



# Workforce & Community Education (WCE)

## Instructor Handbook

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# INTRODUCTION

The College of the Redwoods Workforce & Community Education Department utilizes instructors to provide instructional services to our community and partner agencies. Programs may be designed for people of all abilities and backgrounds. Thank you for your interest in becoming a Workforce & Community Education instructor. We look forward to working together to reach common goals and to serve our community.

The information in this handbook is intended for current instructors and those who may be interested in becoming an instructor.

## OUR MISSION STATEMENT

In support of Objectives 2.1 and 2.2 of the College of the Redwoods Strategic Plan (Provide workforce development training, and respond to business and industry short-term training needs, respectively), the Workforce & Community Education Department partners with the community to contribute to the economic vitality of the region, provides workforce training to support local employers' needs, and provides lifelong learning opportunities within the District.

Workforce & Community Education courses are not-for-credit classes offered in addition to the College's academic programs. The department is a **self-supporting entity** of College of the Redwoods. The courses are presented for your lifelong learning and enjoyment.

## AREAS SERVED BY WORKFORCE & COMMUNITY EDUCATION

Workforce & Community Education responds to the needs of the business community by providing job related seminars and customized training as well as short term job training programs. Personal enrichment courses are offered for lifelong learning in history, art, crafts, wellness, exercise, etc. Classes offered through WCE:

- Take place in stimulating and friendly learning environments throughout Humboldt County
- Are taught by experts who bring practical hands-on experience to the classroom
- Do not require admission to the college as a regular student
- Tend to be evening classes and multi-hour workshops
- Most classes do not involve exams or grades
- Some classes include certifications such as Notary, Medical Assisting, Real Estate, etc.

## OVERVIEW OF APPROVAL PROCESS FOR A NEW CLASS

1. You (the instructor) propose a course activity by emailing the following to [communityed@redwoods.edu](mailto:communityed@redwoods.edu)
  - Current Resume or Linked In Resume
  - Course Description with 3-4 course outcomes
  - Desired Hourly wage range
  - Course Title
  - Supplies and/or books suggested for class & estimated materials costs
  - Anything else you think would be helpful
  - Images or photos for marketing if you have any
2. Staff will review the proposal and assess the content of the course to determine if it meets the College's mission as well as the community's needs.
3. You will be contacted for a more detailed discussion or to let you know that the course is not approved.
4. If approved, you will meet with staff either in person or on the phone to determine the specific design and delivery of the course in regards to facility suitability and availability, fee structure, time frames, minimum and maximum participant levels, course descriptions, etc.

# **POLICIES AND PROCEDURES**

## **Professional Conduct**

Workforce & Community Education instructors represent the Redwoods Community College District and as such must conduct themselves in a professional manner; this includes dressing and speaking professionally, and supporting the Redwoods Community College District policies, procedures, and decisions. Instructors are to maintain a professional relationship with participants at all times.

For more information on policies see Board Policies at

<https://www.boarddocs.com/ca/redwoods/Board.nsf/Public?open&id=policies>

## **SCHEDULING AND ADVERTISING**

All program offerings are listed on the CR Workforce & Community Education website. Information may be published periodically in local newspapers, on Facebook or Twitter, and program flyers will be made available in the Workforce & Community Education office. All flyers for classes must be created by the district's graphic designer. As an Instructor, you will receive flyers that you can hand out or post in the community.

## **REGISTRATION PROCESS**

All registrations must take place at or through the Workforce & Community Education office. No money is allowed to be collected by the instructor. If participants have not registered and paid, they are not allowed to participate.

At this time, **we do not pro-rate classes**. Should a student want to join a class after it has begun, the published priced must be charged.

## **STUDENT REFUND POLICY**

No refunds are allowed for withdrawals requested three business days prior to the first class meeting and no refunds are allowed once the class has started. If the student requests a refund within four business days prior to the beginning of class there will be a \$20.00 return handling fee. Some individual classes have specific refund policies that supersede this policy. In these cases, the policy will be discussed at time of registration, in class, or will be listed on the course outline you will be provided. Any books or materials provided must be returned in the condition they were received. Please note that refunds may take 1-2 weeks to process.

## **CLASS ROSTERS AND PARTICIPATION**

A class roster will be included in your course packet along with sign in sheets and evaluation forms on the first day of each class. If the class is being held in a location other than Eureka Downtown it is the responsibility of the instructor to pick up the course packet or make arrangements to get this packet.

It is the instructor's responsibility to review the roster every day of each class. If a person is not on the class roster, they may not participate in the class, regardless of what type of class/program is being offered. The instructor must inform the individual that he/she must first register with Workforce & Community Education prior to participating. This policy applies to new and returning participants. It is a good idea to remind class participants towards the end of a session of their responsibility to properly enroll in the next session. If a registered participant is on the roster and has not attended and asks for a refund refer them to the WCE office. There are no refunds after the class has begun. See the section on refunds in previous section.

## **COURSE OUTLINES**

Course outlines will be included in your course packet and must be given to each student at the beginning of class. In addition, longer classes may need a syllabus and will be requested from the

instructor if needed before the start of the class. The course outline includes a course description, student learning objectives, as well as additional information regarding the class.

## **ATTENDANCE**

Please use the class sign in sheets to track attendance for each class. Workforce & Community Education is required to track attendance for auditing purposes. The sign in sheets need to be turned into the WCE office after each class if possible or at the end of the course.

## **EVALUATION OF COURSES**

Instructors are required to distribute class evaluations to participants and return them to the WCE office. Evaluation packets are given to instructors at the beginning of the class session. College of the Redwoods Community College District also reserves the right to audit any course offered by WCE at any time.

## **CLASS CANCELLATION**

Classes are most commonly cancelled due to low enrollment. If a class does not meet its minimum enrollment three business days prior to the first day of class Workforce & Community Education will inform the Instructor and contact program participants. At this time the instructor and the department may decide to reschedule the class for a later date.

## **PAYMENT POLICY**

Instructors are paid once a month for classes they teach during the pay period. Instructors are responsible for signing and returning their pay sheets to the WCE office. It is in your interest to be paid on time, so we plan to work with instructors to make sure you are getting your pay sheets ahead of time, and sign them on your first day of class.

The Human Resources Paperwork Packet that must be completed and returned to the Workforce & Community Education office **prior to your first day of class** along with any identification documents. Human Resources will not allow any instructor to teach without his/her paperwork completed. This HR Packet must be renewed each year.

## **SAFETY**

As an instructor for the Redwoods Community College District it is your responsibility to ensure the safety of participants involved in your course. You are advised to visually inspect your program site and promptly report any hazards or unsafe conditions to the Workforce & Community Education office.

It is the responsibility of the instructor to know where the First Aid supplies are located in the Workforce & Community Education office or the site where the class is being held. In the event an accident or injury occurs during one of your programs, you must complete the Report of Accidental Injury to Public on District Property form and submit it to the Workforce & Community Education office. The form can be obtained from the WCE office.

If a minor participant has not been picked up from any class or program at its conclusion, it is the responsibility of the instructor to call any phone numbers listed on the class roster to attempt to reach a responsible adult for pick up. Never release a child to someone who is unknown to the child or to whom the child expresses fear or uncertainty.

Closing/securing facilities: When leaving, the Instructor must ensure that all doors are locked securely, all lights and heat/air conditioning are turned off and the alarms have been set. The instructor will receive the alarm code if teaching at Eureka Downtown.

## **COMMUNICATION WITH WORKFORCE & COMMUNITY EDUCATION**

It is important to maintain a clear line of communication between the office of Workforce & Community Education and the Instructors. As an instructor, if you have any questions, concerns, or issues regarding your program, your first point of contact is the person who collaborated with you to develop the program.

## **AMERICANS WITH DISABILITIES ACT**

The ADA is a federal legislation that gives Civil Rights protection to individuals with disabilities, similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employments, public accommodations, transportation, local and state government services and telecommunications.

It is the policy of the Redwoods Community College District and Workforce & Community Education to fully comply with the provisions of the ADA, and make reasonable accommodations to individuals with vision or hearing impairments or other disabilities so they have equal opportunity to participate or benefit, unless an undue burden would result. Public accommodation may not discriminate against an individual or entity because of the known disability of an individual with whom the public entity or its representatives is known to have a relationship or association.

## **DISCRIMINATION AND HARASSMENT**

Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Instructors are responsible for their own actions and conduct, and must never engage in discrimination or harassment.