



Continuing Education

Instructor Packet & Program Information

**807 Jackson Street
Alexandria, LA 71301
Phone: (318) 427-4441
E-mail: cnation@lsua.edu
Web: www.lsua.edu/ce**



Instructor Packet

Table of Contents

Frequently Asked Instructor Questions **page 1**

- What is Continuing Education?**
- What does non-credit mean?**
- Who can use Continuing Education?**
- What type of courses do you offer?**
- What are Free Forums?**
- What type of “community” programs are offered by Continuing Education?**
- How is the community made aware of LSU Alexandria Continuing Education and its programming?**

Instructor Pay Formula **page 2**

- How is pay determined?**
- What’s the formula?**

Internal Procedures **page 3**

- Types of Instructors**
- Call for Instructors**
- Course Submission**
- Course Approval**
- Course Marketing**
- Holding Courses-Minimums & Maximums**
- Course Attendance**
- Instructors – Contract vs. Employee**
- Processing Pay**
- Taxes**

Course Approval Form **page 5**



Continuing Education

Thank you for your interest in LSU Alexandria Continuing Education. As a potential instructor for some of the many programs provided by LSU Alexandria Continuing Education, your experience, training and expertise are of great value to our purpose of providing lifelong learning to the central Louisiana community – professionals, adults, youth and seniors alike. In order to help you better understand our department’s purpose, we have compiled a list of “Frequently Asked Instructor Questions” for your review.

Frequently Asked Instructor Questions

What is Continuing Education?

LSU Alexandria Continuing Education offers a variety of non-credit courses for businesses and the community at large, so they can continue to learn the latest business practices or even take a personal enrichment course such as floral design basics or photography. Continuing Education offers courses in a variety of ways – Workforce Training & Professional Development Programs; Youth Programs; Community Programs; Free Forums; and Lifelong Learning & Wellness Programs.

What does non-credit mean?

Non-credit means the classes don’t count for college credit – the classes are shorter, and are usually offered on evenings and weekends, and there are typically no exams required.

Who can use Continuing Education?

Anyone interested in developing themselves personally for hobbies, or professionally, such as people who need continuing education credits to prepare for exams or to renew certain professional licensing. (i.e. Notary Public Prep & Healthcare CEUs)

What type of courses do you offer?

We are continuously expanding our offering of courses each semester in areas such as Computers & Technology; Exam Preparation & Certification; Personal Enrichment, Health & Wellness and Professional Development. Our course offerings are only limited by imagination and a supply of qualified instructors.

What are Free Forums?

Free Forums are one-time sessions, sponsored by a local business, that are free and open to the public so they can learn information that’s interesting and informative. We have held Free Forums about such things as Soul Music, Budgeting for your Wedding, Determining the Right Career, Collaborative Divorce and other topics.

What type of “community” programs are offered by Continuing Education?

Leadership Central Louisiana is an annual 8-month programs that meets one day a month. Leadership is a community-based program that gives participants tools for leadership and educates them about the facets of our community.

How is the Community made aware of LSU Alexandria Continuing Education and its programming?

LSU Alexandria Continuing Education is constantly marketing its programs via business and personal presentations; direct mail pieces; fliers; and advertising. Anyone interested in learning more about LSU Alexandria Continuing Education can call (318) 427-4441; send e-mail to cnation@lsua.edu or go online to www.lsua.edu/ce. Pre-registration is required for all courses and forums.



Continuing Education

Instructor Pay Formula

All instructors are paid according to the formula below, except for those on contract through Continuing Education’s special programs and “community” programs (Leadership Central Louisiana). In order to allow more flexibility in setting class minimums and maximums, instructors are paid on a percentage rate. Basically, instructors will receive 40% of the class revenue after expenses. Here’s how it works:

- A. Determine Pricing
 - a. Based on market and competition
 - b. Based on what instructor needs and market rate for instructors
 - c. Determine minimum and maximum based on these needs and rates
 - d. Determine extra costs for books, copies, etc.

- B. Implement formula to determine pay scale and budget
 - a. Determine potential revenue
 - b. Subtract extra costs (out-of-pocket expenses: supplies; copies, assistants; books; fringe benefits for instructor, if applicable; etc.)
 - c. Use formula to determine instructor pay:
 - i. 20% - Marketing Costs
 - ii. 40% - LSUA Administrative Costs
 - iii. 40% - Instructor Pay

- C. Agree on program attendance maximum and minimum and prepare agreement for instructor.
(Please note: Continuing Education has set a five person minimum for all courses)

Example of Percentage Payment Schedule:

ABC Course
 5 students
 8-hour course
 \$60.00 course fee

Overall Program Revenue:	5 students X \$60.00 =	\$300.00
Subtract Costs/Expenses:	Books, copies, etc. @ \$20.00 X 5 =	\$100.00
Revenue after Expenses:		\$200.00

Formula:	Marketing (20%)	=	\$ 40.00
	LSUA Administrative Cost (40%)	=	\$ 80.00
	*Instructor Pay (40%)	=	\$ 80.00

*Instructor pay with 5 students = \$80.00 or \$10 per hour for an 8-hour course.

(Note: The amount is based on the course fee and the number of students.)



Continuing Education

Internal Procedures

Types of Instructors:

LSU Alexandria utilizes campus faculty and staff, as well as community members to instruct Continuing Education's wide variety of non-credit courses. Anyone with personal or professional experience in a particular subject area may be considered to teach a non-credit course.

Calls for Instructors:

Regular calls for instructors are made at least twice a year, on campus and in the Central Louisiana community. Those interested in teaching, who have never taught for LSU Alexandria Continuing Education before, are sent an "Instructor Packet."

Course Submission:

To submit a course for consideration, all instructors must fill out a "Course Proposal form" (page 5) for each course he/she wants to submit, and send it to Continuing Education along with all of the necessary documentation (i.e. resume, course outline, necessary supply list, etc.). Instructor Pay is based on the course fee, number of participants and expenses. Please refer to the "Instructor Pay Formula" sheet on page 2 for details.

Course Approval:

Once all of the necessary information is received for a course proposal, the Continuing Education staff will evaluate the materials and follow up with the instructor to clarify any questions. Once all course information is verified, it is sent to the Executive Director for Educational Outreach for approval and then to the Vice Chancellor for Academic Affairs for final approval. Once a course has gone through the complete approval process, instructors will receive written confirmation in the mail or via e-mail.

Course Marketing:

Once courses are approved and confirmed, Continuing Education begins the marketing process.

The first step is adding the course to our Register Blast software for students to be able to register for classes. CE will update its website to include all of the basic course information, including a course description and the instructor's name. Referrals to our website are encouraged via telephone messaging, staff members, direct mail and any paid advertising.

The next step is creating an event in Facebook with a link to Register Blast to invite potential students. The next step is adding the course to our Course Schedule. Twice a year we do a direct mailing of a comprehensive course brochure. The brochure includes basic course data such as title, date, time, and fees.

Other forms of marketing include paid advertising and fliers with course information and registration forms which are printed and distributed on campus and in the community for particular classes and groups of classes, on an as-needed basis. Originals of these fliers are available to all instructors for copying, upon request.

Holding Courses-Minimums & Maximums:

Non-credit courses can have anywhere from three people to 30 people sign up. Big numbers are great, but they are not always realistic, especially for new or first-time courses. Continuing Education has set a five person minimum for all courses. If you want to teach for less than five, great! If you don't want to teach for less than five participants, please seriously consider this before committing to teach a Continuing Education course. We discourage canceling any course with pre-registered participants.

Course Attendance:

In order to receive a “Certificate of Completion” from LSU Alexandria Continuing Education, participants must attend at least 90% of the course. The 90% timeframe varies depending upon how many hours a course is to be held.

For example: In a 12-hour course, participants must attend 10.8 hours of the course; for a 4-hour course, participants must attend at least 3.6 hours of the course; and for an 80-hour program, participants must attend at least 72 hours of the program. Certificates are given out at the end of a course to all participants who have completed all of the course requirements set by the instructor and/or by LSU Alexandria Continuing Education.

Instructors - Contract vs. Employee:

Contract Instructors are those who fall outside the employment of the LSU System or the State of Louisiana. These instructors must enter into a “Professional Services Contract Agreement” with LSU Alexandria to provide specific instructor services. First, a contract draft is given to the instructor and the Executive Director for Educational Outreach for approval. Once the contract draft is approved and any changes are made, the contract is forwarded to the Vice Chancellor for Academic Affairs, as well as the Vice Chancellor for Finance and Administrative Services for approval; then it is sent to the instructor and LSU Alexandria’s Chancellor for four original signatures from each person.

When all of the signature pages are received, copies and originals of the contract are distributed to the instructor, Accounting, Procurement, the Chancellor’s Office, the Vice Chancellor for Academic Affairs, and the Vice Chancellor for Finance and Administrative Services. When the “contracted” course has been completed and an instructor invoice is received by Continuing Education, a purchase requisition is submitted to Procurement. The instructor will be required to register for supplier payment in LSU Workday in order to complete the payment process. This is a very simple process, as explained in detail on our website at <https://www.lsu.edu/administration/ofa/procurement/ProspectiveSupplier.php>. When the requisition is approved by Procurement, CE is issued a purchase order for final approval. The Executive Director for Educational Outreach signs the receipt and sends it to Accounting Services who processes the paperwork and sends it to LSU Baton Rouge where a check is cut and mailed to the instructor.

Faculty and staff members who are employed by the LSU System or the State of Louisiana who want to instruct courses for LSU Alexandria Continuing Education must adhere to PM 3 limitations and get approval from his/her department before agreeing to teach for CE. These Continuing Education instructors are paid as employees, and therefore paid via pay memos, which are sent directly to the LSU Alexandria Human Resources department after it is approved by the Director of Continuing Education and the Vice Chancellor for Academic Affairs. HRM will verify all employee information and send a sign-off sheet back to Continuing Education for final pay approval. Once Continuing Education signs off on this form and returns it to HRM, Accounting processes the paperwork and sends it to LSU Baton Rouge where a check is cut and mailed to the instructor.

Processing Pay

Once Continuing Education receives the completed class package at the end of a course, the appropriate paperwork is begun for approval and processing. The completed class package includes; completed class roster with instructor’s signature, completed evaluations, unused materials and/or books and an invoice. **Please note: The payment process can take anywhere from 4-6 weeks, or more, if processed around a state holiday period.** All pay memos and contracts must be approved by the Director of Continuing Education, the Vice Chancellor for Academic Affairs, as well as the Vice Chancellor for Finance and Administrative Services.

Once approved, instructor pay materials are given to LSU Alexandria’s Accounting and Procurement departments for processing. Once these departments have signed off on the instructor pay materials, they are sent to LSU Baton Rouge, where a check is cut and mailed to the instructor. The sooner an instructor gets ALL necessary forms and information to his/her Continuing Education staff contact, the better.

Taxes:

At the end of the calendar year, “contracted” or employed instructors will receive a 1099 form for any pay received within that calendar year.



NON-CREDIT COURSE APPROVAL FORM

Please Print or Type Information on this form

Type of Course: ___ Free Forum (No Instructor Pay) ___ Short Course (Instructor Paid)

Course Title & Level: _____
Beginner ___ Intermediate ___ Advanced ___ Not Applicable ___

Proposed dates and times: Start Date _____ End Date _____
Times _____ Day(s) of Week _____
Number of Meetings _____ Hours of Instruction _____

Brief narrative course description: (This information will be used to market the course)

3 Course Objectives:

1. _____
2. _____
3. _____

Target audience: (Who is the market for the class?) _____

Are there prerequisites for the class? _____ If yes, list: _____

Maximum number of participants: _____

Photocopies needed, if any, per person: _____

Supplies or Books needed for Students: (for books - list title, author, publisher, ISBN number)

Audio-Visual or Other Equipment needed: (What equipment will you need for the class?)

Preferred Location or Special physical arrangement of instructional space:

(Please complete reverse side)

Instructor's Name: _____

Title/Credentials: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Home/Cell etc. : _____

E-mail Address: _____ Social Security #: _____

Have you been an employee of the LSU System or the State of Louisiana in the past 2 years?

Yes _____ No _____

If yes, please explain:

To be attached (Please check):

Course Outline _____

Resume/CV _____

I understand that Continuing Education has a 5 student minimum. If there are 5 or more students in the class, I must instruct the class. If there are less than 5 students:

(Please Check)

I wish to cancel the class _____

I wish to teach the class _____

Instructor's Initials _____

APPROVED BY: _____
Instructor/Date

APPROVED BY: _____
Director, Continuing Education/Date

Vice Chancellor for Academic Affairs /Date

LSU of Alexandria Continuing Education
807 Jackson Street ■ Alexandria, LA 71301
318-427-4441
E-mail: cnation@lsua.edu
www.lsua.edu/ce