

UCI Extension

Instructor Hiring & Policies

extension.uci.edu/instructor

Rev. 12/4/14

extension.uci.edu

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1. 2012

1.1 June

Teaching at Extension (2012-06-21 14:32)

- [1]Before Your Course Begins
- [2]Important Policies
- [3]After Your Course Ends

1. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/>
 2. http://sites.uci.edu/instructors/teaching/important_policies/
 3. <http://sites.uci.edu/instructors/teaching/after-your-course-ends/>
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Hiring Process (2012-06-21 14:33)

Information for Prospective Instructors

- [1]Selection as an Extension Instructor
- Contracts and Compensation
 - [2]for Instructors Hired as Employees
 - [3]for Instructors Hired as Independent Contractors
 - During the term of your instructor contract, you may refer to yourself as an Instructor with the University of California, Irvine Extension. When adding this information to your resume and/or social media profiles, you should identify yourself using the title Instructor. Exception: For MOOC courses, you may refer to yourself as a Facilitator. No instructor is permitted to use the terms “UCI faculty”, “UCI professor” or variants thereof based upon employment by UC Irvine Extension.
- [4]Setting up a UCI NetID
- [5]Mandatory UC Training
- [6]Teaching Expectations
- [7]Quality Standards
- [8]Privileges for Instructors

1. <http://sites.uci.edu/instructors/applying/selection-as-an-extension-instructor/>
 2. <http://sites.uci.edu/instructors/applying/contracts-and-compensation-employees/>
 3. <http://sites.uci.edu/instructors/applying/contracts-and-compensation-ic/>
 4. <http://sites.uci.edu/instructors/applying/setting-up-a-ucinetid/>
 5. <http://sites.uci.edu/instructors/applying/mandatory-uc-training/>
 6. <http://sites.uci.edu/instructors/applying/teaching-expectations/>
 7. <http://sites.uci.edu/instructors/applying/quality-standards/>
 8. <http://sites.uci.edu/instructors/applying/privileges/>
-

Contacts (2012-06-21 14:38)

Academic Departments

Business Programs

- Stephane Muller (949) 824-5524 [1]mullers@uci.edu

Corporate Sales

- Brian Breen, Director (949) 824-1847 [2]bbreen@uci.edu

Education & Business

- Angela Jeantet, Director (949) 824-2033 [3]aljeante@uci.edu

Engineering, Sciences, & Information Technology Programs

- Dave Dimas, Director (949) 824-5380 [4]ddimas@uci.edu

International Programs

- Gely Volkman, Associate Dean (949) 824-7944 [5]avolkman@uci.edu
- Denise Davis, Director (949) 824-2679 [6]davisda@uci.edu
- Kelly Oto, Associate Director (949) 824-8196 [7]kloto@uci.edu
- Jeff Davis, Associate Director University Programs (949) 824-6966 [8]jdkdavis@uci.edu
- Brad Gilpin, Associate Director (949) 824-1660 [9]bgilpin@uci.edu

Law & Finance

- Tom Pokladowski, Director (949) 824-1228 [10]t.pokladowski@uci.edu

UCI Distance Learning Center

- Sarah Eichhorn, Associate Dean (949) 824-4381 [11]s.eichhorn@uci.edu

Administrative Departments

- Gary W. Matkin, Dean, Continuing Education, Distance Learning, and Summer Session (949) 824-5525 [12]gmatkin@uci.edu
- Jane Welgan, Associate Dean (949) 824-7948 [13]jmwelgan@uci.edu
- Bob Rude, Assistant Dean (949) 824-3411 [14]rrude@uci.edu

Business Services

- George Achis, Chief Financial Officer (949) 824-8279 [15]gachis@uci.edu

Human Resources

- Monica Prentice, Director (949) 824-2239 [16]mprentic@uci.edu

Marketing & Communications

- Tim Keef, Director (949) 824-2308 [17]tkeef@uci.edu
- Loan Vo, Assistant Director (949) 824-7113 [18]ltvo@uci.edu

Student Services

- Bea Tsukuda, Registrar & Director (949) 824-5417 [19]beatrice@uci.edu

Summer Session

- Molly Schneider, Associate Dean (949) 824-5187 [20]molly.schneider@uci.edu

1. <mailto:mullers@uci.edu>
 2. <mailto:bbreen@uci.edu>
 3. <mailto:aljeante@uci.edu>
 4. <mailto:ddimas@uci.edu>
 5. <mailto:avolkman@uci.edu>
 6. <mailto:davisda@uci.edu>
 7. <mailto:kloto@uci.edu>
 8. <mailto:jkdavis@uci.edu>
 9. <mailto:bgilpin@uci.edu>
 10. <mailto:t.pokladowski@uci.edu>
 11. <mailto:s.eichhorn@uci.edu>
 12. <mailto:gmatkin@uci.edu>
 13. <mailto:jmwelgan@uci.edu>
 14. <mailto:rrude@uci.edu>
 15. <mailto:gachis@uci.edu>
 16. <mailto:mprentic@uci.edu>
 17. <mailto:tkeef@uci.edu>
 18. <mailto:ltvo@uci.edu>
 19. <mailto:beatrice@uci.edu>
 20. <mailto:molly.schneider@uci.edu>
-

Before Your Course Begins (2012-06-21 19:13)

- [1]Your UCI Extension Instructor Account
- [2]Teaching Preparation for Classroom Courses
- [3]Teaching Preparation for Online Courses
- [4]Developing Your Syllabus
- [5]Family Educational Rights and Privacy Act (FERPA)

1. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/your-instructor-account/>
 2. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/teaching-preparation/>
 3. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/teaching-preparation-for-online-courses/>
 4. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/creating-a-course-syllabus/>
 5. http://sites.uci.edu/instructors/teaching/important_policies/ferpa/
-

Important Policies (2012-06-21 19:14)

- [1]Scheduling/Attendance
- [2]Copyright Information
- [3]Academic Integrity
- [4]Student Rights
- [5]Family Educational Rights and Privacy Act (FERPA)
- [6]Students with Disabilities
- [7]Instructor Parking

1. http://sites.uci.edu/instructors/teaching/important_policies/schedulingattendance/
 2. http://sites.uci.edu/instructors/teaching/important_policies/copyright-information/
 3. http://sites.uci.edu/instructors/teaching/important_policies/academic-integrity/
 4. http://sites.uci.edu/instructors/teaching/important_policies/student-rights/
 5. http://sites.uci.edu/instructors/teaching/important_policies/ferpa/
 6. http://sites.uci.edu/instructors/teaching/important_policies/students-with-disabilities/
 7. http://sites.uci.edu/instructors/teaching/important_policies/instructor-parking/
-

After Your Course Ends (2012-06-21 19:15)

- [1]Grades & Transcripts
- [2]Submitting Grades Online
- [3]Course Evaluations

1. <http://sites.uci.edu/instructors/teaching/after-your-course-ends/grades-transcripts/>
 2. <http://sites.uci.edu/instructors/teaching/after-your-course-ends/submitting-grades-online/>
 3. <http://sites.uci.edu/instructors/teaching/after-your-course-ends/course-evaluations/>
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Selection as an Extension Instructor (2012-06-21 20:15)

Our instructors are recruited, interviewed and selected by our academic planning units. For basic qualifications please refer to [1]Teaching Opportunities & Qualifications. Each academic planning unit has their own recruitment and interviewing process. If you have specific questions about the process, it is best to contact the individual [2]academic departments at University Extension. You will be asked to complete a [3]biography form, submit your resume, and list references.

Once you have been selected to teach a course for Extension, there are two different types of working relationships that an instructor can have with University Extension: employee or independent contractor. Most Extension instructors are employees, however, if you are interested in being considered an independent contractor you will need to meet certain criteria that is explained more fully below under Independent Contractor (letter of agreement-LOA).

Instructor Hired as an Employee

After your selection as an instructor for University Extension you will be contacted by the Extension Human Resources Department to make arrangements for completing a hiring packet. The hiring packet consists of several documents, and only takes about 20 to 30 minutes to complete. In most cases we ask that the prospective new employee come into the Extension office to complete the paperwork. If you are not able to because of distance or work schedule, we will mail or e-mail the packet to you with instructions for completion. We must receive a completed hiring packet before the Program Representative from the Academic Department (depending on the content area of the course you will be teaching) can send you an instructor contract. All of our part-time employee instructors work for University Extension on a course-by-course basis. Each contract outlines the deliverables for the course, the course schedule and payment for your teaching services. Course salaries are negotiated with the Academic Planner responsible for the course.

Instructor Hired as an Independent Contractor

In a few cases, an instructor will meet criteria for being an independent contractor instead of an employee. After you are selected to be an instructor it is best to work with the Program Representative in the Academic Planning unit who has been assigned to your course and will help you determine if you meet the requirements for being an independent contractor. There is also the [4]University of California Business Policy 77 that describes the requirements and policies that pertain to independent contractors. Please carefully review the liability and workers' compensation insurance requirements found in this policy.

The University Extension Business Services Department make the final determination about whether you qualify as an independent contractor under the terms of the Internal Revenue Service and the University of California. If it is determined that you are not eligible, then you will be contacted by Extension Human Resources Department and you will follow the employment path described above. If you do qualify as an independent contractor then you will receive an instructor independent contractor agreement.

Course Content

Most course content is developed by the instructors who have agreed to teach the course. As such, the course content and materials are intellectual property of the individual instructor. The University has not paid the instructor for development and therefore only owns the syllabus for the course.

1. <http://sites.uci.edu/instructors/>
2. <http://sites.uci.edu/instructors/contacts/>
3. http://unex.uci.edu/pdfs/forms/instructor_application.doc
4. <http://policy.ucop.edu/doc/3220483/BFB-BUS-77>

Contracts and Compensation for Instructors Hired as Employees (2012-06-21 20:17)

Contracts

- For each course you teach, you will receive an instructor contract listing the terms and conditions of your employment, as well as your compensation rate and payment date.
- Please sign and return the instructor contract to your program planning department prior to the first class meeting to receive your compensation.
- Depending on the planning department, you will either be receiving a paper contract in the mail or an e-mail for electronic signature through EchoSign.

Anything stated in any communication with a UC Extension employee, whether oral or written, concerning terms and conditions of UC Extension employment, including but not limited to courses, course content, schedule, and stipend, is not intended by the University to be enforceable and binding unless and until stated in writing in a University of California Extension instructor agreement, signed by the instructor and an authorized UC Extension representative. Agreements are made between instructors and UC Irvine Extension on a course-by-course basis and instructors have no guarantee, expressed or implied, of continued teaching for UC Irvine in any capacity. UC Irvine Extension may offer courses previously taught by an instructor at any time in the future using another instructor.

Compensation

- For each course you teach, you will receive an instructor contract listing the terms and conditions of your employment, as well as your compensation rate and payment date.
- All new instructors (non-UC Irvine employees) must bring all necessary identification to the Human Resources department and complete a hiring packet before they can begin teaching.
- The payment schedule on your contract is determined by the date of your last class meeting.
- Your paycheck will be issued only after you have successfully submitted your graded class roster.
- Checks are normally issued on the first of the month following the last class meeting, provided the grade roster is submitted.
- For courses that end after the 15th of the month, payment will be made the first of the following month (and following the receipt of the graded class roster), i.e. for courses ending on 9/20, payment will be made on 11/1.
- If you are a UC faculty member, compensation will be included on your regular monthly paycheck.
- If a course is canceled prior to the first meeting, no compensation will be granted.
- If a course is discontinued after the first meeting, you will be compensated for the one class meeting at the rate set by your program director.
- As a UC Irvine Extension instructor, you are automatically enrolled in the university's mandatory retirement savings plan (DCP saving) and are subjected to a 7.5 % deduction of gross earnings from each paycheck. These pre-tax deductions are accessible to you when you terminate your employment with the university. For more information on the DCP program, you may request a booklet from the Human Resources department at (949) 824-2239. Please consult your tax advisor to understand how this could affect your overall tax situation.

- Instructors can access paychecks and W-2 forms on the University of California [1]At Your Service Online (AYSO) website.

1. <https://atyourserviceonline.ucop.edu/ayso/>

Privileges for Instructors (2012-06-21 20:18)

Listed below are a few of many perks that you may enjoy as an employee of UC Irvine Extension. You can find more details about employee perks and discounts at [1]Employee Perks at UC Irvine.

Arts and Entertainment

- The Barclay Theatre is an independent, non-profit organization where you can enjoy a wide range of performing arts.
- The Bren Events Center offers a wide range of events including concerts, banquets and exhibitions.
- The Claire Trevor School of the Arts offers various events and performances in dance, drama, music and more.
- You are eligible to receive discounted tickets to movie theaters, amusement parks and more.

Education

- Complimentary Enrollment
 - You are invited to enroll in one [2]complimentary course offered by UC Irvine Extension for each quarter you teach. Not all courses/programs are eligible for complimentary enrollment. Please note, complimentary enrollments may not be accumulated and used all at once.
 - Complimentary courses are offered on a space available basis only, and only after the minimum number of paid enrollments is met.
 - You may apply for your complimentary course after having taught one course.
 - Notify your program representative of the course you wish to take.
 - You may be asked to assume the costs associated with your enrollment for any required course materials.

Recreation

- The Anteater Recreation Center offers various recreational activities, sporting events, and fitness/wellness programs.
- UC Irvine Sports offers various sporting events and sport camps.
- Libraries at UCI
 - You are eligible to access UC Irvine Library resources at no charge.
 - This entitles you to library services, as well as access to various UC Irvine databases.

- Your library access will be valid for the duration of the quarter in which you are teaching.
 - You may access library resources on the [3]UCI Libraries website with your UCInetID or show the UCI Libraries Loan Desk staff a copy of your paycheck as proof that you are an instructor.
 - For additional information about library privileges, contact Loan Desk staff at any of the UC Irvine Libraries.
- The UCI Student Center offers banking, food, lounge areas and more.

Services

- The Credit Union Membership offers better rates and lower fees for banking needs.
- The UCI Bookstore offers course materials, apparel, gifts, and supplies for purchase.
- You may access computer labs on campus with your UCInetID & password.
- You may access the Passport Office for all your passport needs.
- SuperShuttle offers discounts and door to door shared-ride transportation to and from local airports.
- UCI Transportation offers resources for carpool, vanpool, bus, train and shuttle transportation.
- You are eligible to receive a discount on the OCTA University Pass.

Wellness

- The Fuel Up UCI program provides health information and recipes for healthy living.
- The Limber Up UCI program provides various activities and tips to enhance flexibility.
- The Cheer Up UCI program provides techniques to reduce and manage stress.
- The Step Up UCI program provides opportunities to improve health through daily cumulative movement.

1. https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf2/max/render.uP?pP_cmsUri=public%2FHumanResources%2FEmployment%2FinfoPageEmployeePerks.xml
2. http://unex.uci.edu/pdfs/instructor/complimentary_enroll.pdf
3. <http://www.lib.uci.edu/>

Developing Your Syllabus (2012-06-21 20:52)

Before jumping into developing content, it is important to determine how you will organize your course and your desired outcomes for each week of instruction. To ensure that every aspect of your online course is contributing to the educational experience of your students, it's important to first identify the desired learning objectives and brainstorm activities, assignments, and assessments that map to these objectives. The resources below will help you start thinking about the aspects of your course that will ultimately end up in your syllabus.

- [1]Sketching Out Your Course
- [2]Bloom's Taxonomy Resource
- [3]Copyright Information

Syllabus Template

A syllabus is the foundational document for a course and contains key elements of information including the course's target audience, learning objectives, and topical outline. In short, the syllabus defines the course. The syllabus also reflects the institution that offers the course, hence UCI Extension's desire to have one look and feel for all its syllabi, regardless of program content or department. We want UCI Extension courses to be readily identifiable by their syllabi.

Your course syllabus should set the expectations for students from the beginning. It is your opportunity to let students know how class sessions will be conducted, what's expected of the students in the classroom (on campus or online), the type of assessments used, and how you will communicate with the students. Thinking through your syllabus up front and putting as much detail as possible in the syllabus will make for a better teaching experience for you and, more importantly, for a better learning experience for the students.

Whether you are developing a brand new course or modifying a course that has been taught before, please use the standardized syllabus template below to develop your course syllabus. We have created this template giving careful consideration to the minimum course information that all syllabi must contain as well as to the readability and usability of the document itself. In addition, we have chosen the font, line and character spacing, capitalizations, and other visual elements for effective readability and clarity, and we have chosen a set of specific elements of information to be included in every syllabus regardless of the format, scheduling, content, or target audience of the course it represents.

The sections of the syllabus template that require editing will be denoted in red font. Once you have edited these sections, please be sure to change the font color to black. We have also embedded tips throughout the syllabus template that align with our official quality standards. These tips appear as bold boxes throughout the template and should be deleted once you have incorporated their suggestions into your syllabus text.

Note: The Extension logo is embedded in these documents. You MAY NOT use this logo in any manner without express written permission from UC Irvine Extension. Also, please note that although you retain the right to develop course content (unless otherwise noted in your contract), Extension course syllabi remain the property of UCI Extension.

- [4]Download syllabus template

We have also developed a sample syllabus that utilizes our standardized template. Please refer to this example to see what a final syllabus should look like in order to comply with our quality standards. If you are interested in reviewing additional examples of syllabi, please contact your program representative.

- [5]Download sample syllabus

1. http://unex.uci.edu/pdfs/instructor/sketching_out_course.pdf
2. http://unex.uci.edu/pdfs/instructor/blooms_taxonomy.pdf
3. http://sites.uci.edu/instructors/teaching/important_policies/copyright-information/

4. http://unex.uci.edu/pdfs/instructor/syllabus_blank.doc
5. http://unex.uci.edu/pdfs/instructor/syllabus_sample.pdf

Teaching Opportunities & Qualifications (2012-06-21 21:03)

Teaching Opportunities

Share your knowledge and wealth of experience with adult students who are eager to learn. Teach in UC Irvine's continuing professional education extension program. Our programs are growing and we need additional highly qualified part-time instructors to teach in the following disciplines.

[1]Available positions (PDF)

Teaching Qualifications

Knowledge and professional working experience in a specialty area, a master's degree in appropriate field of study (doctorate preferred in some disciplines), and teaching experience. A master's degree is preferred, but not required, for some technical disciplines. Experience in conducting workshops, presentations, and training may in some circumstances, qualify in lieu of formal teaching experience. Online teaching experience should also be noted.

Send your resume with cover letter identifying areas of competence and interests to:

Jane M. Welgan, Ed. D, Associate Dean
UC Irvine Extension
P.O. Box 6050
Irvine, CA 92616-6050

(949) 824-7948 tel
(949) 824-2742 fax
[2]jmwelgan@uci.edu

1. http://unex.uci.edu/pdfs/brochures/instructor_flyer.pdf
2. <mailto:jmwelgan@uci.edu>

Teaching Preparation for Classroom Courses (2012-06-22 01:51)

Prior to Class

1. Submit a completed syllabus to your program director for review. If you are teaching an already developed course, review the existing course outline and discuss any suggested changes with your program director. All syllabi must comply with our guidelines and use our standardized template. This information can be found on the "Developing your Syllabus" page.

- Discuss potential guest speakers with your program director in advance.
 - Consider both required and recommended textbooks.
2. Submit textbook orders to the program representative by requested date. If students are required to purchase a textbook for the course, please be sure that the textbook is used in an explicit way. This may mean that students will use the textbook to complete an assignment or case study or that information presented in the textbook will be assessed in some way and not duplicated in your lectures. Any requests to have copyrighted materials duplicated should also be submitted at this time.
 3. Review our [1]list of available Audio Visual Equipment and determine if you have any A/V needs. Submit audiovisual equipment requests online at least one week before the start of your class by logging into “[2]My Account” and clicking on the “Instructor Course Maintenance” link. If you need to submit a request less than one week before the start date of your course, you must contact your Program Representative during regular business hours.
 4. If your course has specific computing needs (ex. you will need access to the Internet in your classroom, your course requires the use of our on-site computer lab, etc.), please review our [3]Instructional Technology page for more information.
 5. Request other course materials and resources:
 - Submit materials to be copied by the requested date to the program representative.
 - Place books on reserve at UC Irvine libraries as needed.
 - Software request for computer lab courses

NOTE: If you have any questions or concerns, please do not hesitate to contact your program director or representative.

Day of Class

1. Arrive early (at least 10 minutes) and orient yourself to the classroom and surroundings.
2. Introduce yourself. You may wish to have students introduce themselves, tell about their professional background and their expectations for the course (optional).
3. Confirm class roster. The most up-to-date version of your roster can be accessed by logging into “[4]My Account” and clicking on the “Instructor Course Maintenance”. Anyone who is not appearing on this list should be referred to the UCI Extension Student Services Office: (949) 824-5414.
4. A course syllabus must be provided to students. If it is a credit course, clearly defined criteria for assignments and grading should be provided in writing on the syllabus.
5. Review the syllabus in its entirety and discuss your expectations of students (i.e. academic integrity). Explain the grading criteria for the course including how [5]Incomplete grading process is handled.
6. Review campus safety/escort service, nearby amenities, scheduling of breaks etc.
7. Contact [6]Events & Facilities Management if you require assistance.

About Guest Speakers

Guest speakers can greatly enhance quality of learning. Each guest speaker should meet the high qualification standards of all Extension instructors. Guest speakers are occasionally extended an honorarium. Any such arrangements are to be negotiated directly with the program manager in advance of the course.

1. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/teaching-preparation/audio-visual-equipment/>
2. <https://unex.uci.edu/courses/secure/account.asp>
3. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/teaching-preparation/instructional-technology/>
4. <https://unex.uci.edu/courses/secure/account.asp>
5. <http://sites.uci.edu/instructors/teaching/after-your-course-ends/grades-transcripts/>
6. <http://sites.uci.edu/instructors/teaching/before-your-course-begins/teaching-preparation/events-facility-management/>

Federal Family Education Rights and Privacy Act (FERPA) (2012-06-22 02:10)

Pursuant to the Federal Family Education Rights and Privacy Act of 1974 and the University of California Policies Applying to the Disclosure of Information from Student Records, UC Irvine Extension students have the right to:

1. Inspect and review records pertaining to themselves in their capacity as students;
2. Have withheld from disclosure, absent their prior consent for release, personally identifiable information from their student records, with exceptions as noted in the University student record policies;
3. Inspect records maintained by the campus for disclosures of personally identifiable information from their student records;
4. Seek correction of their student records through a request to amend the records or a request for a hearing; and
5. File complaints with the Department of Education, Washington, D.C. regarding alleged violations of the rights accorded them by the Federal Act.

The University may release without the student's prior consent items in the category of "public information," which are provided to UC Irvine Extension: name, physical address, email address, telephone number and dates of attendance. Students wishing to restrict release of public information should submit their requests in writing to the UC Irvine Extension Records Office.

UC Irvine Extension student records which are the subject of the Federal Act and the University policies are maintained in the UC Irvine Extension Student Services office and are the responsibility of the Dean of UC Irvine Extension. Students have the right to inspect their student records at this office, subject to terms of the Federal Act and the University policies.

Summer Session student records which are the subject of the Federal Act and the University policies are maintained

in the UCI Summer Sessions Office and are the responsibility of the Director of Summer Sessions.

A copy of the Federal Act, the University Policies, and the Campus Policies may be inspected in the Main Library Reference Room. Questions regarding the rights of students in these matters should be directed to the UCI Information Practices Coordinator, Administration Building.

Additional Guidance on Web-Based Tools and Resources:

Please do not share your course rosters, login credentials, and confidential student data with any non-approved, third-party, web-based tool or resource. For more information, please refer to [1]UCI's "Guidance on the Use of Cloud Services" site.

1. <http://security.uci.edu/cloud.php>

Academic Integrity (2012-06-22 02:16)

Instructors are responsible for the successful operation of their courses. The information in this section should help one to implement a successful course.

Should a question arise, we encourage instructors to contact the program representative of the [1]Academic Department at any time.

Underlying our educational goals are the basic values that everyone at the university must respect.

- Intellectual honesty
- Mutual respect regarding an individual's right to freedom of thought, belief, and expression
- Freedom of inquiry

In keeping with these educational goals, UC Irvine Extension students are subject to disciplinary action for academic dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the university.

Examples of Academic Dishonesty

Plagiarism: the use of another's ideas or words as if they were one's own. This form of academic dishonesty includes, but is not limited to: a) obtaining, by purchase or otherwise, a part of or an entire work which you then represent as your original work; b) representing identifiable ideas, data or work; or c) omitting the true source of any idea, data or argument in any assignment so that the reader assumes the work is your own. Paraphrasing or summarizing the contents of another's work is usually acceptable if the source is clearly identified, but neither technique constitutes independent work.

- Multiple Submission: the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill any of the requirements of another course. To do so without prior permission from the current instructor is impermissible and shall be considered academic dishonesty.

- Fabrication: unauthorized falsification or invention of any information or citation in an academic exercise.
- Cheating: using or attempting to use unauthorized materials, information or study aids in any academic exercise or, helping or attempting to help another commit an act of academic dishonesty; knowingly looking at or copying someone else's work without receiving any authorized assistance; or knowingly allowing anyone to copy from the student's paper.
- In an online course: sharing exam answers with another student, and copying exam questions and emailing them to another student.

The following are examples of offenses constituting academic dishonesty; some of the listed offenses may be serious enough to warrant penalties beyond those reserved to the instructor:

- Copying all or part of a homework assignment intended as independent work.
- Submitting portions of the same work for credit in more than one course without the instructor's permission.
- Use of unauthorized materials during an examination.
- Forgery or alteration of registration or enrollment documents.
- Submission of another person's work as one's own.
- In an online course taking an exam jointly with another student or individual.

Policies for Resolving Academic Dishonesty

The best way to prevent academic dishonesty is to inform the students of the standard of scholarship and conduct, and to minimize the opportunities for cheating or plagiarism. The following suggestions are designed to discourage academic dishonesty and are based on the teaching practices of the UC Irvine faculty, UC Irvine Extension instructors and the ideas from other universities.

General Strategies

Spend 10-15 minutes at the beginning of the course discussing standards of academic scholarship and conduct. Describe acceptable and unacceptable behavior, giving examples of plagiarism, impermissible collaboration and other practices relevant to your class.

- Make sure students know the criteria for evaluating their performance.
- Develop a climate and group norms that support honesty.
- Learn to recognize signs of stress in students.
- Ensure equal access to study materials.
- Make sure students feel as though they can succeed in your class without having to resort to dishonesty.

Student Submission of Written Assignments

- Specify the format of the written assignment.

- Accept only originals.
- Collect papers from the students during the class meeting.

Examinations

- Change examination questions as often as is practical.
- For multiple-choice examinations, use alternate forms.
- Make certain that someone is in the classroom at all times during an examination.
- In online courses, placing time constraints.

Handling the Question of Academic Dishonesty

1. If the instructor is unclear whether cheating has occurred, a verbal warning/explanation should be issued immediately to the student(s) involved in the incident. Students suspected of academic dishonesty should be confronted in a way which respects the student's privacy.
2. If the instructor is clear that academic dishonesty has occurred, an "F" grade should be given for the particular assignment or examination at issue. This disciplinary action should be communicated in advance and in writing to the student.
3. If the academically dishonest behavior occurs a second time, the instructor should expel the student(s) from the class and issue an "F" grade for the entire course.

The instructor should inform the program manager of each incident or suspected incident of academic dishonesty, including the instructor's resolution of the question.

Policies for Final Resolution of Appeals

Students who are alleged to have committed offenses of academic dishonesty have the opportunity to appeal the resolution determined by their instructor. Students have the right to appeal the decision of the instructor to the Associate Dean of Academic Affairs at UC Irvine Extension who will review the situation.

Disciplinary Problems

If a UC Irvine Extension student presents a disciplinary problem, we recommend first trying to resolve it by discussing the problem with the student. However, if a student's behavior disrupts the classroom process, the instructor should report it to their program manager, who will assist in dealing with the situation.

1. <http://sites.uci.edu/instructors/contacts/>

Student Rights (2012-06-22 02:18)

Nondiscrimination

The University of California, in accordance with applicable federal and state law and university policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam era veteran or special disabled veteran. The university also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in university programs and activities.

If you have any questions regarding student-related nondiscrimination policies, contact the [1]UC Irvine Office of the Ombudsman.

Sexual Harassment

The University of California forbids acts of sexual harassment. Sexual harassment is a form of illegal sex discrimination. Harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature: 1) is made either explicitly or implicitly a term or condition of an individual's educational status or employment; 2) has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive educational or working environment; 3) is used as the basis for employment or academic decisions affecting the individual regardless of submission to or rejection of such conduct.

Any individual who believes that he or she has been sexually harassed should contact the [2]UC Irvine Office of Equal Opportunity and Diversity regarding complaint or grievance procedures.

Privacy Notification

The state of California Information Practices Act of 1977 requires the university to provide the following information to individuals who are asked to supply information about themselves. All of the information requested on the application form, with the exception of the social security number, is required for processing enrollments in UC Irvine Extension courses and for future correspondence with applicants. Without the information, UC Irvine Extension cannot enroll applicants in any of its courses. When appropriate, the information will be made available for inspection by state and federal agencies. The University Extension Records Office, (949) 824-5418, maintains the requested information. You have a right to inspect university records containing the personal information requested application form.

1. <http://www.ombuds.uci.edu/>

2. <http://www.oeod.uci.edu/>

Students with Disabilities (2012-06-22 02:20)

Disabled students frequently need special classroom and instructor accommodations. The Disability Services Center (DSC) is the UCI department that determines the appropriate accommodation(s) for a disabled student. It is the student's responsibility to go to DSC and obtain a Verification Letter enumerating the identified accommodations. It is

also the student's responsibility to make you aware, as soon as possible, what those accommodations need to be for your classroom. You should ask for the student's Verification Letter. If a student does not have a Verification Letter, you should direct the student to contact the DSC at (949) 824-7494 or TDD: (949) 824-6272. As an Instructor for UCI Extension we do expect you to honor any reasonable accommodation request necessary for disabled students. For further information on your responsibilities in this area you may visit the [1]DSC website or contact the Center via e-mail at [2]dsc@uci.edu or telephone number (949) 824-7494.

1. <http://www.disability.uci.edu/>

2. <mailto:dsc@uci.edu>

Grades & Transcripts (2012-06-22 02:24)

Grades and Transcripts

You are responsible for determining the grade of each student in the course. The standards for evaluating student performance are based on the course objectives and course requirements outlined in the syllabus. Tests, essay questions, written projects, group projects, and class presentations are all acceptable forms of evaluation.

You are encouraged to use a minimum of two forms of quantifiable methods of evaluation that are equally weighted. The final course grade is based upon your evaluation of a student's demonstrated achievement in the course. Grading does involve some level of objective comparison to your own standards of excellence, to a set of identified standards and to other students in the class. Grades cannot be entered before the last day of the course. Final grades do need to be submitted within 14 days of the course end date. Please keep all records associated with how a grade has been determined for each student for a period of three years.

Grades

- A – Excellent
- B – Good
- C – Fair
- D – Not passed
- F – Failure
- P – Pass (Equal to letter grade of C or better.)
- NP – Not Pass (less than C)
- I – Incomplete
- NR – Student's name is on the roster but failed to appear in class or complete any assignments
- Plus (+) and Minus (-) – Use plus and minus distinctions where applicable.

All grades except "I" are final when reported to the Records Office and can be changed only to correct a clerical or procedural error. Submit these changes to the Records Office in writing.

The grading scale is fixed. UNEX courses are not graded on any type of "curve" so the course letter grade you assign must be determined by using one of the tables below. It is important to use numerical scales for evaluating all gradable assignments and learning activities, and to assign a final letter grade only at the end of a course.

There are two options for assigning letter grades: "letter-only (without plusses/minuses)" and "letter with plusses/minuses." The scales are shown below:

Letter-only

With Plusses/Minuses

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

A 93-100

A- 90-92

B+ 87-89

B 83-86

B- 80-82

C+ 77-79

C 73-76

C- 70-72

D+ 67-69

D 63-66

D- 60-62

F 0-59

Please note that you must choose one scale, show the appropriate table in your course syllabus, and then assign letter grades at the end of the course according to the scale you chose. If you tell students that you will not be assigning plusses and minuses, then you must not do so when submitting final grades.

For example, if you choose the scale Without Plusses/Minuses and a student earns a total score of 91.3 percent, she earns an "A." On the other hand, if you initially specified that you will be adding plusses and minuses, then that same student would receive an A-.

Also please note that an "A+" does not confer more grade points than an "A" for the purpose of calculating a student's grade point average.

An "Incomplete"

- Use "I" for students whose work is of passing quality, but have been prevented by unavoidable circumstances

from completing an assignment(s) or examination(s). Arrangements should not require the student to sit in any class meetings the next time class is offered. If a student needs to attend class meetings, the student should be referred to the Student Services Office to register for the class again. Auditors are not allowed in class.

- Arrange with the student to complete the requirements. All coursework that is to be finished must be completed by the end of the second quarter following the current quarter. Submit a signed [1]Incomplete Grade Assignment form to the planning unit.
- If the student has not completed the coursework in accordance with the terms on this form by the end of the second quarter following the current quarter, the student's grade will automatically convert to an "F". If the student does not want to risk an "I" automatically converting to an "F", the student may drop the class prior to the last class meeting.
- Report the final grade for any student receiving an "I" by completing the [2]Grade Change Request Form and sending it to the Records Office at [3]records@unx.uci.edu.
- Please do not allow these situations to delay submitting grades for the rest of your class!

Should you have any questions regarding grading, please consult your program representative.

800 Series Courses - Continuing Education Units

- Programs with 800 series numbers followed by CEU offer Continuing Education Units.
- The CEU measures and records non-credit, post-secondary-level study where employers, re-licenser agencies and other authorities require a specified number of hours of instruction for career advancement and where noncredit study is acceptable.
- One CEU is awarded for ten contact hours of participation.
- Less than ten hours are shown as a fractional CEU.
- Approve on the roster the awarding of CEU credit if the student has been present for the entire length of the program and successfully completed the program requirements.
- Letter grades and pass/no-pass are not valid grades for CEU classes. Valid grades are "CE" for students who attended the entire length of the program, "I" for those who attended part of the program, or "NR" for those that did not attend.
- Submit the grade roster no later than two weeks following the last class meeting. Entering grades late may affect your compensation. Refer to your contract for additional information.

Grading Guidelines

- Grades should be based solely on the student's achievement of course goals as outlined in the course materials.
- Communicate your grading plan to the class at the beginning of the quarter. Your grading plan also needs to be given out in written form.
- Do not change your grading plan without thought, consideration and a complete explanation to your students.
- Evaluate credit students based on their completion of course requirements by the stated deadline.

- Use of grading curves is strictly prohibited by UC Irvine Extension.
- Students may be awarded points for participation, however participation cannot account for more than 15 % of the final grade for on campus courses, or more than 30 % of the final grade for online courses.
- Participation in an online course means posting substantial responses to discussion forum questions and substantial comments on other students' posts.
- Instructors should explain in their syllabus how they evaluate and grade participation.

Course Credit, Grades and Grade Rosters

Course credits and grades are the gauge by which students are measured. As grades are often necessary for tuition assistance, educational reimbursement, job promotions, salary increases, and admission to other universities, it is essential that you treat grade reporting with the utmost urgency. Rosters are available online. Simply login to "[4]My Account."

Purpose of Grade Rosters

1. Official Attendance Roster Listed are the students who have paid their fees at the time the list was produced. Ask students not on the list to provide a confirmation form as evidence of enrollment. Add their names and grades to the roster. Please refer students to the Student Services Office to enroll or resolve enrollment problems.
2. Credit Status and Grading Option Allows students to indicate whether they want to receive academic credit and whether they prefer a grade or the pass/no pass option, or the not-for-credit option. Discuss these options early in the course. Indicate the selections: a) grade – G, b) pass/no pass c) not-for-credit – N Grade option is not applicable to 800 level course. Note: Certificate candidates should complete their courses with letter grades. Some courses are only offered on a Pass/No Pass basis and will not have a letter grade option
3. Record of Final Grades Report each student's final grades.

Delivery of Grade Rosters

- Rosters will be available on the first day of class, but submission of grades cannot be completed until one day after the course ends.
- Detailed instructions accompany the roster. If you have questions, please call the Records Office at (949) 824-5418.
- You will receive your paycheck for teaching the course only after you have successfully submitted your graded class roster.

Transcripts/Confirmation of Enrollment

Students may obtain a copy of their transcript or confirmation of current enrollment by completing a Transcript Request Form (available at the Student Services Office) and return it along with \$13.

1. <http://unex.uci.edu/pdfs/instructor/incompleteGradeAssignment.pdf>
2. http://unex.uci.edu/pdfs/instructor/grade_change.pdf
3. <mailto:records@unx.uci.edu>
4. <https://unex.uci.edu/courses/secure/account.asp>

Course Evaluations (2012-06-22 02:26)

Course evaluations will be conducted for each course. Evaluations may be conducted online or in person depending on course length and format. Contact your program representative to learn how your particular course will be evaluated. Encourage your students to complete course evaluations so you and the University can continue to offer a high quality learning experience. Student feedback is anonymous and will be sent to you after you submit final grades. In some instances, interim evaluations will be conducted midway through the quarter. Your program representative or director will discuss those results with you. Contact your program representative with any other questions you may have about the course evaluation process.

Instructor Parking (2012-06-22 02:28)

As an instructor, you will receive your parking permit in the mail approximately two weeks prior to the start of the quarter, providing your instructor packet is approved in time. There is no additional cost to you. Students must purchase their permits and they will receive them with their Enrollment Confirmation packets approximately two weeks after enrolling.

If you or your students arrive on the UC Irvine campus without a permit, a short-term permit may be purchased from a Parking & Transportation attendant at one of the parking structures, or from the yellow curbside dispensers located at West Peltason and at East Peltason. The dispensers take dollar bills and quarters only.

A parking permit is required at all times to park on the UC Irvine Campus. Parking regulations are enforced 24 hours a day, seven days a week. Vehicles without a permit will be cited.

Audio Visual Equipment (2012-06-22 02:31)

Placing Orders

- Please order special equipment, materials and supplies from your program planning department.
- Please order only what equipment you will need to use on specific dates. Some equipment must be rented and that becomes costly if equipment is left unused in the classroom after being ordered.
- Please provide sufficient lead time and detailed information.
- Submit Audio/Visual Request Forms and requests for reproduction of materials at least 30 days prior to the first meeting of the course.

- As a limited amount of audiovisual equipment is available, Event & Facilities Management reserves them on a first-come, first-serve basis. Place your order as early as possible.
- Allow your planning unit six weeks lead time for video rentals and purchase of supplies.
- If your course requires the reproduction of a considerable amount of class materials, please arrange in advance with your program manager.
- Direct all requests to course program managers first - rather than Event & Facilities Management Staff.

SmartClassrooms

Almost all Classrooms at the UCI campus have now been technologically-enhanced.

UCI calls their technologically-enhanced classrooms "SmartClassrooms."

Standard SmartClassroom equipment includes a PC computer with high speed internet access, laptop audio/visual connection, VHS/DVD deck, touch panel controller, ceiling-mounted data projector, speakers, overhead transparency projector on a cart, and a help phone.

- You will be given a short orientation on how to log in and use the SmartClassroom equipment at your first class meeting by UCI Extension Event & Facilities management staff.
- UCI Extension classrooms have similar equipment as the SmartClassrooms except for the touch panel controls and help phone. Our classrooms do not require a log in & password.

Available Equipment if not meeting in a SmartClassroom

- Data Projectors for PowerPoint and video presentations
- Big screen televisions with combination DVD/VHS decks
- Overhead projectors
- Tabletop podiums
- 35 mm slide projectors
- Portable public address systems with microphones for large venues
- Equipment not listed above may be available to rent from UCI. Please inform your planning unit program representative if special equipment is required.

Laptop Computers and Computer Support

A limited number of computers and computer presentation equipment is also available for classroom use from the [1]Office of Instructional Technology. Please call (949) 824-2144 for any inquiries about computer hardware/software, computer laboratory needs, Internet classroom use, and compatibility issues with your own laptop computer.

1. <http://sites.uci.edu/instructors/teaching/while-your-course-is-in-progress/instructional-technology/>

Events & Facility Management (2012-06-22 02:33)

Event & Facilities Management (EFM)

EFM provides a variety of classroom support services to ensure that you and your students have an enjoyable experience in an environment that supports your teaching goals. The EFM staff will assist you with classroom setup, audiovisual setup and operation, signage, materials delivery, course evaluation administration, and other related on-site services. An Event & Facilities Management representative will be on site 30 minutes prior to the start of all class meetings if you need assistance with your classroom.

Event & Facilities Management
Room 106, University Extension Bldg. B
Monday - Thursday, 8am-10pm
Fridays and Saturdays, 8am-last class ends
(949) 824-7132

Problem Assistance

If there is an on-site problem affecting the quality of the learning experience, such as room temperature problems, audiovisual malfunction, nearby disturbance, and the like, please go to any pay phone and call the Event & Facilities Management Hot Line at (949) 824-7132. This line will directly connect to the Event & Facilities Management shift supervisor who will resolve the problem.

Special Classroom Needs

To ensure that you have a facility adequate for your unique requirements please let your program representative know of any special classroom needs in the early planning stages for your course.

- If you need a computer laboratory for any portion of your class, please contact your program representative immediately.
- If the room or configuration at the first class meeting appears unsatisfactory, try to improvise for the first class.
- Explain to students that any problems will be addressed by the next class meeting and that they will be notified of any room changes prior to the next meeting. Signs will be posted at both the original and new room locations.
- Contact your program representative immediately to request a room change.
- Be prepared to describe your reasons and needs for a room change.
- Due to the limited classroom availability on the UC Irvine campus, there are no guarantees that a room change can be accommodated.
- Any problems with the classroom should be directed to your program representative or Event & Facilities Management staff.
- Ask students to make every effort to leave their classroom in good condition for subsequent use.

Instructional Technology (2012-06-22 02:37)

About Instructional Technology

The UC Irvine Extension Instructional Technology department provides advanced computing resources for continuing education programs for lab, classroom and online Distance Learning courses. Computer lab and smart classroom services include networked computer workstations, lab printer, file server and high speed data networks. Administration and technical assistance is also provided for WebEx online meetings as well as My Courses, the online tool for instructors to post course materials.

Computer Lab Location

UCI Extension, main campus:

PC Lab "A" — PC lab with 28 stations (UXA201, campus building 231)

Pre-Installed Software

We provide a suite of "Standard Programs" in the lab and classrooms including Microsoft Windows, Office, Internet Explorer, Adobe Reader and other basic utility software, which is automatically installed each quarter.

Custom Software

Custom software installations for specialized computer science, engineering and business courses are available — subject to program director approvals.

- Software images are loaded on lab workstations during the break week between each quarter, so advance planning is essential for your custom software to be available on time and functioning in accordance with your specifications.
- Your software request must be received at least 8 weeks or more prior to the start date of each academic quarter for all new software, and 4 or more weeks in advance for any custom software currently in use that needs to be re-installed for your upcoming course.
- Software requested after the start of each quarter requires labor intensive manual installation and is subject to licensing, staff and lab availability – and may not be ready in time to meet your teaching needs.

Help us prepare Custom Software in advance by following the requirements below:

- Please contact your program representative to determine the availability and cost feasibility of custom software applications you may need for upcoming courses.
- If approved, you'll need to fill out a [1]software request form (available online or from your program representative) with specific installation details for each software application required for your upcoming course. Please be as detailed as possible for an optimal installation.
- All instructors must test their custom software prior to the first class meeting to confirm a complete and proper setup, with proper functionality.
- Please include your preferred contact method on your software request and we'll notify you when it's ready. Testing can be done at your convenience - either on site in our lab/classroom, or with a remote meeting connection from your home or office.

Standard Lab Equipment

A ceiling mounted overhead video projector, a black and white laser printer, a file server (read/write for instructors, read only for students), stereo wall-mounted speakers and connections for a personal laptop are always available in the lab.

- Please contact us prior to your first course meeting to confirm file server logon or for any special file server needs such as custom folders with your name.

Internet Access

All Extension classrooms and the lab have high speed Internet access at all computer stations. They also have WiFi access to the UCInet Mobile Access network. Instructors or students using a personal laptop in one of our classrooms are required by the Office of Information Technology (OIT) to "register" their laptop to enable an Internet connection. For assistance with "registering" for the Internet, please visit the [2]OIT UCInet Mobile Access Registration page or contact OIT at (949) 824-4222.

Laptop Computers In Classrooms

We provide laptop computers for instructional use in classrooms without computers. All have Microsoft Windows, Office and Internet Explorer, and our standard utility software suite. Please contact your program manager or order online from the Extension [3]My Account login to reserve one for a class meeting.

Technical Support

The Instructional Technology (ITECH) department maintains all computer software, hardware, printers, servers and networks in our lab and Extension smart classrooms, and will be happy to assist you with any problems or questions with the equipment or software functionality.

If you have any questions concerning hardware or software for laptops, classrooms or the computer lab, please refer to the website listed below or contact us directly.

Instructional Technology (ITECH)
UC Irvine Extension
P.O. Box 6050
Irvine, CA 92616-6050
(949) 824-2144
[4]itech@uci.edu
[5]<http://unexlabs.unx.uci.edu>

1. http://unexlabs.unx.uci.edu/UCI_Extension_Software_Request_Form.xls
2. <http://www.oit.uci.edu/mobile/registration.html>
3. <https://unex.uci.edu/courses/secure/login.aspx>
4. <mailto:itech@uci.edu>
5. <http://unexlabs.unx.uci.edu/>

1.2 July

Submitting Grades Online (2012-07-10 17:20)

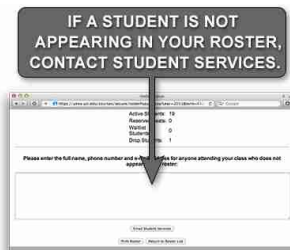
1. Visit the "[1]My Account Login" page [2]



2. After logging in, visit the "Instructor Course Maintenance (Rosters, Grading, A/V Equipment)" link towards the bottom of the side bar.



3. Your Online Roster



[3] The class roster provides real-time information. If you have a student who is not appearing on your roster, please send us a note, using the email box at the bottom of your roster. Providing contact information like name, phone and/or email will allow Student Services to follow up on registration.

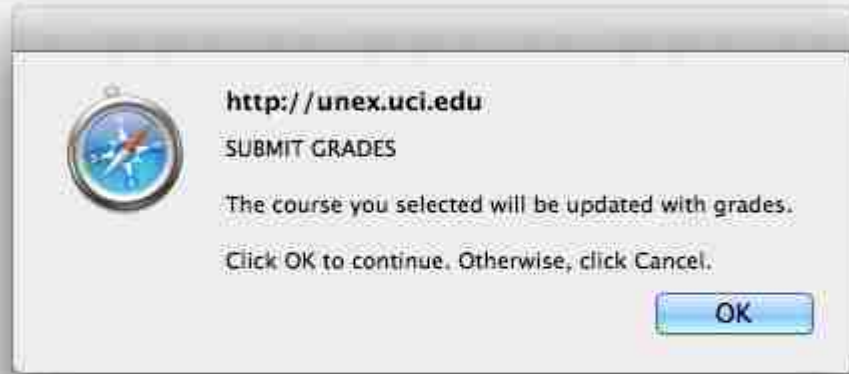


4. Grading Online



Valid Grades will be displayed based on the student's grade option. If you have any questions contact our Records Office at (949) 824-5418.

5. Once you are finished entering grades, click "Submit" at the bottom of the page. (You will get a pop up box to confirm the entry submission.)



6. After you click OK to submit your grades, students will be notified via email that their grades are available for viewing via their web accounts.

1. <https://unex.uci.edu/courses/secure/login.aspx>
2. <http://sites.uci.edu/instructors/files/2014/08/MyAccount.jpg>
3. http://sites.uci.edu/instructors/files/2012/07/contact_us_if_student_is_missing_from_roster.png

1.3 August

Teaching Preparation for Online Courses (2012-08-01 10:32)

Before Your Course Begins:

1. Submit a completed syllabus to your program director for review. If you are teaching an already developed course, review the existing course outline and discuss any suggested changes with your program director. All syllabi must comply with our guidelines and use our standardized template. This information can be found on the "Developing your Syllabus" page.
1. Submit all required or recommended textbook orders (if applicable) to your program representative by requested date. If students are required to purchase a textbook for the course, please be sure that the textbook is used in an explicit way. This may mean that students will use the textbook to complete an assignment or case study or that information presented in the textbook will be assessed in some way and not duplicated in your lectures.
1. Complete all required training. The UCI Distance Learning Center offers ongoing training and support to all online Extension instructors. Our [1]Online Instructor Training & Resource Repository is available to both new

and veteran online instructors and contains information about our official quality standards, best practices for online facilitation, and tutorials related to the UCI Learn platform. If you are not added to the repository at least three months before you are scheduled to begin teaching, please contact your Program Representative. We also offer a free annual webinar series for online Extension instructors interested in learning more about innovative instructional tools/strategies and other advanced online education topics. New and veteran instructors work closely with the Distance Learning Center (DLC) to develop their online courses. Once a semi-final syllabus has been approved by your program director, a member of the DLC team will contact you to set up an orientation call to discuss your ideas for your course and establish a timetable for submitting course contents for review via the repository.

1. Plan to have your UCI Learn course site ready with all required components in place at least two weeks before your course's start date. Remember, your goal in setting up your online course is to avoid last-minute panic! It's best to prepare early.

NOTE: If you have any questions or concerns, please do not hesitate to contact your program director or representative.

1. <http://learn.uci.edu/course/view.php?id=12768>

2. 2014

2.1 January

Contracts and Compensation for Instructors Hired as Independent Contractors (2014-01-24 14:31)

Contracts

- For each course to be taught, an agreement will be prepared and sent to the Independent Contractor by UC Irvine Extension listing the terms and conditions.
- The agreement will be sent either by mail or by e-mail for electronic signature through EchoSign.
- The agreement should be signed by the individual authorized to enter into the independent contractor agreement and returned to the program planning unit at least two weeks prior to the first class meeting

Any communication with a UC Irvine Extension independent contractor, whether oral or written, concerning terms and conditions of the agreement, including but not limited to courses, course content, or schedule is not enforceable and/or binding unless and until stated in the agreement, and signed by both authorized signers to the agreement. Agreements are made on a course-by-course basis and instructors teaching under an independent contractor agreement have no guarantee, expressed or implied, of continued teaching for UC Irvine Extension in any capacity. UC Irvine Extension may offer courses previously taught by any instructor at any time in the future using another instructor.

Compensation

- Checks are generally issued on the first of the month following the last class meeting, provided the grade roster is submitted, however, the specific date will be noted in the agreement. Checks will be issued only after the instructor for the course has successfully submitted the graded class roster.
- If a course is canceled prior to the first meeting, there will be no compensation paid.
- If a course is discontinued after the first meeting, the compensation will be pro-rated based on the total compensation as set forth in the agreement.

2.2 August

Setting Up a UCI NetID (2014-08-22 16:08)

Since you have recently been hired as an UC Irvine Extension instructor, you will need to set up your UCInetID. Your UCInetID is a unique username that the University provides to students, faculty and staff and will remain the same

throughout the time you are active at UCI. Your UCInetID is your key to access many online services at UCI, including digital library resources, UCI webmail, downloading our free lecture capture tool and University trainings. Please take some time to read the information below so that you may properly set up your UCInetID and select your desired email settings to ensure that important UCI messages are delivered to you.

Setting Up Your UCInetID

You must [1]activate your UCInetID. You will need to provide your Employee ID Number. Once you have filled out the activation form, a UCInetID will be created. (Each UCInetID is unique, depending on how common your last name is). Please take note of your UCInetID and password because you will need it to access your @uci.edu email.

Accessing Your @uci.edu Email Account

Your @uci.edu username is your UCInetID. You may access your @uci.edu account by going to [2]UCI Webmail. You will use your UCInetID and password to log in. You may forward your @uci.edu e-mails to your personal e-mail address by going to [3]UCI's Online Directory Update Page. To set this up, please follow the instructions on the image below. You will need to log in using your UCInetID and password to make these changes.

[4]

Please make any desired changes then .
If you have no updates to make [logout](#).

To update employee fields that you cannot change using this page, please contact the person update the phonebook. [Click here to find out who that is.](#)

Click on any of the field names to get a description or more complete [help](#) is available.

[name:](#)
[nickname:](#)
[alias:](#)

Which email address would you like to publish in the directory?

☐ amanda.yngelmo@unx.uci.edu
☒ CUSHMAN@uci.edu

[phone:](#)
[title:](#)
[department:](#)
[department code:](#)
[department1:](#)
[mailcode:](#)

[email:](#) ☐ OIT MailBox Services (cushman@es.nacs.uci.edu)

IMPORTANT: The UCI Gmail option is available only to people who have already [signed up for UCI Google Ap](#)

☐ UCI Gmail Services (cushman@gmailbox.es.uci.edu)

This must be a currently functioning email address.

☒ Other amanda.yngelmo@unx.uci.edu

Keep this your @uci.edu address as changing this can lock you out of the UCI Replay server.

Select "Other" and enter your personal email account.

1. <https://ucinetid2.nacs.uci.edu/cgi/activate.cgi>
2. <https://webmail.uci.edu/uci/src/login.php>
3. <http://phwww.cwis.uci.edu/cgi-bin/phupdate>
4. http://sites.uci.edu/instructors/files/2014/08/ucinetid_directory.jpg

Mandatory UC Training (2014-08-22 16:19)

As an employee of the University, you are required to participate in online safety training that will teach you how to integrate safety into your workplace. This training is mandatory for all Extension instructors, regardless of whether you are teaching a classroom-based course or an online course. The goal of this training is to help increase your awareness of safe acts and behaviors that reduce university accidents and injuries. This training is implemented by UCI's Employee Health and Safety department to ensure that all employees meet Cal/OSHA's Injury and Illness Prevention Program Standards. You will need to complete this training by following the directions below.

1. For full functionality of the training, you must be using supported browsers and turn off pop-up blockers. For instructions on how to turn off pop-up blockers, go to [1]UC Learning Center Computer and Browser Requirements
2. Go to [2]UC Learning Center
3. Login with your UCInetID & password
4. Based upon your answers in the Self Assessment, you will be assigned specific training that you are required to complete. If you want to complete the minimum amount of required training, only select what applies to you on a continuous daily basis.
 - (a) Training that must be completed by all employees
 - Core Safety
 - Ergonomics Computer and Office
 - (b) Training that must be completed by supervisors
 - UC Sexual Harassment Prevention Training (no selection needed during self assessment)
 - (c) Training that is not required but must be completed if selected during Self Assessment
 - UC Ethical Values and Conduct 2012
5. Click "Safety Training Self Assessment" [3]



- (a) Select all of the categories that describe your work
 - Select “Administrative/Clerical” to complete the Core Safety training
 - Select “Academic” if you’d like to complete the UC Ethical Values and Conduct 2012 training
- (b) Select all of the activities and environments that describe your work
 - Select “Computer Use (Frequent)” to complete the Ergonomics Computer and Office training
- (c) Click “Submit”
- (d) Click either “Modify Selections” or “Final Submission”
- (e) Click “UC Learning Center Home”

6. Click “Assigned Training” [4]



- (a) Register and complete the training listed under “Assigned Training”
- (b) You may track your progress by viewing the Assignment Status column
 - Attended & Acquired = the training requirement is current and up-to-date
 - Assigned = the training still needs to be completed

1. <https://www.ehs.uci.edu/apps/UCLC/comprequire.htm>
2. <http://uclc.uci.edu/>
3. <http://sites.uci.edu/instructors/files/2014/08/mandatoryTraining1.jpg>
4. <http://sites.uci.edu/instructors/files/2014/08/mandatoryTraining2.jpg>

Teaching Expectations (2014-08-22 16:31)

New Extension instructors usually have previous teaching experience from other educational institutions or from corporate settings, and in some situations can apply that experience to continuing education without needing to change much about their teaching style. While it is beyond the scope of this Instructor Resources website to provide complete training on effective teaching practices, there are several key points worth summarizing here:

Facilitation

In both classroom-based and online courses, Extension encourages instructors to be facilitators of learning, which means creating a context in which students learn from each other and from other sources as well as directly from the instructor. It also means instilling a sense of curiosity that motivates students to explore a topic independently thereby potentially uncovering additional layers of knowledge beyond what the course formally addresses. In continuing education, students are often seasoned professionals who have much to share with their classmates. An effective facilitator knows how to use this as a way of broadening the amount of knowledge to which students are exposed as well as to help draw connections between concepts learned in class with real-world practice. Of course, the personal knowledge and experience instructors bring to their teaching form the basic elements of any effective course.

Interactive Learning

In keeping with the emphasis on facilitation, Extension expects all instructors to create numerous opportunities for students to interact with each other as they learn. In classroom-based courses, this might consist of class discussions and/or periodic breakout sessions in which small groups of students work on classroom assignments together. Online it often involves the use of asynchronous discussion forums, synchronous webinars, and coordinated group projects.

Assessment

For both classroom-based and online courses, it is important to have well-defined, action-oriented learning objectives that are measurable and quantifiable. This means that an instructor can create student learning assessments such as quizzes, term papers, projects, and homework assignments that require students to demonstrate what they can do with the knowledge they have acquired in the course. Ideally, each course should have at least two or three different kinds of assessment so that students with different kinds of learning abilities all have an opportunity to perform. In addition, it is vital to provide timely feedback to students on their performance so they have an opportunity to improve.

Quality Standards (2014-08-22 16:37)

To ensure that we continue to deliver highly effective learning experiences to our UCI Extension students, we have developed official quality standards for our classroom-based and online courses. These standards can be divided into four main sections - context, course, instruction, and evaluation - and are meant to guide the course and program development process as well as to encourage continuous improvement during and after delivery.

Although many of the criteria for high quality classroom-based and online courses overlap, we have developed separate quality standards for these two modalities as there are a number of key elements that should be reviewed uniquely depending on the delivery format.

Quality Standards for Classroom-Based Courses

The standards below are to be utilized for classroom-based extension courses and programs. Detailed rubrics for each of the four sections are available to hired instructors via our [1]Online Instructor Training & Resource Repository, and instructors are encouraged to utilize these rubrics to evaluate their courses and identify potential areas for improvement. If you have not been added to the repository at least three months before you are scheduled to begin teaching, please contact your Program Representative.

- [2]UCI Extension Classroom-Based Quality Indicators Summary

Quality Standards for Online Courses

The document below will provide you with an overview of our standards for all online UCI Extension courses. UCI Extension uses the course and instruction quality standards to review all of our online courses on an annual basis. Detailed rubrics for each of the four sections are available to hired instructors via our [3]Online Instructor Training & Resource Repository, and instructors are encourage to utilize these rubrics to evaluate their courses and identify potential areas for improvement. If you have not been added to the repository at least three months before you are scheduled to begin teaching, please contact your Program Representative.

- [4]UCI Extension Online Quality Indicators Summary

1. <http://learn.uci.edu/course/view.php?id=12768>
2. http://unex.uci.edu/pdfs/instructor/quality_indicator_classroom.pdf
3. <http://learn.uci.edu/course/view.php?id=12768>
4. http://unex.uci.edu/pdfs/instructor/quality_indicator_online.pdf

Your UCI Extension Instructor Account (2014-08-26 11:21)

After you have been hired on as a UCI Extension instructor, you will need to set up a web user account using the instructions below. Whether you are teaching an online or classroom-based course, you will use this account to access real-time class rosters, submit final grades, enter A/V equipment requests (if you are teaching a classroom-based course), and access the UCI Learn site (if you are teaching a hybrid or online course). In you enroll in a course as a student, you will also be able to use this account to access your class schedule, view unofficial transcripts, print grade cards, and change grade options.

Accessing Your Account

1. [1]



To access your web user account, visit [2]extension.uci.edu and click on the “My Account” link.

2. If you have an existing web user account, enter the email address and password (case sensitive) you used when you created your web account and click “Login”. If you don’t remember your password, click on the “Reset Password Link”.
3. If you have not yet set up an account, click on the “Create New Account” link and fill in the required information. You will need to enter your Social Security Number for verification purposes only.
4. Once you have created an account and logged on, you should see the “My Account” main screen. This main page will display important notices about the classes you teach or your student class schedule. The left side lists the areas you have access to as an instructor.

My Account Links Click here to:

Account Home Return to the main account page.

My Cart Enroll in Extension courses as a student.

My Courses Access the UCI Learn site.

Login Tutorial View a brief tutorial on the login process for your Extension web user account and the UCI Learn site.

Update Profile Make changes to your profile. Note that your UCI Learn account is linked to your email address; changing your email address in your profile will create a new UCI Learn account. To ensure that you are able to access all of your UCI Learn courses correctly, be sure to contact [3]dlc-tech@uci.edu before making changes to your email address.

Change Password Modify your password.

Instructor Course Maintenance (Rosters, Grading, A/V Equipment) Access up-to-date course rosters, request audio/visual equipment for your classroom, and enter final student grades.

If you have taken classes through Extension you will have an additional button for your student information. You can view your Unofficial Transcript/Grade Cards, Order Official Transcript, and submit an application for a Certificate or Specialized Studies program. If you have not taken any UCI courses at Extension you will not see this option.

1. <http://sites.uci.edu/instructors/files/2014/08/MyAccount.jpg>

2. <http://extension.uci.edu/>

3. <mailto:dlc-tech@uci.edu>

Scheduling/Attendance (2014-08-26 13:22)

Class Schedule and Hours

- Classes must be held as scheduled and advertised by UC Irvine Extension.
- Make sure classes begin on time and continue for the full period. Students expect the full amount of class time for which they have paid.
- If unforeseen circumstances arise requiring that a class meeting be canceled or changed, notify the program representative to avoid scheduling conflicts and to ensure room availability.
- The registration office is responsible for notifying students of the date, time and location changes by email.

Waiting Lists

- Waiting lists are created for limited enrollment classes that are full.
- We strictly honor the order of waiting lists.
- If you have questions about your waitlist or manage waitlist exceptions, please contact your program representative.

Attendance

- If a student attending your class does not appear on the roster, please notify Student Services at 949.824.5414 or [1]unex-services@uci.edu.
- If a student listed on your roster has not attended by the second class meeting, please notify your program representative.

Holidays and Schedule Changes

- Inform your program representative immediately to make changes to your class schedule. Do not reschedule a meeting yourself.
- University policy regarding religious holidays permits any student to undergo an exam without penalty at a time when it will not violate the student's religious beliefs. In accordance with California State Education Code section 92640, it is the policy of the Irvine campus that an instructor will make a reasonable attempt to accommodate student needs in the case of serious incompatibility between a student's religious creed and a scheduled test or examination. Encourage your students to make such requests within the first two weeks of your course, or as soon as possible after a particular examination date is announced. Please contact your planning unit if you have any questions about this policy.

Cancellation of Courses

- Due to budgetary constraints, each course must have a minimum number of paid enrollees. This number will vary depending on the cost and nature of the program and must be approved by the Program Director
- No compensation is paid if the course is cancelled.

1. <mailto:unex-services@uci.edu>

Copyright Information (2014-08-26 13:26)

Copyright Restrictions

We respect and adhere to the well-established copyright and patent laws which exist to protect intellectual property. Instructors must use care when using other people's content such as readings, images, videos, etc. in their online and classroom-based courses. Here are a few key guidelines to consider as you compile materials for your course:

- Instructors are solely responsible for complying with all copyright laws.
- Limited portions of copyrighted materials can be used in the classroom under "Fair Use" laws. Please note that any copyrighted material used under "Fair Use" must be properly cited. For guidelines regarding what is/is not considered "Fair Use", please refer to the [1]University of California Copyright website.
- Written permission for use of copyrighted materials must be obtained from the copyright owner if you wish to use a copyrighted work in its entirety or if that work can be downloaded or removed from the physical classroom. You must obtain this written permission from the copyright owner for every quarter that the materials are used.
- The absence of copyright notice on the material does not mean that the work in question may be freely copied.
- We encourage the use of public domain and "Creative Commons" materials, as these materials are freely available to use (although subject to certain limitations). Again, always be sure to properly cite these materials should you use them in your course.

Additional information about UC copyright policies can be accessed at the [2]University of California Copyright website.

Recording, Taping and Filming

- The material presented in UC Irvine Extension programs may not be recorded or reproduced for commercial use without permission from the Dean of UC Irvine Extension.
- Although tape recording for personal use is not encouraged, you may permit it.

Intellectual Property

Instructors' intellectual property rights are influenced by the type of agreement you are offered. There are two main types of agreements we extend to instructors regardless of whether you are hired on as an employee or as an independent contractor.

Instructor (Teaching) Agreement

When Extension hires you to teach a course, your agreement is specifically for teaching and not for course development. Of course, you will need to develop content and Extension will perform some quality assurance on that content, but you will own the intellectual property rights on that content. Remember, when you sign a teaching agreement your final deliverable is the teaching of the course - not the actual content of the course. The University will possess your content only in the sense that we make it available to students over our course management system to support your teaching. Please note, however, that the final course syllabus will remain the property of UCI Extension.

Development Agreement

In some rare cases, Extension may wish to own the contents of a course and may hire you to develop the course in a work-for-hire arrangement. The University would then own the intellectual property rights of the materials you create. Most likely, we would also want to hire you to teach the course and would compensate you separately on a teaching contract.

1. <http://copyright.universityofcalifornia.edu/>

2. <http://copyright.universityofcalifornia.edu/>
