity for all handout materials in the EDvance program. All materials are subject to final approval by your Program Coordinator.

Unless other arrangements are made, you maintain the copyright on all materials developed for your presentations through EDvance. You are not compensated for the development of materials, and you are free to use them in other training relationships. EDvance will not allow other trainers to use your material without your permission.

If there are any issues with the materials or supplies for your course, contact the Operations Manager immediately.



Students NOT on Roster

HAWAII COMMUNITY COLLEGE
Office of Continuing Education & Training
Non-Credit Registration Form

TO REGISTER:

WALK-IN:
Hawaii Community College
1175 Manono St.
Building 379A, Room 3
Honolulu, HI 96820

MAIL-IN (do not mail cash):
Hawaii Community College
OCET
200 W. Kalia St.
Honolulu, HI 96820

PHONE:
(808) 934-2700
FAX: (808) 934-2701

Name: _____ Last 4 of SSN: _____ Phone #: _____
Address: _____ Alternate Phone #: _____
City, State, Zip: _____ Email Address: _____
☐ Check to receive our email updates and schedule of classes. You can unsubscribe at any time.

Code: _____ Course Title: _____ Date: _____ Time: _____ Tuition: _____
Total: _____

How will you be paying?
☐ Cash
☐ Check # _____
☐ Money Order # _____
☐ PO # _____
☐ VISA
☐ MasterCard

Billing Information
Company Name & Address: _____
Contact Person: _____
Phone: _____ Fax: _____

Credit Card # _____ Sec. Code _____ Exp. Date _____
Cardholder's Name _____

How did you hear about us?
Facebook ☐
Website ☐
Email ☐
Newspaper ☐
Friend/Family ☐
Flyer ☐

What year were you born? (optional)
☐ 900-1945 ☐ 1946-1964 ☐ 1965-1980 ☐ 1981-2000 ☐ 2000-2019

Office Use Only
Reg. # _____ Next # _____
Date Paid _____ Initials: _____
Reg'd _____ Date: _____

Refund policy: You are entitled to a full refund for complete withdrawal if made 3 business days prior to the first day of instruction. Thereafter refunds will not be allowed.

For liability and class capacity reasons (and because it is unfair to all of the other students in the class), no one is allowed to attend a class he/she is not registered for. If you have a student in your class whose name does not appear on the class roster, please do the following:

1. Ask the student for proof of registration. If the student is unable to show you proof, go to Step 2.
2. Ask the student to go to the EDvance office (379A-3 on the Manono Campus or call EDvance at 808-934-2700 during business hours). If the student returns to the classroom and is still unable to show you proof, go to Step 3.
3. Write down their name, phone number(s) and email address, inform them that they are not able to attend class that day, but that the Operations Manager will contact them before the next class to sort things out. Immediately after class, send the student's contact information to the Operations Manager.
4. Before the next class, contact the Operations Manager to ensure that the student is officially registered.

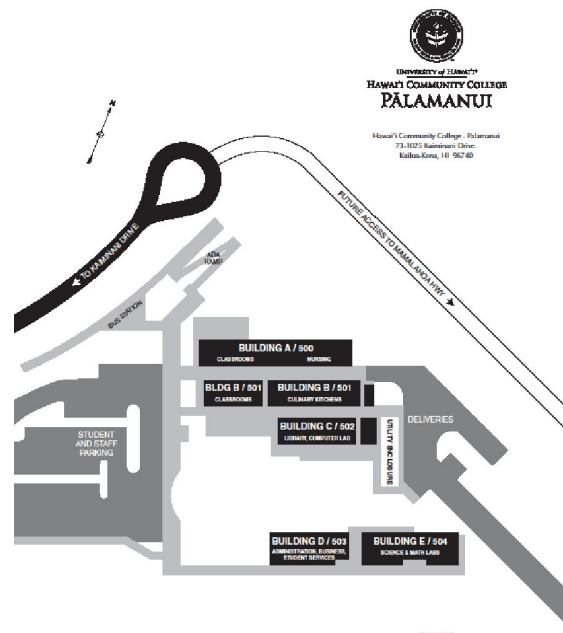
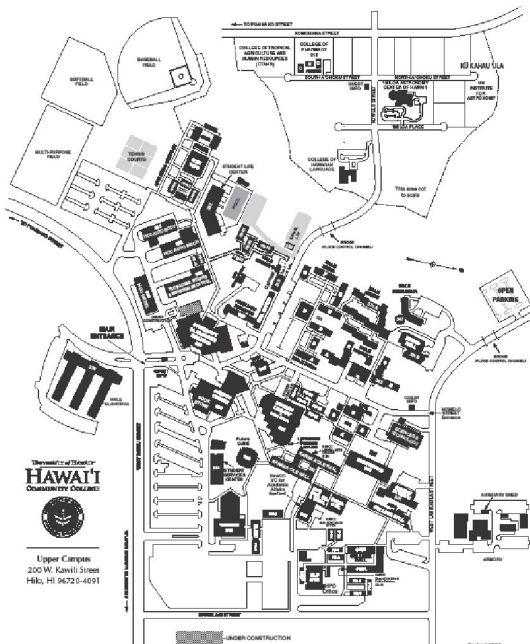
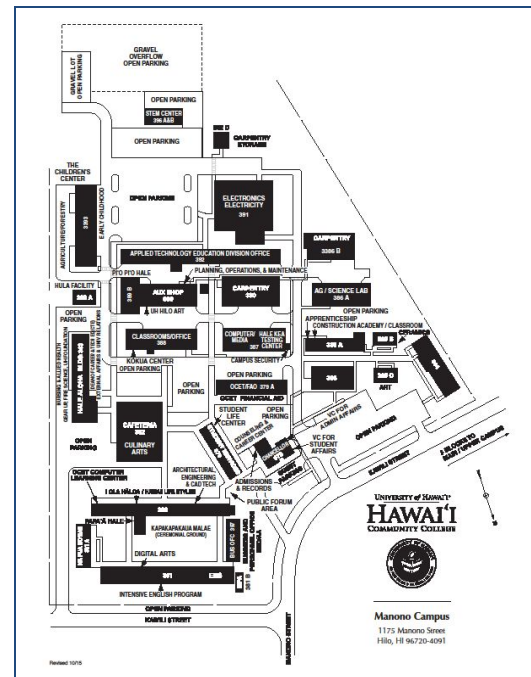


Campus Map & Parking

The Manono and Pālanamanui Campuses have open parking and do not require a parking permit. You may park in any available space that is not marked Reserved or Handicap.

The Upper Campus does require a parking permit when parking Monday through Friday from 6:00 am until 4:00 pm during the Fall and Spring semesters. Permits are sold by the semester and/or academic year. Daily parking passes are available for \$3 per day. The service window is open from 8:00 am until 4:00 pm and is located at Auxiliary Services in Building 300.

Maps may be found online at:
hawaii.hawaii.edu/about/campus-maps



Classrooms & Labs

Access to Equipment

Most classrooms are equipped with a computer station, data projector, projector screen, and document camera.

If you would like to use other equipment such as a hand-held slide promoter, wireless microphone, etc. they may be available through our Media Department. Please discuss any media needs with the Operations Manager.

If you move any furniture (e.g., desks or chairs) or equipment during your class, you will need to put everything back to its original set up before leaving at the end of the day. Since we share classrooms on campus with other departments and programs, we need to be respectful of the equipment and facilities so we may continue to use them.

If your room is locked or has facilities problems, call Campus Security at (808) 854-1420. Tell them you are an EDvance instructor and ask them to open the room for you, or explain the problem. For persistent room issues, please contact the Operations Manager.

We make every effort to place your class in a room that meets your needs. If there is anything you need to better facilitate your learning environment, please let us know. Please do not change classrooms without consulting your Program Coordinator as this may cause a domino effect of misplaced classes and dissatisfied students.

Please be considerate of the classes occurring before and after yours that are using the same classroom by entering/exiting the room at your published class start/end times.



Disruptive Students

Disruptive behavior is anything that causes you concern or anything that prevents you from being able to effectively perform your job duties.

The most important phone number to have on hand in case a situation escalates to a level that puts you and/or your students in harm's way is Campus Security at (808) 934-2700. We have Campus Security officers on campus 24/7, and they have been trained to deal with difficult student situations.

Hawaii Community College's official Student Conduct Code may be located online at: hawaii.hawaii.edu/security/securitypolicies

Quick Tips:

DO

- Remain calm
- Allow some expression
- Identify concern/issue
- Offer a resolution
- Listen and acknowledge feelings, not behaviors

DON'T

- Raise your voice
- Argue with or humiliate
- Challenge or threaten
- Get too close (personal space)
- Touch the student
- Use any abusive language



Student Help

Services Available

Many campus services (e.g., career counseling, disability services, etc.) are available to EDvance students. Students may need to show a copy of their enrollment receipt to access certain services, with the exception of those open to the general public/community.

Varying Skill Levels

You may encounter differing student skill or knowledge levels in one class. Here are a few strategies to help minimize the impact:

- On the first day of class, review the Class Syllabus with your students.
- Have our current schedule of classes handy, in case students question the class description.
- Offer any additional instructional tools such as books, DVDs, YouTube videos, etc. that may be useful to the students outside of class.
- Remind students that you must teach to the class objectives, and that if anyone feels the class is not a good fit, to contact the EDvance office and request a transfer or retake credit.
- Contact your Program Coordinator for additional support and/or to discuss any potential class description changes to help prevent repeat problems.

Complementary Students

We allow complementary enrollments in our sessions. In our effort to support Hawaii Community College staff development, we allow staff to attend occasionally without cost. Please check with your Program Coordinator if you have any questions or concerns about complementary students.



Expectations of Trainers

Know Your Audience

- Be aware that you are working with the “adult learner” and a learning style that includes active participation, sharing life experiences and expertise, and applied problem-solving. See “Concepts of Adult Learning” on page 20.
- Use interactive and experiential teaching techniques.
- Apply concepts taught to relevant work-related examples.
- Use multimedia audiovisual aids.
- Draw on EDvance’s training book “How Adults Learn” available at the office.
- Provide accurate, current information that is properly documented.
- Provide handouts with appropriate references cited.
- Provide handouts, session objectives, and content outline for review by the Program Coordinator at least two weeks prior to the session.

Knowledge of the Program

- Have a general understanding of the services provided by EDvance.
- Refer any participants’ questions that you cannot answer about EDvance or the college to your Program Coordinator in a timely manner.

Preparation

Arrive approximately 30 minutes before the presentation is to begin. It is your responsibility to make sure audiovisual equipment is functioning properly and materials are set up and ready so the session can begin on time.

Be fully prepared when you arrive at your training session. All materials should be of high quality and easy to read. All audio visuals should reflect a professional image and contain up-to-date information. All quotation references should be properly credited.



Expectations of Trainers (continued)

Informally greet and visit with participants as much as possible before the training begins. Our goal is to provide a friendly, helpful, customer-oriented approach to our participants.

To begin your training session, introduce yourself briefly, giving your credentials and experience. Please cover logistics such as breaks, water fountains, vending machines, and restrooms. Ask your Program Coordinator prior to class if you are unfamiliar with the location(s) of these amenities.

At the beginning of the first session, have participants introduce themselves and briefly share information such as their job title, their background in the topic area, and what their goal is for attending your session.

Go over the session outline/agenda.

When using handouts, be sure to reference every handout throughout the course of the training. Never send participants home with handouts that have not been introduced at least briefly.

Operations staff and/or Program Coordinator ensure materials are delivered to your room or are ready for you to pick up at the EDvance office before your training session. Operations staff can usually answer questions you may have regarding enrollment, additional audiovisual requests, and other things that come up as you are planning your session. It is our intent to be as supportive as we can without interfering. Please feel free to call either your Program Coordinator or our Operations staff as often as you need to.



Concepts of Adult Learning

At EDvance, Neva Supe-Roque is our Curriculum Developer and a resource for you as you plan to teach. Neva is available to help develop and/or fine-tune your course, from syllabus to lesson plans, assessment, and information on the changing practices of education, at all developmental levels. Furthermore, within the collaboration of development and or modification of courses, she provides resource training in educational technology on tools that are current and specific to the needs of our instructors. Here is Neva's contact information:

Neva Supe-Roque
(808) 934-2782
nevas@hawaii.edu
Bldg 379A, Rm 1C

The following section, "Concepts of Adult Learning," was adapted from the article: "Adult Learning, What Do We Know For Sure?" by Ron and Susan Zemke, *Training Magazine*, June 1995. This section provides background on and an introduction to adult education.

Basics of Adult Learning

- As they mature, adults tend to prefer self-directions.
- Adults' experiences are a rich resource for learning. Adults learn more effectively through experiential techniques, such as discussion or problem-solving, than they do through passive listening.
- Adults are aware of specific learning needs generated by real-life events such as marriage, divorce, taking a new job, losing a job, and so on.
- Adults are competency-based learners, meaning that they want to learn a skill or acquire knowledge that they can apply pragmatically to their immediate circumstances.

Motivation

- Adult learning is problem-centered. People do not learn for the sake of learning.
- Adult learners can be motivated by appealing to personal growth or gain. Though immediate utility is most often the motivation behind adults' learning efforts, it's not the only motivation. For instance, some evidence



suggests that adults readily engage in job skills training if they perceive it as relevant to the rest of their lives as well.

Curriculum Design

The learning experience should be problem-centered. Working adults are less likely to be enthralled by a survey course than are full-time professional participants. Adults tend to prefer single-concept, single theory courses that focus on applying the concept to relevant problems. Preprogram assessment is important. It is critical to take into account the entry-level knowledge and understanding of participants whenever possible. Program design should include the following approaches:

- The learning design should promote information integration.
- Exercises and case studies should be included at all times and made as realistic as possible.
- Trainee feedback and recognition should be planned.
- Curriculum design should appeal to auditory, visual, and kinesthetic (hands-on) learners whenever possible.
- Design should accommodate adults' continued growth and changing values.
- Transfer strategies should be included to help participants transfer/apply the training concepts to the real work environment.

Curriculum & Instructional Materials, Participant Learning Outcomes

- Trainer Proposed Courses – A completed Course Proposal form must be on file at the EDvance office before we will offer the course to the public. The form must contain a course description, a list of participant learning objectives, a course outline or syllabus, a summary of the trainer's qualifications, and all course handouts.
- While you are employed as a trainer with EDvance, we reserve the right to the exclusive use of your curriculum for any course you are currently teaching for EDvance.
- EDvance Courses – As a trainer, you should not delete, add, or modify any of EDvance's course curriculum and/or instructional materials. If you feel that changes are necessary, you must get the approval of the Program Coordinator before implementing the changes in the classroom.



EDvance's curriculum and/or instructional materials may not be used in whole or in part for the purpose of personal or business gain unless authorized by the Director of EDvance. The use of equipment, facilities, campus resources or solicitation for personal or business gain is also prohibited. Curriculum developed for EDvance while on the payroll of EDvance becomes the property of EDvance.

In the Classroom

- Create a safe and comfortable environment.
- Facilitation is more effective than lecture.
- Activity promotes understanding and retention.

What Makes a Good Trainer?

Participants were asked to think about their best training experiences and what their trainer did to make it a memorable experience. Here are some of their answers:

The Trainer:

- Knew subject matter.
 - Asked thought-provoking questions.
 - Used guest speakers.
 - Got people up and moving around.
 - Brought in current events related to the topic.
 - Valued all contributions.
 - Had a great sense of humor.
 - Used stories effectively.
 - Used audio visual when appropriate.
 - Supplemented source materials.
-
- Used learning games.



Representing EDvance

Many of the participants attending your session will have had little or no contact with EDvance before they arrive at your training session. Often, participants have not seen promotional materials, did not register themselves for training, and have never attended one of our training sessions. You may be the only representative they see from our organization, and they will base their perception of the entire program on their impression of you.

When discussing EDvance, answering questions regarding logistics, and introducing yourself, please use “we” instead of “they”. It helps establish the fact that you are a member of our staff when the participants hear you say, “We will be offering...” or, “We really need your feedback on the evaluation form so we can make our program fit your needs.” When you refer to EDvance as “they” it separates you, as if you are not a part of the program. We know that when we sell programs, we are really selling our trainers and their ability to deliver the product. It is important to us that our customers get a sense of the partnership between you and EDvance.


Dress in a professional manner when training. Our clients work in professional environments and are expected to abide by dress codes. It is very important that our trainers present themselves in a professional and exemplary manner too. We appreciate your cooperation in following these guidelines.

- Please wear a dress, dress slacks with a dress shirt or aloha shirt (no shorts).
- Always be well-groomed, clean and neatly shaven.
- Hair should be clean and combed.
- All clothes should be clean and well pressed.

Selling of products or services is prohibited. It is not permitted to pass out personal business cards or promotional materials to participants in EDvance training sessions.



Class Surveys & Observations

 Office of Continuing Education & Training Evaluation Form					
Course Code: ENR1000-001	Instructor: Robert Hope				
Course Title: Golf for Beginners	Date: Jan 22 & 24, 2016				
Please check the boxes that best represent your opinions.	<table border="1"> <thead> <tr> <th>Strongly Agree</th> <th>Agree</th> <th>Disagree</th> <th>Strongly Disagree</th> </tr> </thead> </table>	Strongly Agree	Agree	Disagree	Strongly Disagree
Strongly Agree	Agree	Disagree	Strongly Disagree		
1. The information was presented in a clear and well-organized manner.					
2. The length of the class was just right.					
3. The class materials were relevant and useful (if applicable).					
4. The instructor(s) was/were knowledgeable about the subject matter.					
5. The instructor(s) was/were responsive to my learning needs.					
6. I am satisfied with the overall quality of the class.					
7. Hawaii CC provides continuing education and training that is relevant to the needs of the Big Island community.					
8. Hawaii CC effectively communicates courses and service offerings to the community it serves.					
9. What did you like most about this class?					
10. What did you like least about this class?					
11. How could this class be improved?					
12. What other classes would you like offered?					
<i>May we use your comments as a testimonial?</i> If so, please write your name _____					
You may use the back of this form if you need more space. Mahalo for helping us evaluate this class and our program.					

EDvance evaluates courses we offer. This is especially helpful for new classes and/or new instructors. If your class is being evaluated, you will receive a packet of student surveys on the first day/night of class. During one of the final sessions of your class, please ask the students to complete the surveys. Students are most comfortable with this process if you step outside the classroom for a few minutes.

Completed paper surveys can be delivered to the EDvance office by you or one of your students – if after hours, please drop them in the mail slot in the main EDvance door in Building 379A, Room 3. Shortly after we receive the evaluations, we will send you

summary of the data and comments collected.

On occasion, EDvance staff may observe classes to help us better understand our programs. These observations may either be announced or unannounced. The EDvance staff member will introduce himself/herself to you and show you departmental identification before the start of class. The staff member will observe as unobtrusively as possible, and you will be provided with verbal and/or written feedback from the observation form shortly thereafter.

Hawaii Community College Office of Continuing Education and Training		Trainer Evaluation				
Trainer's Name _____	Observer's Name _____					
Date _____	Course _____					
General Characteristics On time for class _____ Yes _____ No _____		Body Language _____ Helpful _____ Distracting _____ Neutral _____				
		Excellent	Good	Fair	Ineffective	N/A
General appearance was:						
Movement in room was:						
Spoke concisely, clearly, and loudly						
Greeted participants appropriately						
Managed conflict in a positive and helpful manner						
Demonstrated enthusiasm about the learning process						
Knowledge of subject was:						
Handout materials were comprehensive, clear, attractive						
Instructional Characteristics		Excellent	Good	Fair	Ineffective	N/A
Used handout materials effectively						
Wrote neatly and legibly						
Presentation was logical and systematically sequenced						
Activities were related to the aims and objectives of the presentation						
Aims and objectives of the lesson were made clear						
Made periodic checks for comprehension						
Used a variety of learning techniques to accommodate the various learning styles of participants (lecture, AV, interactive, etc.)						
Monitored instructional agenda to match participants needs (demonstrated insight & adjusted agenda accordingly)						
Presentation was well paced and agenda was successfully completed						
Summarized the significant topics						
Was receptive and responsive to questions in an open, congenial manner						
Presentation was appropriately geared toward the population of students (i.e., adult, specific specialty, utilizing life experiences, etc.)						
Overall presentation content and activities held my interest						

We recognize the impact our trainers have on our reputation and a continuing long-term relationship with EDvance is dependent on positive participant/company feedback on evaluations.



Marketing

We encourage instructors to help boost enrollment by contacting their Program Coordinator and our Marketing Coordinator, Dana DeSoto. Dana manages the communication between EDvance and the public through our website, social media platforms and email lists, among other channels. His job is to market course offerings to the public. Dana is looking forward to collaborating with you on defining your target audience and creating messaging that increases interest in your course. Here is Dana's contact information:

Dana DeSoto
(808) 494-7973
desotod@hawaii.edu
Bldg 383, Rm 105

We appreciate that our instructors often have relevant contacts and networks by which they can assist with promotion of our courses. As much as possible, we would like to include you in our marketing process to best ensure a full class.

EDvance has a standard layout/format that must be adhered to in order to maintain quality and consistency in all promotional pieces and to ensure trouble-free registration. Please do not create/distribute class flyers without approval from your Program Coordinator or the Marketing Coordinator.

Please work with the Marketing Coordinator to create the best possible marketing pieces for you to share. We will be happy to provide electronic and/or printed marketing materials for you to share.

You can also participate on our Facebook page at www.facebook.com/EDvanceHawaii and our Instagram page at www.instagram.com/edvancehawaii. "Follow" us and begin a dialogue with past, present and future students. **Note:** Please use discretion when utilizing and social media outlets to communicate with your students.



New Class Ideas

The planning process for each semester starts very early – at least 6 months in advance of the semester start. During the planning process, we contact instructors to confirm dates, times, room preferences, and textbook usage. It is important that you respond quickly to confirm your interest and teaching availability.

We encourage you to explore the opportunity to create new classes. Many of our most popular classes were proposed by our outstanding instructional staff. If you have an idea for a new class:

1. Speak with your Program Coordinator about your class idea to determine the feasibility of the class, or to ensure that it won't be a conflict of interest with other classes on campus.
2. Complete a [Course Proposal Survey](#) Form.
3. Give some thought to the possible name/title, audience, and marketing for the class.
4. Will you need any special equipment or supplies? How many students can the class accommodate? Have you created a class objective/outline?

Hawai'i Community College Office of Continuing Education and Training Instructor Application/Course Proposal	
Name:	
Address:	
Phone #s:	
Email:	
What course(s) are you willing to teach?	
For new course(s) please provide:	
1. Course Title:	
2. Description:	
3. Target Audience:	
4. Length of course:	
5. Anticipated materials and supplies needed and the approximate costs:	
6. List the Student Learning Outcomes (SLO's) - Written statements that represent student learning goals. What will students learn by the time they finish the course and what they will be able to do with the knowledge and skills. (List also how it will be assessed.) Example: Excel Class - The student will: Define basic spreadsheet concepts and terms. The student will sort a spreadsheet. The student will learn 3 formulas. Assessed by hands-on and case studies.	



Checklist

BEFORE CLASS

- Sign and return your Letter of Agreement.
- Discuss possible marketing options with your Program Coordinator.
- Notify your Program Coordinator of any course materials you may need. Please allow at least seven (7) business days for materials to be reproduced.
- Review your class roster by logging into the Destiny One public site at <http://ce.uhcc.hawaii.edu/index.jsp>. Contact your Program Coordinator to set up an account if you don't already have one.



DURING CLASS

- In the event that you are unable to teach (family emergency, illness, etc.), contact EDvance at 808-934-2700. Discuss all available options for making up the class time with the Operations Manager. **Note:** If the EDvance office is closed and your class is about to begin, please contact Campus Security.
- If you have any questions/concerns about your assigned classroom, please contact EDvance.
- Report name of any students who are attending the class, but not on the roster. If one-day class, have student fill out registration form, and have Campus Security pick up the registration form (with payment).
- Ensure all students sign in for each day of class on the attendance roster provided by EDvance.
- Collect an evaluation form from each student prior to leaving at the end of the last session for your course.

AFTER CLASS

Return the attendance roster, your completed Instructor Survey, student surveys (if applicable), and registration forms to the EDvance office in the envelope provided.



Emergency

In the event a person is injured or has taken ill while on campus, contact Manono Campus Security at 808-854-1420, or dial 2760 from any campus phone. Pālanuanui Campus Security can be reached at 808-640-6515. All of our officers are trained to handle emergency situations and will be available to assist during crisis situations.



Be prepared to give the following information:

1. Nature of the emergency (e.g., injury, sickness, fire, crime)
2. Exact location of the problem (building and room number)
3. Best way for responding personnel to get to location

In the event that a Campus Security officer is not available, any employee of the college is authorized to call 911 for emergency medical services.



Code of Conduct

ETHICS – In order to maintain an ethical and impartial learning environment, it is agreed that you will not promote any specific product, service, or source in the classroom.

Nondiscrimination – Hawaii Community College endorses all of the state and federal legislation that prohibits discrimination in employment and in the use of educational facilities. Discrimination includes harassment and offensive conduct against any person, student, or staff member on the basis of race, creed, color, sex, age, marital status, handicap, and/or national origin.

Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex; Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on handicap; the Americans with Disabilities Act of 1990 requires reasonable accommodation for people with disabilities.

The Board of Trustees affirms its desire to create a work and study environment for all individuals that is fair and responsible. The environment shall support, nurture, and reward career and educational goals on the basis of relevant factors such as ability and work performance.

The Board of Trustees believes that harassment is inconsistent with a supportive environment.

Personal Problems – Instructors should avoid bringing their personal problems into the classroom. Instructors should not discuss professional, family, or financial matters in the class. This statement is not meant to exclude anecdotal information pertaining to the instructor's personal life. If a student expresses problems of a personal nature, the student may be referred to the Counseling Center in Building 379, Room 5.

Personal Relationships – Relationships between instructors and students should be professional. Such relationships cannot be used to coerce or influence others for personal advantage. Unwelcome sexual advances, requests for sexual favors, and sexually explicit language are prohibited. Sexual relationships between an instructor and any student currently enrolled in the instructor's class or under the supervision or direction of the instructor are prohibited.



Code of Conduct (continued)

DRUGS, NARCOTICS, AND ALCOHOLIC BEVERAGES

Hawaii Community College students, employees and visitors are expected to observe all federal, state and local laws and college regulations governing the use and possession of alcoholic beverages, narcotics and dangerous drugs. All students, employees and visitors are specially forbidden to use or possess alcoholic beverages, narcotics or dangerous drugs or to be under the influence of same while on college property, and at college sponsored events except as authorized in our Policies and Procedures. Offenders will be subject to legal action and/or disciplinary action by the college.

SMOKING

According to the State Law of Hawaii smoking is prohibited in all buildings on campus except where designated smoking areas are posted. There is no smoking within 20 feet of a door entrance or air intake to prevent smoke from entering buildings.



Miscellaneous

Hawaii Community College has published this Handbook for informational purposes only and its contents shall not constitute a contract between this institution and prospective or current employees. The information contained in this publication reflects generally the current curricula policies and regulations of this college. However, these are subject to change at any time by action of the Board of Trustees or the college Administration.

It is the policy of Hawaii Community College that no one shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.



Quick Reference

Bamboo Hale	(808)934-2591	hawaii.hawaii.edu/bamboo-hale
Bookstore	(808)932-7394	bookstore.hawaii.edu/hilo/
Cafeteria	(808)934-2559	
Manono Campus Security	(808)854-1420	hawaii.hawaii.edu/security
Career and Job Development Center	(808)934-2731	hawaii.hawaii.edu/career-job
Counseling	(808)934-2720	hawccssc@hawaii.edu
Disability Services	(808)934-2825	hawaii.hawaii.edu/disability-services
Facebook		facebook.com/edvancehawaii
Financial Aid	(808)934-2712	hawaii.hawaii.edu/financialaid
Hale Kea Testing Center	(808)934-2540	hawaii.hawaii.edu/halekea
Human Resources	(808)934-2525	hawaii.hawaii.edu/hr
Intensive English Program	(808)934-2698	iephawaii.com
Library	(808)934-2530	guides.library.uhh.hawaii.edu/home
Media Services	(808)934-2563	
EDvance Office	(808)934-2700	hawaii.hawaii.edu/edvance
‘Ohana Corner Café	(808)934-2591	hawaii.hawaii.edu/ohana-cafe
<u>Pālanuanui</u> Campus	(808)969-8802	hawaii.hawaii.edu/palamanui
<u>Pālanuanui</u> Campus Security . . .	(808)640-6515	hawaii.hawaii.edu/palamanui
Planning Operations and Maintenance (POM)	(808)934-2752	hawaii.hawaii.edu/pom

