

Continuing Education Faculty Handbook 2005–2006

Welcome to Pensacola Junior College!

As adjunct instructors, you play an indispensable role in the education that Pensacola Junior College offers to this community. You bring experience in many career fields from the world outside of the college, thus enriching our students as well as our full-time faculty.

If you are a beginning teacher, use this teaching experience as a stepping-stone in building a resume of teaching credentials. Your future employers will be favorably impressed with the experience you have had in the classroom, with your department head's evaluations, and with solid evidence of your teaching expertise in your student evaluations.

Many of you are actively involved in careers other than teaching, and your presence at PJC greatly enhances the real world credibility of the education our students receive. Even though you may be teaching only one class, you are an integral part of the department in which you work. You enable the college to offer courses that are current with shifting career trends.

Some of you are professors who have retired from full-time teaching, and your presence is especially treasured at the college. Having the wisdom that comes from many years of dealing with students as well as a continuing passion for your field of study makes you a teacher that students will never forget.

Thanks to all of you for accepting the challenge of educating our students as we move through the 21st century. We will do everything possible to make your teaching experience at PJC a positive one. We are deeply grateful for your presence among us.

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ROLES AND RESPONSIBILITIES

Responsibilities of the Adjunct:

- Follow procedures outlined in this handbook
- Communicate on a regular basis with the coordinator
- Attend meetings scheduled by the coordinator
- Provide a copy of your section syllabus to the coordinator by the

conclusion of the second week of classes

- At the conclusion of the semester, turn in to the Continuing Education office:
 - Grade sheets
 - Books or supplemental materials provided by the department
 - Attendance records
 - Time sheet

Responsibilities of the Coordinator:

- Provide the adjunct with a copy of the district syllabus and sample section syllabi
- Provide textbooks and necessary supplemental materials
- Complete and approve the adjunct's contract in a timely manner
- Make, at a minimum, one classroom observation per year
- Assist obtaining keys and locating classroom(s)
- Provide a departmental mailbox; for evening instructors, have secretary forward mail to adjunct's home as received
- Provide adequate clerical assistance
- Issue invitations to department meetings
- Have time sheet and final grade roster available for instructor completion at end of course

Questions and Answers

Where do I obtain a list of the students who have registered for my class? The department secretary will place a list (roster) of the students who are enrolled in your class in your departmental packet. This is usually delivered to you on the first day of classes or may be picked up from the Continuing Education office.

Am I required to take attendance? You are required to take attendance and to send a copy of the attendance form to the Continuing Education office before the second class meeting. You are required to notify the Continuing Education office when a student stops attending class. Also, you should notify the coordinator when a person is attending class and that person is not on the class attendance roster. Attendance rosters must be turned in with final grade rosters at the end of the course.

What if I have a minor student (someone under 18 years of age) in my class? Students under 18 years of age may enroll in Continuing Education/Recreation and Leisure adult-based courses only if the instructor approves. Please refer to the policy on page 27.

What do I do if I need to change rooms? Should you need to change your classroom, you will need to consult with the Continuing Education office. They will work with the appropriate individuals to see if a room change can be accomplished.

Whom should I call if there is an emergency in my classroom? If a minor emergency occurs during a daytime class, immediately contact the Continuing Education office. However, should the emergency occur after hours, immediately call the Pensacola Junior College Police Department (Pensacola, 484-2500; Warrington, 484-2283; Milton, 484-4481). In case of an extreme medical emergency (i.e., possible cardiac condition, choking, possible drowning, etc.), immediately call 9-911.

If an accident occurs in my classroom affecting either my students or myself, what must I do? For each emergency, an Accident- Incident Report must be prepared by a faculty member or supervisor or PJC Police in charge and forwarded immediately to the provost/dean, who in turn will forward the report to the College Police Department. Any information relative to the injury or disposition of the case should be communicated to the PJC nurse. In the event of a theft of college property or criminal damage to college property, the College Police Department should be notified so they can respond to the scene and take a criminal offense report. In case of a severe injury to a member of the campus community, the College Police Department should be notified to respond to the scene to begin an investigation and work with the director of Risk Management and Legal Affairs. The PJC Health Clinic should always be contacted for any campus accident or injury. An Accident-Incident Report should be completed by the supervisor and sent directly to the Risk Management Department. If an event requiring an Accident-Incident Report occurs when a supervisor is not present, a PJC Police officer will take the report.

Am I required to give my class a break, or can the students vote to get out of class early rather than take a break? It is important to remember that breaks are provided to give students and instructors an opportunity to relax before refocusing on academic content. For any lecture-based class lasting longer than two hours students

should be provided a 10-minute break, at minimum. For lab-based classes, where students have a more freedom to come and go as necessary, it is not necessary to provide a formal break.

Where do I get my grade roster? Grade rosters are now done on-line. Therefore, prior to or after your last class meeting, you will need to stop by the Continuing Education Office to complete your on-line final grade roster. You will need your attendance records to accomplish this.

Will I be able to provide instructional materials and supplies to the students and have the students reimburse me for these items? No. Adjunct instructors are not allowed to collect fees directly from students. You may provide instructional materials, if authorized in advance by the Continuing Education Coordinator. The college will reimburse you via appropriate processes and procedures once you have provided the necessary invoices and/or receipts.

If a student show up for class with their registration form and fees, may I accept it from them? No. Adjunct instructors are not allowed to collect registration fees directly from students. Each campus has a night deposit that you may direct the student to.

What is Student Disability Support Services? The Disability Support Services Department (484-1637) is housed in Bldg. 6, Room 603, Pensacola campus. To help students succeed in instructional programs, a variety of services are provided. These include, but are not limited to, personal and vocational counseling, special classroom accommodations, information and assistance to faculty, and computer and other adaptive equipment.

How does a student withdraw from a class? Students who desire to withdraw from a course(s) should advise their instructor(s) and initiate withdrawal procedures at the Continuing Education office.

Where do I get chalk, pens, pencils, etc.? Regular instructional supplies are available and should be obtained from the Continuing Education office. Do not purchase these items yourself and then expect to be reimbursed, as no purchase can be made without the proper requisition and purchase order.

How often do I need to complete a time sheet? Adjunct faculty will be paid on an hourly basis according to the hours submitted on Adjunct Faculty Biweekly Time Reports. The department secretary gives these forms to the employee. To ensure that paychecks will not be delayed, completed time sheets must be submitted to the department head on the day and time due as designated by the department head or department secretary.

Who is required to have a criminal background check and why? Florida law requires a criminal background check for all employees and volunteers who work in "certain selected positions." PJC is in full compliance with the statutory requirement; therefore, criminal background checks are mandatory for all employees and volunteers who work with minor children.

Department Heads are responsible for making sure employees and volunteers who work with minor children complete the Criminal Background Check (CBC). The procedure is simple and only takes a few minutes. Forms are available online and/or in the Human Resources office.

For information and instructions on completing criminal background checks for volunteers, prospective employees, full-time or part-time employees and adjuncts, visit the Human Resources website under the “HR/Employment” hyperlink. Click on the following hyperlinks: Human Resources, HR Forms (top right-hand corner), Criminal Background Check for Employees, or Criminal Background Check for Volunteers.

What should I do if I absolutely can't teach my class on a given day?

Contact the Continuing Education office immediately. They will assist you in notifying your students of the cancellation and reschedule the class meeting.

Can I get my own substitute teacher if I know that I am not going to be in class? All arrangements for substitutes must be made through the Continuing Education office. Substitutes are paid by the college, not by the adjunct faculty member, and must be on the approved substitute list.

What are the procedures for sending something through campus mail?

Campus mail service may be used only for official PJC business. Mail, other than official college business, shall not be placed in mail pick-up areas for off-campus delivery. To send something through campus mail, contact your department secretary.

Can I use the L.I.F.E. Fitness Center(s)? Yes. In order to use the L.I.F.E. Fitness Center, you must take the eight-hour Concepts of Life Fitness course. For more information on the Fitness Center contact the director of Life Fitness (Milton, 484-4490; Pensacola, 484-1355).

What should I do if I need to resign from my adjunct position? Should an adjunct need to resign, he/she must notify the Continuing Education office. Failure to provide notice of intent to resign may be considered abandonment of the job. All keys and other college property assigned must be returned to the college upon departure. Contact Human Resources for a FICA distribution form.

If I want to take my class on a field trip, what do I need to do? A field trip is an instructional activity designed to meet one or more of the specified learning objectives of the course. The instructor who desires to take his or her class on a field trip must have written approval from the Continuing Education coordinator. The dean's approval legitimizes the field trip as an extension of the classroom and is important for the instructor's protection.

This written request must be made three weeks in advance.

The instructor must provide the Continuing Education coordinator with a list of students involved and the hours and date of the field trip. Instructors taking field trips out of Escambia and Santa Rosa counties must complete the Request for Travel Authorization Form and receive appropriate approval.

What is the Green & White? The Green & White is a PJC newsletter distributed district-wide, listing activities, personnel vacancies, and other items of interest to PJC employees. Ask the department secretary to provide a copy if you are not receiving copies of this publication.

How do I access the PJC Internet? To access the PJC Internet, type <http://www.pjc.edu>.

Where do I get a parking sticker? To obtain a parking sticker, you will need to take a copy of your vehicle registration to the College Police Department. Be sure to place your decal on the passenger side rear window of your vehicle.

How do I obtain a PJC identification card? To obtain a PJC identification card, you will need to take a copy of your contract to the ID Card Center on your campus.

If I need to use a telephone, where do I go? During the day, you should see the department secretary. This individual can explain how to make local and long-distance calls for school business. PJC is part of the SUNCOM system for long distance calls. All calls placed via SUNCOM circuits are logged and a computer-generated report is provided monthly to each department for call verification. Third-party long distance calls, such as credit card calls, should not be placed unless it is of an emergency nature.

Federal Communications Commission (FCC) rules govern use of tax-exempt telephones; therefore, no personal long distance calls can be made on official school telephones. In no event should students make long distance calls on official school telephones.

What if I need to make a phone call during the evening and the department office is locked? You may go to the College Police office. What are the procedures for administering student evaluations? Student evaluation of instruction is designed for the faculty member's self-improvement. Evaluation of instruction by students is routinely done in Terms I and II. For additional information on student evaluations, talk with the Continuing Education office. Instructors should not be present while students complete the evaluation instrument. The instructor should designate one student to collect the completed forms, place them in the envelope provided, seal and return them to the department office.

When do I pass out evaluations? Evaluations should be passed out at the 70-80 percent mark of the course. If you are teaching a 10-week course, please pass them out at the seventh or eighth class meeting.

How will I be evaluated? The Continuing Education coordinator will review all evaluations. If there is a point to discuss, they will talk with you about how improvements can be made. Periodically, a coordinator will sit in on one of your class meetings to monitor quality.

What are the procedures for the Continuing Education Coordination/Services critique? In your packet will be a CEC/S critique. The purpose of this critique is to assess the overall effectiveness of the coordination/services rendered for your course. Complete the critique at the end of the course and submit with final paperwork to the Continuing Education office.

How do Continuing Education (noncredit) courses differ from college credit courses? They are almost always shorter! Continuing Education courses do not have grades, traditional college entrance requirements, or provide college credits. Very few require that the students purchase a textbook. Continuing Education students typically want helpful information and/or to build skills quickly. They will not be pleased if you end class early—they want their money's worth and more!

What is the first step in becoming an adjunct? You should contact the Continuing Education office. They will advise you on the steps you need to take:

Shurlitha Jones, Coordinator, Santa Rosa County (850) 484-1956

shjones@pjc.edu

Edith Finley, Coordinator, Escambia County (850) 484-1797

efinley@pjc.edu

What about curriculum? For most courses, instructors furnish the appropriate course materials (handouts, films, etc.). You may contact the Continuing Education office to see if materials or curriculum are available for the course.

What is the pay for adjuncts? Adjuncts are paid \$16 per hour for instruction.

Do you pay prep time? As a general rule, no.

Do you reimburse for mileage or tolls? Currently the college does not reimburse for mileage or tolls. Please consider this when accepting an assignment.

Will I be compensated for attending department meetings or in-service activities? Yes, if the Continuing Education coordinator mandates the adjunct instructor to attend and gives prior approval for payment.

When will I be paid? Adjuncts are paid on the pay day following completion of their course. Please check with the Continuing Education office for your pay day.

How do I get my paycheck? Paychecks may be picked up in the Bursar's office during regular business hours on pay day.

Is direct deposit available to me as an adjunct? Yes. If you wish to participate in a direct deposit pay plan, you should ask your financial institution to complete a Direct Deposit form. Send the completed form to Human Resources or fax to 484-1711.

I understand that PJC does not withhold Social Security from my paycheck, but what is the Social Security Alternative Plan all about? The Omnibus Budget Reconciliation Act of 1990 introduced Federal Legislation, Internal Revenue Code section 3121(B)(7)(F), which allows the deposit of money into a private retirement plan instead of Social Security for PJC part-time employees. Pensacola Junior College adopted this Social Security/FICA Alternative Plan. This plan is mandatory for all part-time instructors. The Social Security Alternative Plan provides for a contribution of 7.5 percent of your compensation. A deposit is made for this amount into an account in your name. No taxes are paid on your contributions or the earnings in your account until you withdraw funds from the plan, and Social Security taxes are never paid on the funds. When you stop teaching you are eligible for a distribution of account. If you have any questions about this plan, contact Human Resources at 484-1760.

Is teaching a course a good way to promote my business or company? You cannot sell products or services in class to students (even if you are doing it as a favor), and you should not use student information to solicit future business. Handouts should promote Pensacola Junior College rather than your business. We are comfortable with you sharing with students a brief professional bio. We ask that you keep in mind that while you are in the classroom, you are on contract in the role of an instructor representing Pensacola Junior College.

How should I dress when teaching? There is no easy answer to this question because of the variety of courses we have. A trainer's handbook suggests that you dress up more than you expect your students to. Many of our students work and do not change before they come to class. Keep in mind that how you dress can affect first impression credibility with your students. We would like you to be comfortable and look professional. The Continuing Education office should be able to help give you direction on this.

So, I should not end class early? What other classroom expectations do you have? Be in your classroom 15 minutes before the scheduled start of your class. This allows you to be set up and ready to greet students. As an instructor, you are expected to teach the time allowed for the course. Do not leave early unless it is an emergency situation. Students have paid for the course and expect the total number of instructional hours.

Profanity, offensive language, and unethical remarks are prohibited. As a professional, you are expected to avoid use of such language. It may be tempting to tell your students things like, "I've never taught this course 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 taught the course before or if you just got asked to teach it, you should appear confident about what you are teaching. If you are not sure of the subject or will not have time to adequately prepare, please do not accept the offer to teach the course. We would rather have you turn us down than for you to go into class unprepared.

Vary your instructional methods. Since our courses consist of mostly adult learners, it is important to make sure that, as an instructor, you are appealing to the visual, auditory and tactical learners.

What if I need supplies for my course? Speak with the Continuing Education office. With enough notice, they can get you the resources you need for the course. Please keep in mind that if you decide to purchase items for your course, you probably will not be reimbursed for them.

What support services are available? The Continuing Education office has an excellent staff willing to assist you with photocopies, equipment, materials, etc. The only time you would need to copy your own handouts is if you do not get the originals to us in enough time. Audiovisual equipment is available and must be reserved at least two weeks in advance. Please contact the Continuing Education office regarding use of audiovisual equipment.

Where do I pick up my materials? Contact the Continuing Education office to arrange pick-up or delivery of your course materials.

How can I double check dates? The Continuing Education staff will send you a confirmation letter or call you. Please do not hesitate to call us if something is not right.

What happens if a class cancels? Currently we do not compensate instructors for canceling courses. We always will try to give you as much notice as possible.

What should I do after a course has ended? Please return the packet (including attendance roster, final grade roster, time sheet and evaluations) to the appropriate staff assistant as soon as possible.

Where do I return leftover course materials? Please return all leftover course materials to the Continuing Education office.

What if I have an idea for a new course? We always welcome your suggestions. If you have an idea for a new area, please meet with the appropriate Continuing Education coordinator.

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WHOM TO SEE ABOUT WHAT

SUBJECT	PERSON OR PLACE	ROOM	EXT.
Continuing Education	Continuing Education Office	9617	1797
Emergency Calls	Department of Campus Police	519	2500
Human Resources	Human Resources	715	1760
Illness or First Aid	Health Clinic	301	1322
Vehicle Registration	Campus Police	519	2500
Bookstore:			
Books and supplies	Bookstore, Pensacola Campus	550	1515
	Bookstore, Milton Campus	4241	484-4445
	Bookstore, Warrington Campus	3602	484-2233

FOR ASSISTANCE AT THE MILTON AND WARRINGTON CAMPUSES:

Milton Campus	Director of Student Services	4202	484-4410
Warrington Campus	Director of Student Services	3615	484-2270

FOR ASSISTANCE AT OTHER LOCATIONS:

Downtown Center • 418 W. Garden St. • 484-1374

Naval Air Station • Bldg. 634, NAS Pensacola • 453-7526

PENSACOLA CAMPUS: (850) 484-1000

MILTON CAMPUS: (850) 484-4400

WARRINGTON CAMPUS: (850) 484-2200

First Aid Guidelines

Instructional personnel and other staff are not required to administer first aid within the scope of routine duties and responsibilities. In response to minor injuries of students or staff, the victim may be directed to the first aid station or equipment to administer first aid for themselves when appropriate. The Health Clinic nurse (Pensacola), the PJC Police Department, and the immediate supervisor should be consulted when an injury of any kind occurs on campus.

First aid kits are located in strategic places throughout the campus including the Health Clinic (Pensacola) and PJC Police offices at district locations. Supervisors are responsible for assuring that first aid supplies are available for minor accidents and injuries.

Accident/Incident Report forms for minor injuries are filed directly with the Health Clinic and PJC Police Department.

The following guidelines are recommended in responding to minor injuries requiring first aid:

- First aid treatment for minor injuries may be administered by qualified individuals who are trained in first aid procedures
- Individuals (students, visitors or staff) may be referred to the first aid kit or station for self-treatment of minor injuries when appropriate
- The College Health Clinic nurse (Pensacola) and PJC Police Department should be informed of all accidents or injuries occurring on campus
- Usage of first aid treatment must be indicated on the Accident/Incident Report
- Access to a first aid kit and treatment is not intended to substitute for medical attention
- The victim involved and the supervisor must complete an Accident/Incident Report and forward to the Health Clinic and PJC Police Department

Emergency Medical Treatment/Severe Injuries

If a serious or severe injury is sustained requiring medical attention, the following action must be taken:

- Call the PJC Police Department and Health Clinic nurse (Pensacola) for help; seek assistance from a co-worker or call 911 immediately
- If unable to walk, notify the PJC Police Department and Health Clinic nurse (Pensacola) for assistance in transport to a local medical facility; emergency telephone numbers are posted near telephones
- If able to walk, seek medical attention at a local clinic or medical facility
- Report detailed information to the supervisor or designated person; supervisor must submit an Accident/Incident Report immediately

Serious Injuries

If the injury is of a serious or life threatening nature, emergency help should be immediately summoned. Arrange for the employee to be taken to the nearest medical facility depending on the circumstances.

When emergency help is called, someone should be assigned to stand by to meet them and direct them to the location where help is needed. In any accident of a serious nature, the injured's family should be notified in person by the supervisor or PJC Police Department and advised of the action that has been taken. A mode of transportation should also be established in the event the injured is unable to operate his/her own vehicle or does not have private transportation.

The PJC Police Department and Health Clinic must be notified of serious injuries in order that the insurance carrier can be notified of a life threatening accident.

Record Keeping Procedures

A comprehensive Safety, Health, Risk Management Plan containing safety policies and procedures is located in the Learning Resources Centers at district campus locations, in the campus Provost Office, in the PJC Police offices at district locations, and in the Health Clinic (Pensacola).

All official Accident/Incident Report forms are maintained by the PJC Police Department and Health Clinic.

**PENSACOLA JUNIOR COLLEGE
CONTINUING EDUCATION**

FIELD TRIP REQUEST

REQUESTED BY:

DATE REQUESTED:

COURSE NAME AND NUMBER:

ORIGINATION:

DESTINATION:

DATE/TIME OF DEPARTURE:

DATE/TIME OF RETURN:

EDUCATIONAL VALUE OF TRIP:

MODE OF TRANSPORTATION: College Vehicle

Car Pool

Public Transportation

Other

STUDENTS:

APPROVED BY:

Coordinator, Continuing Education

Date

Dean, Continuing Education

Date

DEALING WITH CLASSROOM DISRUPTION GENERAL GUIDELINES

CLASSROOM DISRUPTION

Classroom disruption is any behavior which interferes with your ability to teach or the students' ability to learn. It can range from loud talking to threats of violence and even violence. These guidelines deal with behaviors which could lead to violence. Please recognize that disruptive behaviors most often begin with seemingly benign transgressions. Your sensitivity to these, coupled with firm but caring treatment will, in many instances, obviate more serious escalating behavior disorder.

When dealing with disruption in the classroom:

1. Remain calm and try to calm the student. Listen carefully to what is being said.
2. Attempt to remove the student from the crisis—suggest a meeting after class; assure that you are concerned for him/her.
3. If the tension continues to escalate and the student appears to be losing control, ask the student to step outside the classroom with you. Privately tell the student to leave the class and refer the student to the appropriate campus administrator. As soon as possible, give full information to that person and your supervisor. Security should also be notified.
4. If the student refuses to leave the class and the disruption has destroyed the classroom environment or if, in your judgment, danger exists to you or members of the class, dismiss the class and report to your supervisor, appropriate campus administrator, and campus police. If you cannot find any college official or campus police, call 911 and request immediate assistance from the police.

If at any time you are aware that a weapon is present, dismiss the class and report as in No. 4 above.

TIPS FOR DEALING WITH AGGRESSION

DO

1. Listen
2. Write down what they say
3. When they slow down, ask them what else is bothering them
4. Exhaust their list of complaints
5. Ask them to clarify any specific complaints that are too general
6. Show them the list and ask if it is complete
7. Ask them for suggestions for solving any of the problems that they've listed
8. Write down the suggestions
9. As much as possible, mirror their body posture during this process
10. As they speak louder, you speak softer

DON'T

1. Argue
2. Defend or become defensive
3. Promise things you can't produce
4. Own problems that belong to others
5. Raise your voice
6. Belittle or minimize the problem

These behaviors take practice. Our first automatic reaction is almost just the reverse of the way to defuse anger or hostility.

Think about the times that you have been angry enough to become aggressive with someone you don't know well, like a clerk in a store or an attendant at a game, etc. It usually takes some time to "build up courage" to attack and often the person attacked cannot do anything about the situation. Parents and teachers sometimes find themselves in the same position. They would just like somebody out there to listen. You may be just catching the flack of the general frustration of someone who is unable to cope with the world at that time.i

**Pensacola Junior College
Continuing Education Coordination/Services
Instructor Critique**

Coordinator's Name _____

Course Name _____ Course Date(s) _____

The purpose of this critique is to assess the overall effectiveness of the coordination/services rendered by the Continuing Education Department for this course.

Please circle the number that is most representative of your rating. Note: A rating of 1 is the lowest/least satisfactory rating and a rating of 5 is the highest/most satisfactory rating. Once the critique is completed, please return it to the Continuing Education Department with the other course paperwork. Thank you!

Please rate the following items as they apply to the coordination duties of the Continuing Education staff for this course.

	Satisfactory	Unsatisfactory					
1. Communication							
a. Adequate	5	4	3	2	1	N/A	
b. Timely	5	4	3	2	1	N/A	
c. Accurate	5	4	3	2	1	N/A	
d. Informative	5	4	3	2	1	N/A	
2. Accessibility	5	4	3	2	1	N/A	
3. Promptness	5	4	3	2	1	N/A	
4. Efficiency	5	4	3	2	1	N/A	
5. Cooperation	5	4	3	2	1	N/A	
6. Problem-solving	5	4	3	2	1	N/A	
7. Marketing/Promotion	5	4	3	2	1	N/A	
8. Instructional Material	5	4	3	2	1	N/A	
9. Classroom Facility	5	4	3	2	1	N/A	
10. Audio-Visual Equipment	5	4	3	2	1	N/A	

List one or two suggestions that will help us improve the coordination/services rendered for future courses.

1. _____ 2. _____

Other comments: _____

Instructor's Signature _____ Date _____

Thank you for your assistance!

In your opinion, what were the strongest points of this course?

- 1.
- 2.

List one or two suggestions that will help us improve this course.

- 1.
- 2.

List one or two new courses you would like offered.

- 1.
- 2.

If you would like to be featured in college advertising, please provide a short testimonial.

If you would like to receive periodic course E-announcements via e-mail, please provide your e-mail address. NOTE: We do NOT share our e-mail lists with third parties. E-mails are strictly for official use by the PJC Continuing Education Department.