

SMU Continuing and Professional Education Instructor Manual

For over fifty years SMU has been providing a diverse program of informal courses for adults. Today, more than ever, we need to keep abreast of the changing world in which we live. SMU Continuing and Professional Education provides the Dallas community with continuing education opportunities that are timely and contemporary, as well as intellectually enriching.

Revised August 2008

Common Questions Continuing Studies Instructors Ask...

1. "Who should I call if I have a question?" **Page 1-2**
2. "What's my enrollment?" **Page 6-8** or "Will this class make?" **Page 10**
4. "How do I request installed media and a *help start* with a media tech?" **Page 4**
5. "Can I contact my students?" **Page 6-8**
6. "Can my CV or bio be listed on the website?" **Page 10**
7. "What kind of publicity can my class have?" **Page 9-10**
8. "Where do I park?" **Page 9**
9. "Where is my class?" **Page 5**
10. "Can I assign homework in my class?" **Page 20**
11. "When will I receive my honorarium?" **Page 23**
12. "I have an idea for a new course. What should I do?" **Page 3**

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ADMINISTRATION

You are our link to our customer – the students. Therefore, we perceive our administrative duties to instructors as essential. Our main purpose is to ensure that courses of the highest caliber are offered. Our obligation is to select the best instructors and to give them the instructional resources necessary to make their course successful.

Address and Office Hours

The Annette Caldwell Simmons School of Education and Human Development

SMU Continuing and Professional Education

6060 Central Expressway, Suite 642

Dallas, TX 75206

Registration Office Hours: Mon. – Fri. 8:30 am – 4:30 pm

Mailing Address

PO Box 750275

Dallas, TX 75275-0275

For directions to Main or Legacy Campus visit <http://www.smu.edu/maps/>

Staff Contact Information

To fax any staff member 214-768-1071

Amy Heitzman, Executive Director 214-768-1022

heitzman@smu.edu

Tracey Dreighton, Associate Director; 214-768-1021

Professional Courses

tdreight@smu.edu

Connie Peters, Associate Director; 214-768-1104
Summer and Youth Programs
cpeters@smu.edu

Barbara Youngkin, Assistant Director; 214-768-1020
Informal Courses for Adults
youngkin@smu.edu

Lindsey Lieberman, Assistant Registrar 214-768-1023
lindseyl@smu.edu

Marsha Guckenheimer, Enrollment Resources Specialist 214-768-3111
mguckenh@smu.edu

Other Important Numbers

Alpha Graphics 214-363-1101
3032 Mockingbird Lane 214-363-1154 (fax)
Dallas, TX 75205 us054@alphagraphics.com

Media Support

Main campus 214-768-8888
Legacy campus (contact Patty) 972-877-7724

Security (Main Campus only)

Emergency 911
NON Emergency 214-768-3388

Security (Legacy Campus only)

Emergency 911

SMU Bookstore

214-768-2435

Temperature issues (classroom too hot/cold)
(Main campus only)

214-768-3266

University Holidays: Please refer to the link below for the current list of holidays observed by Southern Methodist University :

<http://www.smu.edu/hr/benefits/Holidays.asp>

Continuing Education classes may occasionally be held on holidays due to class scheduling and demand. This will be confirmed in your contract.

Continuing and Professional Education Fall Semester

- Begins in September, usually the day following Labor Day and ends mid-December.
- Fall course registration typically opens the first week of August.

Continuing and Professional Education Spring Semester

- Begins in January, usually the day following the Martin Luther King, Jr. Day and ends mid-May.
- Spring course registration typically opens the first week of December.

Continuing and Professional Education Summer Semester

- Begins in June, usually the week following Memorial Day, and ends early-to mid-August
- Summer course registration typically opens the first week of April.

Course Proposal Process

To propose an idea for a course or to apply to teach in a Continuing Studies program, please visit

<http://www.smu.edu/education/continuingstudies/instructors/default.asp>

PREPARATION FOR THE FIRST CLASS

Instructor Packet:

You will receive an “Instructor’s packet” in the mail approximately one month prior to each semester. There is a great deal of important information contained in the packet, so we recommend that you review each document carefully.

Use of Installed Media/Computer Equipment:

In the planning phase of your course, you will be given the opportunity to request installed media equipment. Please discuss these needs in detail with your Coordinator, as this will allow our staff to schedule your class to meet in a suitable room containing the equipment that you need. At least 2 weeks in advance of your class start, you should be in touch with Barbara Youngkin, Assistant Director, to follow up with your media requests and to request a “help start” (if needed) from an Academic Computing tech for your first class night. At this time, instructors will also be assigned a specific “generic login” to access the SMU media equipment. The login will only be valid for the duration of your class and will be assigned prior to your class start.

In order to receive a login and use installed media, the instructor must have on file a signed **Principles for Instructors/Computer Use form**. This form can be accessed on the Continuing and Professional Education webpage:

<http://www.smu.edu/education/continuingstudies/instructors/default.asp>

If you should have difficulty with the installed equipment, contact the Media Help Desk (214-768-8888) on Main campus or Patty McAda (972-877-7724) on Legacy campus. In addition, please contact Barbara Youngkin the next day so that she can follow up and ensure that the issue is resolved for any future classes.

Contracts / Personnel / Tax Forms:

All contracts (SMU Continuing and Professional Education Teaching Agreements), Personnel and tax forms must be signed and returned to the Executive Director of Continuing and Professional Education at least *two weeks* prior to the beginning of the semester. Please ensure that the name on your contract reflects the information on your W9 form. For example, if you want your check to be paid to your company, be sure that your company name is listed on the contract your EIN is noted on the W9. A signed contract is required for every course, without exception. Instructors are required to submit a current, signed W-9 form each semester. If you have any questions regarding the terms of your contract, please contact Executive Director, Amy Heitzman.

Course Supplies:

All supplies required for a course must be identified and approved during the planning stage and listed on the Instructor Contract. Reimbursement for supplies is extremely rare, and is only allowed for items approved in advance.

Copy Reproduction:

If you need material reproduced for your class, Alphagraphics on Mockingbird Lane will continue to offer a very special per page cost of only 3¢--approximately half that of local copy shops. For more information, or to arrange for complimentary pickup and delivery of your order, call 214-363-1101. Please note: unless other arrangements are made, copy costs are the responsibility of the Instructors. There is a copy stipend of \$1.00 per student but this must be discussed with your coordinator in advance.

It is the policy of the University to abide by the provisions of federal copyright law, including "fair use." See generally 17 U.S.C. §101, et seq. and §107 specifically. Guidelines regarding copyright at SMU are available from Central University Libraries. The brochure entitled Questions and Answers on Copyright for the Campus Community from the Association of American Publishers is adopted by SMU.

Staff may request the SMU Bookstore to develop course packs, and the SMU Bookstore will secure the appropriate copyright clearances.

Any concerns with and/or alleged violations of the Digital Millennium Copyright Act (17 USC §101 et seq. ed § 512 specifically) (online copyright infringement) should be reported to the Office of Legal Affairs.

Textbooks:

The need for textbooks will be discussed during the planning phase of your course. If it is decided that a textbook will be used, you will be required to email or fax your text book request information directly to Barbara Youngkin. Please include complete ordering information; title, author, ISBN, publisher, and specific edition (if required). This information must be received **no later than 3 months** prior to the semester that your course will take place, in order to guarantee delivery by class start. It may take as long as 8-12 weeks to process a textbook order.

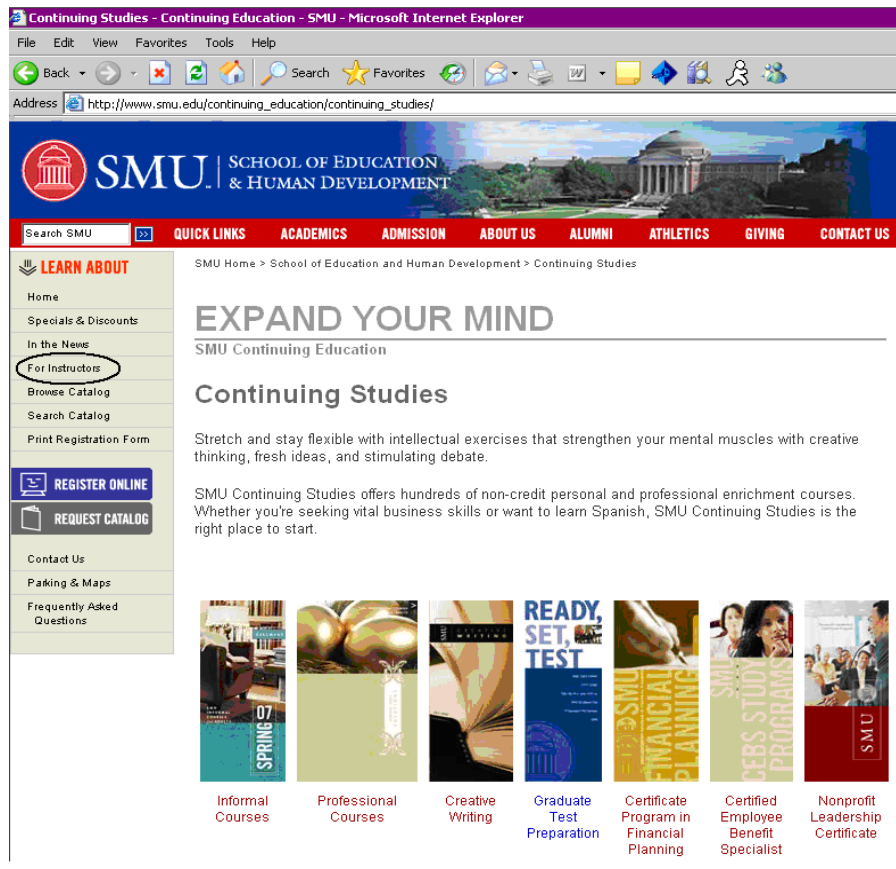
Assigned Classroom:

Room needs (space and desired configuration; flat tables, or desks) should be specifically addressed with your Coordinator during initial course planning. Classroom space is often limited on any given day depending on SMU's enrollment and the number of credit classes offered. Classrooms are shared with all departments throughout campus as well as other programs and groups. Classroom assignments are listed on your Teacher Schedule Sheet and on your roster. Please understand that we have done our best to accommodate your needs when assigning the classroom. If you have an urgent issue, please contact your coordinator.

Checking Class Info:

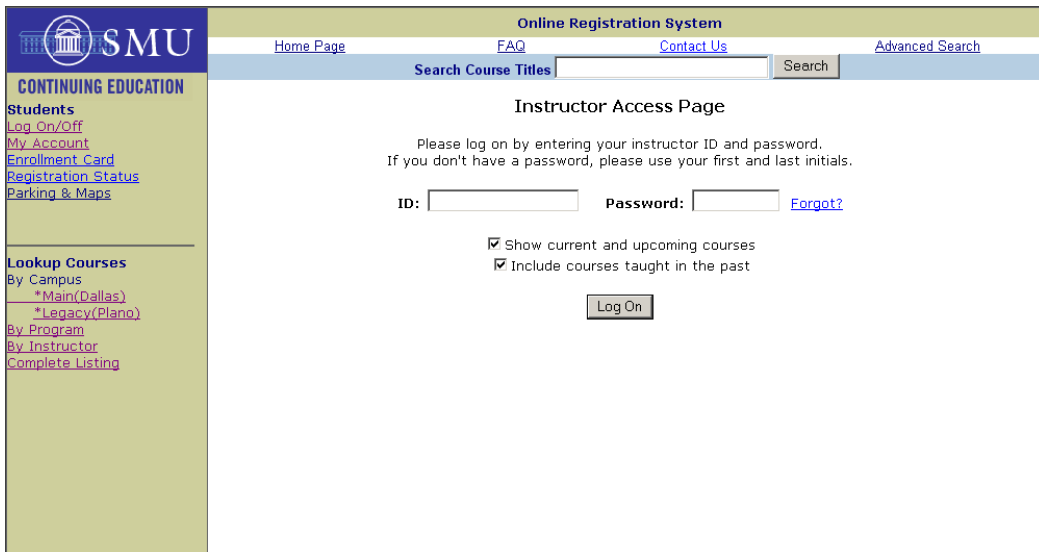
Instructors may retrieve basic information about their courses, such as current class rosters, course enrollment status, and email addresses for your students via our website:

1. First, log in to our website, www.smu.edu/cape
2. Click the “For Instructors” link on the left-hand side of the page:

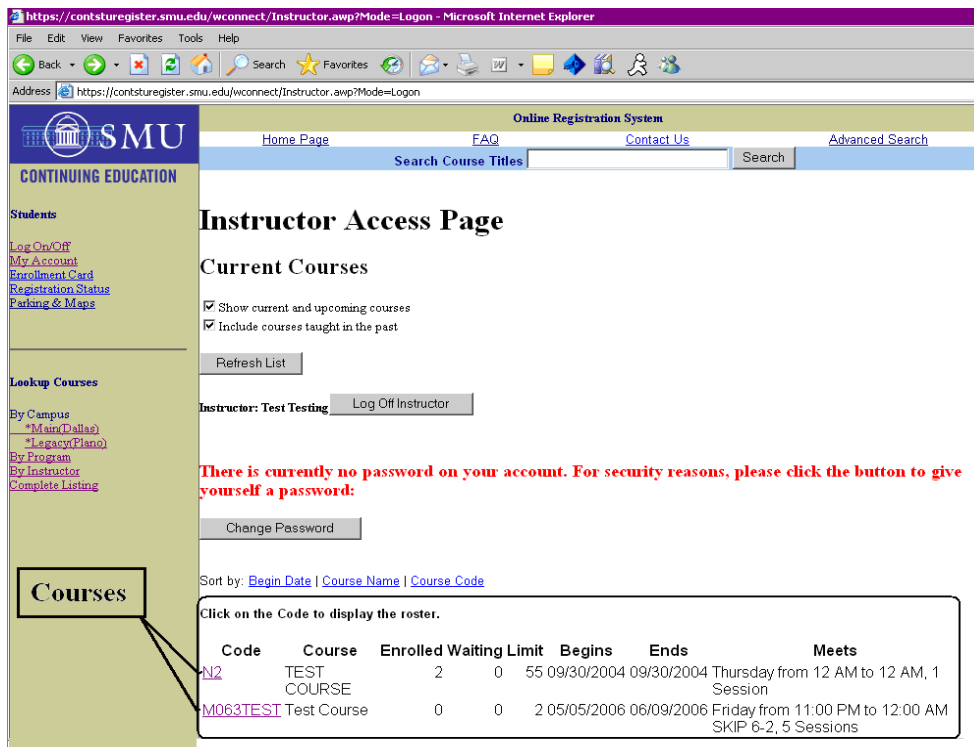


The screenshot shows a Microsoft Internet Explorer browser window displaying the SMU Continuing Education website. The browser's address bar shows the URL http://www.smu.edu/continuing_education/continuing_studies/. The website header features the SMU logo and the text "SCHOOL OF EDUCATION & HUMAN DEVELOPMENT". A red navigation bar contains links for "QUICK LINKS", "ACADEMICS", "ADMISSION", "ABOUT US", "ALUMNI", "ATHLETICS", "GIVING", and "CONTACT US". On the left side, a "LEARN ABOUT" menu lists various options, with "For Instructors" circled in black. Below the menu, there are buttons for "REGISTER ONLINE" and "REQUEST CATALOG". The main content area is titled "EXPAND YOUR MIND" and "SMU Continuing Education". It features a section for "Continuing Studies" with a brief description and a list of course categories represented by small images: Informal Courses, Professional Courses, Creative Writing, Graduate Test Preparation, Certificate Program in Financial Planning, Certified Employee Benefit Specialist, and Nonprofit Leadership Certificate.

- To log in, use your 9-digit Instructor ID, found on your Teacher Schedule Sheet, and your password. If you do not have a password, use your initials—***you will need to create a password once you have logged in.*** Please remember that Continuing and Professional Education staff members ***do not*** have access to your password. Should you ever forget your password, click the “Forgot?” link to have it emailed to you.



- You will then be taken to your course listings page:



- By clicking a course code, you may view your class roster. From your Class Roster page, you are able to email your students by clicking “Email All Students”:

https://contsturegister.smu.edu/wconnect/ClassRoster.awp?~N2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://contsturegister.smu.edu/wconnect/ClassRoster.awp?~N2

Links: ACEWare, Kronos, SMU AceWeb Admin Page, WebConnect Admin, GP, ACE Online Help, SMU ACEWEB Home Page, Unsubscribes, SMU ITS

SMU
CONTINUING EDUCATION

Online Registration System

Home Page FAQ Contact Us Advanced Search

Search Course Titles Search

Class Roster - N2

Use browser **Back** button to return to the your list of courses.

TEST COURSE
09/30/2004
Thursday from 12 AM to 12 AM, 1 Session

Email All Students

Enrollment as of 12/05/2006.

Student Name	Email
Elmer Fudd	efudd@fudd.com
Bugs Bunny	bugs@bunny.com

[Email all students](#)

This feature is for your use in communicating course information to your students. Please use it judiciously.

Look up Courses

By Campus
*Main (Dallas)
*Legacy (Plano)

By Program
By Instructor
Complete Listing

Parking:

You will receive a parking pass in your instructor packet. Parking on campus is allowed when two rules are followed. First you must display your parking pass. Please follow the instructions on the pass, folding the paper as indicated, and placing this pass on your dashboard ensuring that the dates and times of your course are visible. The second, is to park in the approved locations.

Please visit http://www.smu.edu/continuing_education/informal/maps.asp to view the location most convenient and available to your classroom. Please note, there are several construction projects on campus that may temporarily impact parking. Please view <http://www.smu.edu/construction/> for the latest construction updates.

Instructors may use their Parking Pass in the following spaces, and with the following guidelines:

- All University Parking lots (AUP)
- Most Faculty/Staff (F/S) lots* AFTER 5 p.m. M-F, and all day Saturday
 - If the gate to the Airline or Binkley Garage is down, enter the following code: 8446. (note: keypad code is subject to change each term)
 - The first 2 levels of the Airline and Binkley Garages are reserved for F/S at ALL times.

Parking passes do NOT grant permission for the following spaces:

- Commuter Lots (C)
- Visitor Lots/Spaces: You may park in these areas for the fees stated.
- Parking areas marked as RESERVED are not available at any time.

Please note:

- Parking Permits are NOT needed at SMU-in-Legacy.
- Handicapped parking is available only with valid DMV permits.
- Please observe all state traffic and parking regulations; i.e., avoiding fire lanes.

Please adhere to all parking signage. SMU police do monitor the parking areas and follow all TX traffic and parking laws. To dispute a ticket, contact SMU Police 214-SMU-PARK(768-7275).

Marketing:

Your course will be included in one or more print brochures and catalogs which are distributed to more than 100,000 local addresses quarterly. Continuing and Professional Education is always adding new marketing strategies; in addition to targeted, direct mail we market courses through billboards, theatre advertisements and a variety of e-marketing methods.

Instructors may publicize his/her own courses within these guidelines:

- Personal e-mails to friends and clients are encouraged.
- Marketing materials should not include the SMU logo or any affiliated logos unless the promotion is approved by the Executive Director of C.A.P.E.
- Press releases and printed material must not contain the SMU logo; they must be issued by the instructor, and contain his/her contact information.
- Press releases/print ads may list our registration number and/or web address (214-768-8446, www.smu.edu/cape).
- Instructors may list themselves as “SMU Continuing and Professional Education Instructor,” “SMU Professional Courses Instructor,” “SMU Graduate Test Preparation Instructor,” “SMU Certified Employee Benefits Specialist Instructor,” or “SMU Informal Courses for Adults Instructor.”

Please note: Please inform the Executive Director *prior* to sending out any published material to ensure all information is correct (i.e. course title, dates, time, etc). It is important that our office be aware of what you are publicizing so that our staff can respond to phone inquires appropriately.

We will provide you with a set of personalized electronic course postcards by email that you may distribute however you wish.

Any digital presentations, such as PowerPoint, should bear the SMU logo. For access to the SMU logo and additional templates, please follow the links on the instructor webpage.

<http://www.smu.edu/education/continuingstudies/instructors/default.asp>

Curriculum Vita(e), Bio and Course Syllabi

Another great marketing tool is YOU! Students often inquire about an Instructor, wanting to know his/her credentials or background. The more information we can share with our students the greater success for us all. To this end, **all Instructors are required to have a current résumé or CV and a biography (250 words or less) on file.** In addition, Instructors must forward a course syllabus or outline for our files. These documents should be forwarded electronically to youngkin@smu.edu each term when the Contract Packet documents are returned. **Do not send hard copies.** We often pull information from Instructors’ bios for our marketing materials, such as our monthly e-cards and newsletters. Course syllabi or outlines are useful to our staff when answering questions from prospective students. Future plans include separate Web pages on our site where this information can be easily accessed by prospective students.

Course Cancellation Policy:

While we work tirelessly to avoid cancelling a course, it is necessary upon occasion. The decision to cancel a class is not made lightly. If a course has low enrollment, cancellation will be considered approximately 72-24 hours prior to the start date of the course. Registration for this course will remain open until this time. Once the decision to cancel the course has been made, the instructor and enrolled students will be contacted by the Continuing and

Professional Education office. *Please note: only the Executive Director of Continuing and Professional Education has the authority to cancel a course.*

Remember, you are able to view enrollment (instruction is provided in the **Preparation for the First Class** section). E-Postcards and emails are great tools available to you that may help increase course enrollment. Sometimes a word from the instructor is all it takes.

Non-Compete Policy:

Instructors should fully understand the time and expense the SMU Continuing and Professional Education incurs to recruit and retain students within the Program. By signing a Contract, the Instructor, therefore, agrees not to compete with SMU Continuing and Professional Education within a one hundred (100) mile radius for the duration of one (1) year, with exceptions made on a case-by-case basis by the Executive Director. The parties agree that it would be difficult and impractical to calculate the damage sustained by SMU Continuing and Professional Education and its operations as a result of violation of this paragraph. Therefore, should the Instructor violate this paragraph, the Instructor agrees to pay twenty (20) percent of his/her expected first year's gross earnings or two thousand dollars (\$2,000.00), whichever is greater, and the reasonable costs and attorney's fees to collect those liquidated damages regardless of whether or not suit is filed.

SMU Continuing and Professional Education adheres to all University policies affirming equal opportunity to all students, employees, contractors, and applicants for employment or admission.

OPERATING POLICIES

It is the policy of the University that its employees maintain acceptably high standards of conduct and appearances and that they be held accountable for these personal attributes.

Southern Methodist University creates and shares knowledge and prepares citizens for a global society. The University is entrusted with the freedom and opportunity to fulfill these purposes by a public that values our creativity and needs our leadership. Our vision of the future draws on the legacy of those whose learning, faith, and moral commitments shaped the institution we now share. Whatever our individual roles at SMU, we owe it to the public, to our common heritage, and to one another to uphold certain basic values. These include:

Pursuit of truth. We seek knowledge and understanding through open, energetic inquiry and creative freedom. We support one another with hard questions and sincere encouragement. Because we seek truth, we encourage free expression of ideas, accept challenges to our assumptions, and treat those whom we question as colleagues sharing a common purpose.

Integrity in work. In teaching and learning, research, administration, and all aspects of university life, we strive for the highest standards of excellence. We represent what we have done honestly, and we acknowledge the ideas, effort, and resources that others have contributed to our achievements.

Respect for persons. We honor the dedication of faculty, staff, and students to their work at SMU. We evaluate them and their work fairly. We seek diversity, which enhances our search for truth and enriches our experiences in learning, work, and life together. We extend hospitality to visitors, guests, and participants in programs at SMU. We maintain confidentiality and respect the privacy of others. We do not tolerate any form of discrimination, harassment, or intimidation, and we reject behavior that is degrading to ourselves or those around us.

Responsible use of resources. We direct funds and services to their intended purposes. We do not make personal use of University assets, nor do we permit misappropriation of those assets to go unchallenged. We use resources efficiently, conserving financial assets, physical resources, and the built and natural environment for future generations.

Accountability. We take personal responsibility for respecting these values. We keep accurate and complete reports of the work we have done and the funds we have handled. We disclose potential conflicts of interest and reject inappropriate influences on our choices. We endeavor to make decisions that meet public and professional standards of honesty, competence, and fairness.

To implement the principles in this Code of Ethics, SMU has developed policies, disciplinary procedures, and sanctions related to academic honesty, non-discrimination, use of University funds and resources, faculty, staff, and student conduct, and other aspects of our life and work together. Upholding the basic values we share includes knowing and following the applicable policies and incorporating the spirit of these values, as well as the requirements of law and policy, into all of our decisions and actions as members of the University community.

Continuing and Professional Education Codes of Conduct:

Instructors are prohibited from distributing business cards, selling products or providing personal business information to any students. Instructors are not allowed to attach business cards or business information to seminar materials. Any violation of this policy is cause for immediate termination.

It is your subject mastery that entitles you freedom in the presentation of subject material. Thus, it is improper for you to include material that has no relation to the subject matter of the course as announced to students and as approved by Continuing and Professional Education.

Since an Instructor is a representative of the University on and off campus, it is your duty and responsibility to exercise appropriate restraint and be respectful of the opinions of others. Instructors should refrain from engaging in any negative discussions with students and staff, or making any negative remarks regarding Southern Methodist University and its operations, personnel, facilities, etc., in public. An Instructor may speak out as a private citizen, but in doing so you should make it clear that you speak independently and not for Southern Methodist University.

Dress Code:

Instructors are expected to dress and act professionally and appropriately to the role of instructor and mentor. It should be remembered that all employees are on display each day to students and visitors to the campus.

Equal Employment Opportunity Affirmative Action Policy:

SMU Continuing and Professional Education adheres to all University policies affirming equal opportunity to all students, employees, contractors, and applicants for employment or admission.

Sexual Harassment Policy:

The University strives to provide an educational and working environment free of intimidation and harassment for its students, faculty, and staff. Unprofessional treatment of students, faculty, staff, and other colleagues, in any form and from any source related to the University, is unacceptable to the University and will be subject to section **2.5 Sexual Harassment and Consensual Relationships** (rev. 11/14/05) Policy. The entire policy can be found in the University's Policy Manual, which is available online at www.smu.edu/policy

Smoking:

The University is dedicated to providing a healthy, safe, comfortable and productive work, study and social environment for faculty, staff, and students. This goal can be achieved only through ongoing efforts to protect nonsmokers and help employees and students adjust to restrictions on smoking. All areas in University buildings will be smoke-free.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All members of the SMU community share responsibility for adhering to and enforcing the policy. Any conflict should be brought to the attention of the Executive Director of Continuing and Professional Education.

Serious Offenses:

Although there is a degree of discretion in deciding severity and sanctions, the following represent some, but not all, activities regarded as serious offenses that warrant immediate suspension or possibly dismissal.

1. Allowing the use of alcoholic beverages or narcotics in any way to interfere with the performance of one's work (for example: absenteeism occasioned by such use; coming to work under the influence and/or in possession of alcoholic beverages or narcotics; use of narcotics on University premises; and consumption of alcoholic beverages at any time in public areas on campus, including offices and classrooms). (See [Policy 9.32](#) and [Policy 9.33](#)).
2. Using profane or obscene language towards Continuing and Professional Education staff or any other SMU employee, fellow Instructors, or students.
3. Threatening another person with physical violence or inflicting physical violence upon another.
4. Deliberate damage to or theft of property.
5. Submitting false information or knowingly making false certification.
6. Possession or use of firearms, explosives, fireworks or incendiary devices on University property.
7. Misuse of computing/telecommunications facilities and resources.

EMERGENCY & SAFETY PROCEDURES AT SMU

All of us in higher education share the grief of the Virginia Tech family and send our heartfelt condolences to all those touched by this tragedy. In view of this tragedy, SMU is providing the campus community with some general information related to emergency procedures. We are constantly monitoring and updating our procedures as we continue to learn from each other in the higher education community and from the security and law enforcement professions.

- The campus police department is on duty 24-7, and senior command-level officers are experienced former military officers with emergency training. All officers are licensed and certified by the State of Texas and have full police authority.
- SMU also works closely with surrounding local and regional police and fire departments, including University Park, Highland Park, Dallas County, City of Dallas, Texas Department of Public Safety, and various federal agencies.
- SMU has conducted training and has procedures for active shooter scenarios, among others.
- SMU has created a new position of Director of Emergency Preparedness and Business Continuity Planning, dedicated to preparing SMU for emergencies and the recovery from them, while maintaining campus operations. The new director is a seasoned professional from a similar office for Dallas County.
- The University maintains a fully equipped Emergency Operations Center with trained staff members who routinely participate in drills with local, state and federal agencies. Its data base supporting emergency operations includes occupant listings for all buildings.
- To aid surveillance, SMU has a closed-circuit TV system.
- Communication technology used in case of emergency would be website, bulk e-mail and voicemail to communicate en masse to the campus community. A hot line is maintained at 214-768-4636 (SMU-INFO) to provide current information on emergencies. SMU also has designated call centers that would be activated to answer parent and community questions and to provide immediate alerts and instructions to the campus community if needed.
- Each building has a designated manager who is trained in emergency procedures to be shared with building occupants.

- Regular building evacuation drills are conducted to ensure familiarity with procedures.
- SMU has designated triage and quarantine facilities under its Emergency Operation Plan. SMU has conducted large casualty training involving multiple jurisdictions, including Dallas County Health.
- To augment security measures, SMU personnel educate students on safety precautions such as keeping doors locked in residence halls and being aware of their surroundings. Training includes discussions in residences, posting of campus alerts, publications and web resources.
- [The Employee Assistance Program](#) is a confidential resource available 24 hours a day/ 7 days a week to provide support and counseling for SMU faculty and staff.

Related Links and Campus Resources:

- [Police Department](#) 214-768-3333
- [Counseling](#) 214-768-2211
- [Psychiatric Services](#) 214-768-2860
- [Tips for Faculty/Staff](#)
- [Office of the Chaplain](#) 214-768-4502
- [Emergency Management](#)

Police Emergencies/Accidents/Medical Assistance:

Contact campus police by dialing 214-768-3333 (dial 8-3333 from any campus phone/land line).

1. State your name, phone number, location, and nature of emergency.
2. Have someone wait outside the area to watch for authorities.
3. Remain calm until authorities arrive — do not do anything that would antagonize the situation.
4. Police will arrive to administer first aid and transport victim to an appropriate medical facility if deemed necessary. They will also complete a police report.
5. If victim is mobile, they may proceed to their own physician.

Please contact your C.A.P.E. coordinator the next day to inform him/her of the incident. Additional paperwork may be required, including the completion of a police report.

Law enforcement is managed by the SMU Police Department, City of University Park Police Department and, if necessary, the Dallas County Sheriff's Office and the Texas Department of Public Safety. Dispatching services are provided by the SMU Police Department.

The nearest hospital Emergency Room is provided by Presbyterian Hospital located four miles away. The Memorial Health Center, located on campus, provides limited outpatient services including a pharmacy for the University student body.

Emergency Kiosks (stands with blue lights) are located throughout the campus and on every garage level. To activate the intercom, push the red button and you will be connected directly with SMU police dispatch. To communicate with the dispatch, talk directly into the box.

Please note: if you use a cell phone to dial 911 you will not automatically be connected to SMU dispatch. (Depending on what cell tower is used, you could be connected to the City of University Park Police or Dallas Police.) Inform the 911 operator that you are on an SMU campus.

Smoke/Fire:

The University has the support of the City of University Park Fire Department for fire and emergency medical service. The fire station is located on University Blvd approximately 1 mile west of the campus.

If the fire alarm sounds, immediately evacuate the building. The fire system alarm is connected to the main campus police office. They will send an officer to the facility and call the City Fire department. After evacuating the building, use the red emergency phone outside the building to confirm that campus police have received the alarm.

Do not re-enter the building until instructed by campus police or the fire department.

If you notice a fire or smell smoke and the alarm is not sounding, pull the fire alarm signal located in various areas throughout the building to manually sound the alarm thereby notifying everyone in the building. Evacuate immediately.

Inclement Weather:

Classes may be canceled or postponed due to inclement weather. Any time credit courses are canceled, (i.e., the University is "closed") Continuing and Professional Educational courses are also canceled. When in doubt, listen to local radio/TV announcements, check the SMU web site www.smu.edu or the University's Inclement Weather web page <http://smu.edu/newsinfo/weather.asp>.

The Continuing and Professional Education Office will attempt to notify instructors and students if classes are going to be cancelled. Instructors will be consulted regarding rescheduling a make up class is possible.

Vehicle Problems:

Contact campus police at 214-768-3333 to report owner's name and location of vehicle. They will send assistance.

Emergency Information Form:

All Instructors must have a current Instructor Emergency Information Form on file; a link to the form will soon be available on the instructor web page, or by contacting your coordinator.

CLASSROOM PROCEDURES

Absence of the Instructor / Schedule Changes:

If you must be late or are unable to attend a class, please notify your coordinator immediately. These changes must be made as early as possible in order to notify students and make necessary arrangements. Any instructor replacement/substitute must be qualified in the subject area and approved by the coordinator or Executive Director before they may teach a Continuing and Professional Education course. Instructors are not allowed to subcontract Continuing and Professional Education courses.

Class Roll:

At the first class meeting, please verify the accuracy of the class roster. Occasionally, students will require a certificate of attendance to receive course fee reimbursement from an employer. In this event, please contact Barbara Youngkin, Assistant Director, for assistance at 214-768-1020.

If a student is not on your roll, please request that the student contact Lindsey Lieberman, Continuing and Professional Education Assistant Registrar, the next business day between 8:30 a.m. – 4:30 p.m. at 214-SMU-THINK.

Classroom Arrival Time:

Instructors are required to arrive on time to class. Due to limited classroom space on campus, many classrooms are used up to the time of the next class. It is not always possible to gain access to your classroom prior to your scheduled start time. We suggest you visit <http://smu.edu/maps/campus.asp> prior to the first day of your class to familiarize yourself with your classroom location and nearby parking options.

Classroom Security:

Please do not leave any personal belongings in classrooms.

Any indicator of threat to self or others, or any perceived failure to adhere to the [SMU Code of Ethics](#) must be first brought to the attention SMU Police, and second, to the attention of the [Director of Continuing Studies](#) for appropriate action.

Classroom Set-Ups:

The normal set-up for a class is 'classroom style' (tables and chairs facing the front of the room). If a class needs a different type of set-up, please discuss this during the planning phase of your course. We will do our best to accommodate your needs based on room availability. If instructors rearrange a room, they are expected to return the room to the original set-up before they leave.

Children:

The Continuing and Professional Education curriculum is for adult students; students must be 18 years of age. Neither students nor instructors are allowed to bring a child to class for any reason. This policy has been established for many reasons:

- No matter how well behaved a child may be, their presence is a distraction to other students. This distraction lowers the quality of education in the classroom.
- It is not fair to other students who have invested their time and money to find childcare so they can attend class.
- The presence of children may inhibit discussion of adult topics appropriate to a class.

If a student shows up for a class with a child, politely explain that children are not allowed to attend class with parents. Students with questions or concerns should contact Barbara Youngkin, Assistant Director at 214-768-1020. There are no exceptions to this policy.

Confidentiality:

All Instructors are expected to treat students with respect and honor any need for confidentiality. All proprietary information of the student/client being served should be held in the strictest confidence.

Food and Beverages:

Food and beverages are available at Hughes Trigg Center and the vending machines located throughout campus. Food and beverages are prohibited in the computer labs, but are allowed in classrooms.

Homework:

Many of our students enroll in classes for personal enrichment. You may assign homework if you feel it is appropriate and relevant to the course. When doing this, be sure to consider the time requirements and level of difficulty of any outside class-work.

Grades:

Occasionally, a student may request a pass/fail grade from an instructor in order to receive reimbursement from an institution or organization. In this event, please contact Barbara Youngkin, Assistant Director for assistance at 214-768-1020.

Certificates, Transcripts, and Letters of Completion:

These documents are available to students upon request from the Continuing and Professional Education Assistant Registrar, Lindsey Lieberman at 214-SMU-THINK or SMUTHINK@smu.edu .

Refunds:

At SMU Continuing and Professional Education, we understand that sometimes our students may need to cancel an enrollment. In this event, we happily provide the following options:

Before class begins:

- Students may receive a refund, minus a \$25 handling fee
- Students may transfer to another course free of charge

- Student may elect to have tuition placed in escrow free of charge to be used within one year
- Students may substitute another individual in their place free of charge

After class begins:

- Students may transfer to another course free of charge
- Student may elect to have tuition placed in escrow free of charge to be used within one year
- Students may substitute another individual in their place free of charge

Should SMU cancel a course, full tuition will be refunded

If a student requests a refund, instruct the student to contact the Assistant Registrar, Lindsey Lieberman at 214-768-8446 or email smuthink@smu.edu.

Use of Classroom Time:

Please have a full class presentation for all sessions. Students have paid for a specified number of contact hours. Contact your coordinator regarding any schedule changes.

EVALUATIONS

The evaluation process is imperative for continuous improvement of our program. The more timely we can share completed evaluations with you, the more pertinent this information can be. To this end, our staff process evaluations on an ongoing basis, approximately every two to three weeks. Please keep in mind that some students choose not to submit an evaluation of their experience; this can mean that while some Instructors receive several evaluations, some will receive only a handful.

Evaluations are reviewed by staff and copies are e-mailed to Instructors. Copies of evaluations are kept on file. Your coordinator may contact you to discuss issues, if needed. Again, we consider evaluations to be a very useful tool to make our courses and Instructors the best they can be.

COMPENSATION

Contract Agreements:

All instructors who teach for Continuing and Professional Education receive a contract that outlines your honorarium, the dates and time of your course, a space to list media needs, as well as any additional information necessary for your teaching activities and course. Please review the information printed on the contract. Your check will be made out to the name on the contract (Personal or Business) and for the amount listed. If any of this information is not correct or you have questions regarding any part of your contract, contact Assistant Director, Barbara Youngkin at 214-768-1020. This will eliminate delays in receiving your payment.

Percentage-based and per-student honoraria are calculated one week and one day following the start date of the course.

Please return the signed contract agreement to our office by the 'return date' indicated on attachment. Classes cannot be taught without a signed contract on file.

Beginning June 1, 2008, course honorarium paperwork will be processed at course conclusion. For the classes that require instructor expenditures, all receipts must be submitted to your coordinator before payment can be processed.

Instructors may expect to receive their honorarium via U.S. Mail 4-6 weeks after a course has ended. All mail is processed through the SMU Postal Service. If contracts and/or W-9 forms are not received by the 'return date', payment may be delayed

On occasion, a change in the contract agreement may be necessary. When such a change takes place, a new contract will be sent to you for your signature. Please return this contract as soon as possible to ensure the amended contract is processed correctly.

W-9:

A signed W-9 is required every semester. If you are teaching more than one course in the same semester, only one W-9 is required. Payment cannot be processed without this completed form. The name on your contract must reflect the information on your W-9 form. For example, if you want your check to be paid to your company (i.e., Yoga for Life), ensure that your company name is listed on the contract (i.e., Yoga for Life and not your name) and use your EIN on the W-9. If you have any questions regarding your W-9, please contact Barbara Youngkin, at 214-768-1020.

Full-time SMU Employees:

Full-time SMU Employees teaching for Continuing and Professional Education will be paid in the next regular payroll cycle that occurs after the last day of the course. For specific information please contact Payroll at 8-3311.

Problems with payment:

If you have a problem with your payment or to check on the status, please contact Barbara Youngkin, at 214-768-1020.

CLICK HERE to confirm that you have read
and understood the Instructor Manual

***If you are having trouble with the hyperlink, please copy and paste the
following link into your browser:*

<http://vovici.com/wsb.dll/s/f463g2bb37>