



Tulsa Community College



FAQs Sheet for Prospective and New Instructors

Who should I talk to about becoming a part-time instructor?

For the Continuing Education (non-credit/CE) area, you should visit with the Director of the program that has the type of courses you like to teach. She will advise you of next steps and will know of any classes she needs instructors for.

- **Personal Growth** / 595-7766 / (personal development, art, recreation, language, financial management, home and garden) and Developmentally Disabled
- **Business and Career Solutions** / 595-7944 / (general business, supervisory) / Computers (computer applications and programming) / Customized training for companies
- **Academic, Family, and Youth Enrichment** / 595-7566 / (College for Kids and other youth and family-oriented programs) and Academic Enrichment (ACT & GED test prep)
- You may also email your requests to continuinged@tulsacc.edu.
- Visit the Continuing Education website at www.tulsacc.edu/ce for current continuing education class offerings.

In the credit area, contact the Associate Dean in the credit division office on the various campuses. The TCC catalog available at all campus registration offices lists names of each division and the associate deans.

Is a degree required to teach for Continuing Education?

The Continuing Education department does prefer that part-time instructors have at least an undergraduate degree; however, there are instances when expertise and training in a specialized area are taken into consideration.

What if I have an idea for a new course?

We always welcome your suggestions. If we choose not to use your course idea it may be because we already have a similar course in place or we don't have a broad enough student audience. Please note that your course description may become a part of our CE catalog which means that in the future others may be asked to teach the course, too. If your suggested course title/description is copyrighted let us know at the time you submit your idea. Be sure to submit your ideas early. We plan our schedules 4-6 months ahead of the

upcoming semester. Please contact the specific Continuing Education Division to obtain a Course Idea Form or download from the CE webpage at www.tulsacc.edu/ce.

How many classes can I teach as a part-time instructor at TCC? & Can I teach both credit and non-credit classes?

TCC part-time instructors can teach both credit and non-credit courses. The maximum part-time teaching load in credit and non-credit combined shall not exceed the equivalent of nine (9) credit hours. That amount is the equivalent of 128 lecture hours in Continuing Education.

What's the pay for part-time instructors?

The non-credit classroom hour rate is based on classroom lecture and/or lab rate. Economic times, budget, and other factors surrounding operating a class determine the rate of pay. Classes are paid on a contract basis.

What about curriculum?

Some of our classes (computers, for example) have a set curriculum, and instructors are furnished with appropriate instructor manuals. In other classes teachers have a lot of freedom in how they design and teach the course as long as they provide instruction that fulfills the advertised course description. Please see the specific Continuing Education division for its requirements.

Do I get to pick out the textbook for the class I am teaching?

Yes, in most classes. Each division is different. (An example of this is Business and Career Solutions already have textbooks for most of their computer classes.) Approval must be obtained by the director in advance so that the cost of the text book can be absorbed in the cost of the class.

Do you pay prep time?

As a general rule, no. However, exceptions include customized corporate training and curriculum development which standardizes a course so that others can teach it in a prescribed manner.

Do you pay travel time?

As a general rule, no. However, exceptions include courses held outside of a 60 mile radius of one of our TCC campuses.

Are support services available or do I have to do my own hand-out copies?

We have excellent staff members whose job it is to handle copying hand-outs. Our instructor handbook lists deadlines. ***The director will want to take a look at your materials at least one week ahead of time.*** The only time you would need to copy your own hand-outs is if you don't get the originals to us by the requested deadline.

Copyright

Please pay close attention to the copyright information in your instructor handbook. We never knowingly use any classroom materials or hand-outs in a way that would violate

copyrights laws.

Media and Audio-Visual Equipment

The majority of our classes are multi-media ready; however, audio visual equipment is almost always available for your classes, especially if you reserve it ahead of time.

If I buy supplies for a class that I am teaching, can I get reimbursed?

We ask that instructors complete a request for the Continuing Education divisions to review and purchase supplies for classes. **If it is necessary for an instructor to buy supplies for class, they must first have the request approved by the Director.**

I think teaching a course would be a good way to build my business. What do you think?

You cannot sell products or services in class to TCC students (even if you're doing it as a favor), and you should not use student information to solicit future business. Hand-outs should promote TCC rather than your business. We are comfortable with you sharing with students in oral or written form a brief professional bio. And if students ask for your business card, that's fine, too. We ask you to keep in mind that while you're in the classroom, you're on contract in the role of an instructor representing Tulsa Community College.

How should I dress when teaching?

There is not an easy answer to this question because of the variety of classes we have. We don't allow shorts (even dressy ones). Leggings, warm-ups, and jeans are almost always too casual (except for PE or dance type classes). A trainers' handbook suggests that you dress up more than you expect your students to. Many of our students work and don't change before they come to class. Keep in mind that how you dress can affect first impression credibility with your students. We'd like you to be comfortable and look professional. If your teaching outfit is one you'd put on to run Saturday errands to the grocery or hardware store, it's probably too casual.

Can my child attend class with me?

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. **Children are not permitted in the classrooms or teaching areas.**

How do CE non-credit classes differ from college credit courses?

Well, they're almost always shorter! CE classes don't have grades or traditional entrance requirements. Some require that the students purchase a textbook. CE students typically want helpful information and/or to build skills fast. They will not be pleased if you end class early—they want their money's worth and more!

So, I shouldn't end class early. What other classroom expectations do you have?

1. Check in with your host CE campus office when you arrive to teach. The campus you are teaching on is designated as the host campus for your course. It is that staff's

responsibility to help make your class run smoothly while you are on campus. They will know the whereabouts of your class materials and can help you with student problems. Sometimes the host campus office will be closed when you teach. In those instances your program (hiring) campus office will make advance arrangements with you about logistics.

2. We'd like you in your classroom all set up and ready to teach 15 minutes before the scheduled start of your class. If you rush in at the last minute students will be waiting on you, and even if you're not, they may think you're disorganized and unprepared. If you're in your classroom a little early and ready to go then you can concentrate on welcoming your students as they come in the door.

3. It may be tempting to tell your students things like "I've never taught this before so bear with me," or "I just got asked to teach this a week ago," but resist the urge! Even if you never have or we just asked, you should appear confident about what you are teaching. If you're not sure of the subject or won't have time to adequately prepare, don't accept the offer to teach the class. ***We'd rather have you turn us down than go into class unprepared.***

4. Vary your teaching methods. Since most of our classes are multi-hour, you'll keep your students' interest and help them learn more effectively if you use methods in addition to lecture. Videos, case studies, small group and individual activities, and practice sessions are all helpful for learning. If you need resources or ideas just ask your director for help

5. Take special care to avoid offensive language or humor. Even one "hell," "damn," "God!" or political joke may be too much for customers/learners in your classroom.

6. Give your students a break! Since most all our classes run at least 2 hours, both you and your students will appreciate at least one break during your class time.

7. Each CE office requires faculty to return, to its office, certain VITAL paperwork for each course taught. This paperwork includes, but is not limited to:

- Class rosters - showing who attended class and determining satisfactory completion of attendance for the students' CE transcripts
- Student information forms - assist CE in keeping up-to-date information on each student and vital to promotion efforts and contacting students regarding schedule changes and classes of interest
- Student evaluation forms - evaluation forms allow us to review students' perceptions and feelings about our classes and delivery method
- Faculty evaluation forms - we value hearing from our instructors on how things went, what went well, and what could be improved for the next time

*The complete CE Instructor Handbook can be accessed at
www.tulsacc.edu/archive/contedinsthbk.pdf.*