

Professional Development Center

Instructor Guidelines

Welcome to the Professional Development Center at Portland State University. As an instructor for the Professional Development Center, you are our most valuable asset and the biggest reason for the success of our programs. This information is provided as a reference to Professional Development Center policies and procedures. We hope it helps you in your work with us.

Statement of Purpose

We utilize the strengths of Portland State University to provide quality professional education for business and industry in the Northwest; to continuously expose professionals to tools, techniques, and current practices that they can apply immediately in the workplace; to inspire professionals to achieve job security and satisfaction through lifelong professional development by offering programs that are flexible, responsive, and innovative.

Instructor Information

One of our primary selling points is you; the expert. You can help us fill your classes by providing the following:

- Current contact information
- Updates to your biography
- A headshot

To find out what we have on file, contact your program manager. You can view your bio on our website, www.pdc.pdx.edu.

Curriculum and Materials

Program managers work with instructors to shape program curriculum content, determine and review course materials, and schedule courses. If University college credit is given, please discuss with your program manager the rules and guidelines associated with credit overlay courses. Here are some general guidelines for you as you develop your course(s).

All course packets should contain:

- Title page reference to the Professional Development Center
- Syllabus
- Readings and worksheets that support current learning and inspire future growth
- Annotated Resource List (books, periodicals, websites, etc...)

As you plan the amount of work students will do outside of class (readings, assignments, research, group work, etc...) consider that a rough guideline for credit classes is two hours of work outside of class for every hour in class. For non-credit courses it should range from zero to two hours of work outside of class for every hour in class. This range will depend on many factors including the nature of the content, the

role of the course in the certificate program you are teaching in, and the nature of the work you are assigning.

Course materials for Professional Development Center programs can include any and all of the following:

- Books
- Periodical Articles
- Written Material Developed by the Instructor
- Handouts
- Worksheets to Guide Student Learning or In-Class Activities
- Assessments (e.g. MBTI)

Program managers are constantly working with the curriculum of the certificates they are responsible for and as a result it is important that they have access to the most current versions of the materials delivered for each course. Please help us keep up to date versions of materials on file by sending us updates when they are made and by providing access to any online content you may be using.

To assist you in developing your courses we have placed the following resources on our website (http://www.pdc.pdx.edu/about_instruction.shtml):

- Professional Development Center PowerPoint Template
- Professional Development Center Word Template
- Instructional Design Templates

If you have any questions on assembling your material, please consult with the program manager responsible for your course.

Preparation for Start of Course

Instructor Check-off List

To ensure our staff is able to help your first class run smoothly, you will be sent a Check-off List. A sample of this Check-Off list is included in these materials.

Deadlines for Reproduction of Materials

It is essential we receive the Check-off List at least two weeks before the start of your class. Here is a quick listing of the time it takes us to obtain or reproduce course materials:

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| • Reproduction of Copyrighted Materials | 4-6 Weeks |
| • Ordering Textbooks | 3-4 Weeks |
| • Reproduction of Course Packets | 2 Weeks |

Materials needed for reproduction for class may be emailed directly to Melissa Endicott at endicottm@pdx.edu or you may drop them off at our office.

Copyright Permissions

Many instructors find it helpful to use magazine articles or other copyrighted material for instruction. As a part of delivering course materials the Professional Development Center can obtain permission to reproduce copyrighted material. If you would like to use copyrighted material you should indicate so on your Check-off List. To obtain permission for reproducing copyrighted material, the Professional Development Center needs at least six weeks notice. If you are unsure if the materials you are considering are copyrighted or if you have any questions please contact the program manager responsible for the course you are teaching or Melissa Endicott.

Course Delivery

First Day of Class

Your program manager will be there to start the course during the first session of class. A Professional Development Center staff member or program manager will check-in students and distribute course material. The program manager will give a brief introduction of the Professional Development Center, the course and the instructor. On the first night of class you will receive course evaluations with a self addressed/stamped envelope, course completion certificates and course roster.

Class Sessions

You will need to keep attendance for each class session using the class roster given to you on the first night of class. If you need additional materials or set-up, contact the program manager responsible for your course or Melissa Endicott at endicottm@pdx.edu. The class roster is for your records during the duration of class to keep track of attendance. It also serves as a critical record for the Professional Development Center after the course had ended, to track which students have completed the course. On the roster, you will indicate whether or not the student passed the class by assigning a pass (P) or a no pass (NP). Occasionally, an incomplete will need to be given.

Last Day of Class

Course Evaluations

End of course evaluations will be delivered at the start of the course in a self-addressed self-stamped envelope. Please conclude discussion approximately 15 minutes early. This will allow students time to complete the evaluation. You may pass out the evaluations, but a volunteer should be identified to stay and collect them, package them in the envelope and drop them in the mail to our office. It is helpful if you leave the room while students are completing the evaluation forms.

Certificates of Completion

All students that complete your course or seminar should receive a certificate honoring their accomplishment. The certificate is the student's documentation of completing the course. Students often use the certificates to receive reimbursement from their place of employment. In addition, certificates are used for documentation of completed Continuing Education Units (CEU's). Undistributed certificates need to be returned to

the Professional Development Center. We will mail certificates to students who completed course requirements but did not attend the last session.

Evaluation Results

When our office receives the evaluations the responses are tallied and summarized. You can expect to receive the evaluation results electronically about three weeks after they are delivered to the Professional Development Center.

Contracting and Payroll Issues

The program manager for the courses you are teaching is the primary point of contact for issues related to your contract and payment. There is no need to send an invoice or bill to receive payment as it is sent automatically. Our Accounting Technician, Renee Utter (utter@pdx.edu), can help with more technical issues (e.g. When can I expect my check? How do I set up Direct Deposit?).