

SOUTHERN ILLINOIS UNIVERSITY  
**EDWARDSVILLE**

Dear Instructors,

I am pleased to present you with the first edition of the *Non-Credit Instructor Handbook*. We have tried to present you with as much information and detail as possible regarding the Office of Educational Outreach, as well as our policies and procedures regarding the non-credit courses offered through our office. It also contains information regarding resources on campus and how to request any needs for your course.

Our goal with this handbook is to give you more information and to provide you with the resources needed to make all of your courses a success. We strive to create exciting, new courses for our participants every semester and you are a key component to ensuring these courses are a success.

We continue to have an incredible opportunity at Southern Illinois University Edwardsville in providing these course to the campus and community based upon your own academic merit, quality and service, which gives us all a foundation upon which we can be proud of and continue to build. Through this process, we are able to create new course offerings and provide excellent service to everyone we serve.

The courses presented every semester could not be done without you. Thank you for taking your time and providing your knowledge and services to the Office of Educational Outreach.

Sincerely,



Leslie Brock, Assistant Director  
Office of Educational Outreach

**SIUE Office of Educational Outreach Instructor Handbook**  
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## 1. INTRODUCTION

### a. Office of Educational Outreach History

The Office of Educational Outreach has a long history of serving non-traditional student populations as well as the broader campus community in a thoughtful mission-driven manner. The Office of Off-Campus Programs was created by Board action on May 9, 1974 and was charged with the “administration and support of programs offered at locations away from the Edwardsville campus”.

In Fall 1977, the Vice President and Provost appointed a Continuing Education Task Force to “investigate the present status and further the potential of continuing education programs and to make recommendations for the direction, organization, content, audience, format and delivery of continuing education at SIUE”.

On November 9, 1978, the SIUE Board of Trustees approved a proposal to change the name of the unit to The Office of Continuing Education to more accurately describe the scope of the unit which had assumed responsibility for continuing education courses offered through the Office of Conferences and Institutes as well as workshops and seminars offered both on- and off-campus. Through this action the Office of Conferences and Institutes and the Office of Off-Campus Programs continued to operate as subordinate units within the Office of Continuing Education reporting to the Director of the Office of Continuing Education.

In 2008, the Office of Continuing Education was renamed The Office of Educational Outreach in an effort to better describe the intended trajectory of work with credit and corporate partnerships as well as to underscore the intent of the department to be involved with outreach activities beyond the physical campus locations. The Office of Conferences and Institutes currently exists as a sub-unit.

### b. Mission of the Office of Educational Outreach

The Office of Educational Outreach enriches the economic, cultural, personal, and professional lives of a diverse society, eliminating barriers to expand the educational resources of SIUE. We promote learning by providing accessible educational opportunities through the agile development of relevant, collaborative programs and partnerships.

## 2. CONDITIONS OF EMPLOYMENT

### a. Nondiscrimination Statement

It is the policy of Southern Illinois University Edwardsville (SIUE) that all students, faculty, staff, and guests should be able to experience an educational environment free from discrimination, and harassment. Discrimination against any person or group of persons based on race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service is specifically prohibited in the SIUE community. This policy on non-discrimination and non-harassment reaffirms SIUE's commitment to maintain an environment in which ideas are

pursued free of intimidation or fear, and the policy applies to admissions, employment, access to and treatment in all University programs and activities.

Discriminatory harassment includes, but is not limited to, conduct (oral, written, visual or physical) directed against any person or group of persons because of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service that has the purpose of, or reasonably foreseeable effect of, creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Harassment of any kind is strictly prohibited and may also be a violation of federal and or state laws. All members of the University community are encouraged to report promptly any conduct that could be in violation of this policy. Discrimination may also be a violation of Titles VI and/or VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and the Illinois Human Rights Act (IHRA).

b. The Hiring/Employment Process

All new instructors must go through a proposal process before they are able to teach courses for the Office of Educational Outreach. Following approval of a course, there are other responsibilities instructors must fulfill. Please note the following steps:

- i. The course instructor must submit a current resume or curriculum vitae and cover letter outlining their qualifications to teach the course proposed. Any certifications needed also should be listed and a copy of the certification provided.
- ii. A course proposal form (see form at end of handbook) will need to be completed and returned for each course proposed with the resume/curriculum vitae and cover letter.
- iii. Once the course has been approved by the Office of Educational Outreach, the instructor will receive a formal letter, by email, from the Assistant Director of Non-Credit Programs outlining the course details, including the dates and times the course is to be taught.
- iv. Instructor will receive a copy of the course handbook with the acceptance letter. Instructor is expected to read and become familiar with the course handbook.
- v. A meeting regarding contract signing and payment disbursement will be set up between the instructor and the Assistant Director closer to the first date of the course.

c. Contracts

Once a course has been approved and deemed viable to offer, instructors will be notified. A course will be deemed viable when the minimal number of participants is met and the course is able to cover the costs of offering (including instructor payment and any necessary materials, i.e. textbooks, copies, etc.). The contract will be completed upon this notification.

Instructors will be required to sign a contract (see sample contract form at end of handbook) stating the name of the course, length of course, amount to be paid for services rendered and the date on which the payment is to be made. The instructor will

also be required to complete and sign an Independent Contractor Analysis Form (or the appropriate form based on SIUE employment status) for temporary employment with Southern Illinois University Edwardsville. The Office of Educational Outreach will prepare all forms for instructor's completion. Contracts will be filed and payment rendered upon the completion of all sessions of a course.

d. Compliance with the Jeanne Clery Disclosure Act

Southern Illinois University Edwardsville (SIUE) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, SIUE issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official<sup>1</sup>. In this context SIUE prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the University community.

For a complete copy of Southern Illinois University Edwardsville's policies governing sexual misconduct and violence, visit:

<https://www.siu.edu/policies/2c5.shtml>

Board of Trustees Policy on Sexual Harassment at

<https://policies.siu.edu/personnel-policies/chapter4/ch4-all/sexual.php>

Title IX General Policy Statement at [www.siu.edu/policies/2c9.shtml](http://www.siu.edu/policies/2c9.shtml);

Non-Discrimination and Non-Harassment Policy at [www.siu.edu/policies/2c7.shtml](http://www.siu.edu/policies/2c7.shtml);

Sexual Harassment Complaint Procedures at [www.siu.edu/policies/2c5.shtml](http://www.siu.edu/policies/2c5.shtml);

Student Conduct Code at [www.siu.edu/policies/3c1.shtml](http://www.siu.edu/policies/3c1.shtml);

Workplace Violence Policies and Procedures at [www.siu.edu/policies/2c6.shtml](http://www.siu.edu/policies/2c6.shtml)

Sexual Assault, Sexual Misconduct and Relationship Violence Policy & Procedures at <http://www.siu.edu/policies/2c13.shtml>.

**SIUE prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.**

To report an incident of any of the above, please contact one of the following:

SIUE Edwardsville Campus Police: 618/650-3324

Office of Equal Opportunity, Access & Title IX: 618/650-2333

Confidential Advisor: 618/650-3324

The SIUE Annual Security and Fire Safety Report is available online at

<http://www.siu.edu/securityreport>. This report is published in compliance with Federal law, titled the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" and the Higher Education Opportunity Act also known as the "Campus Fire Safety Right to Know."

### 3. EXPECTATIONS OF INSTRUCTORS

*The Office of Educational Outreach is committed to providing accessible educational opportunities and expanding the educational resources of Southern Illinois University Edwardsville. What follows are guidelines to help insure the mission of Educational Outreach is obtained through all course experiences:*

#### a. Instructor Expectations during the Course

- i. Communicates expectations and provides all necessary materials to participants.
- ii. Projects a professional, respectful and approachable image.
- iii. Serves as a resource to students and answers all participant questions to the best of the instructor's ability.
- iv. Prepares effectively for each class and is organized.
- v. Gives students an open space to practice skills learned and an open environment for all discussions.
- vi. Is willing to incorporate new material each semester into courses.
- vii. Is familiar with University policy on academic freedom, sexual harassment, etc. as presented in this handbook.

#### b. Attendance and Course Cancellation

Instructors are expected to be present at all courses listed in the course proposal. If the instructor cannot attend the course (due to medical, personal emergencies, illness, etc.) for the specified date and time, then the instructor **MUST** contact the Assistant Director, by phone, at least 3 hours prior to the beginning course time. The Assistant Director will then contact all participants of the course, informing them of the cancellation for the date. A make-up date and time will be discussed and agreed upon with course participants and instructor.

Failure to notify the Assistant Director regarding a missed class or "skipping" a class by the instructor, violates the above policy, resulting in the nullification of the signed contract with the Office of Educational Outreach and immediate termination of the instructor contract. Compensation will be prorated to include the number of sessions taught until the termination occurred. If no courses were taught, meaning the failure to comply occurs on the first night of the course, the contract will be immediately terminated, no compensation will be awarded and the course will be canceled.

#### c. Course Size

The instructor will be responsible for determining the ideal course size for disseminating the course material. The Office of Educational Outreach will then set the course price based on these class sizes, materials needed, etc. If a course size does not meet the minimum requirements set by the instructor and based on the pricing structure set by the Office of Educational Outreach prior to the first date of the course, then the course will be canceled. The instructor and course participants (if any) will be notified and the appropriate refunds will be issued to course participants.

#### d. Communications

All communications to course participants will take place through the Office of Educational Outreach before the course begins. Once the course has begun, the instructor

will receive a final roster with names and e-mail addresses of all course participants. If the instructor would like any additional information from the course participants, a written request may be submitted to the Assistant Director, for consideration. The instructor may give any contact information deemed necessary to the course participants during the first session of the course.

e. Course Rosters

Course rosters may be requested at any time before the course begins and once the course is in session by the instructor. The Assistant Director will send a final course roster on the first date of the course session. This course roster will include the participants' names and e-mail addresses.

f. Instructor Evaluations

Evaluations will be sent to all course participants upon the completion of the course at the end of the pertinent semester. These evaluations provide information that assists the instructor and the Office of Educational Outreach on the improvement of instruction and/or the course, as well as gives the Office of Educational Outreach a director for future course selection.

All results will be shared with the instructor. An instructor receiving an average consistent result of "neutral" or lower on course evaluations (consistent meaning 3 or more participants) will be asked to have a meeting with the Assistant Director to discuss different approaches to the course offered. A one-time low rating for an instructor will not automatically prevent him/her from continuing to teach. However, if multiple courses have low ratings, the instructor may not teach additional courses.

g. Course Meetings

The instructor will be responsible for choosing the course dates and times of meeting. The Assistant Director does have the option of discussing different dates/times based upon the needs of the participant population or availability of classroom space. All changes will be made with the approval of the instructor and will be before the publication of a course catalog or online content.

The instructor is encouraged to be in the classroom 15 minutes prior to the course beginning to ensure everything is set up as the instructor needs. The Assistant Director will make every effort to be at the beginning of the first course session to ensure the instructor has all needs met for the course to run smoothly. Outside of the first session, the Assistant Director will not attend any of the course sessions, unless otherwise discussed.

h. Inclement Weather

The SIUE campus rarely closes due to weather-related reasons. All closures will be listed on the SIUE website at [siue.edu](http://siue.edu). If the campus is closed, then the course for that date will be canceled and a makeup date/time can be discussed. If the course is hosted at a non-SIUE location, the course will be subject to the inclement weather closures associated with this location. If the instructor would like to cancel the course for weather-related reasons, this is acceptable. The same protocol as under "Attendance" will need to be

followed. The Assistant Director **MUST** be notified at least 3 hours prior to the class beginning and the participants will be notified. The Assistant Director can always be contacted if questions arise regarding if the course should be hosted.

i. Textbooks and Course Materials

All textbooks and course materials needed for the successful completion of the course by course participants will need to be provided to the Assistant Director with the course proposal. Textbooks will be ordered by the Office of Educational Outreach through the approved vendor. All other course materials (i.e. copies made of handouts, blank paper, pencils, etc.) can be ordered by the Office of Educational Outreach as well. If a supply fee is needed to be assessed to students beyond the cost of the course, then this information will need to be communicated upon the proposal of the course. All textbook and material costs will be factored into the cost of the course and will not affect the set salary of the instructor. Instructors are not required to use any supplemental materials for the courses. If instructors will be asking participants to purchase items on their own (i.e. drawing pads, special writing utensils, etc.), please include this information in the course proposal so the information can be disseminated to all course participants before course registration.

#### **4. IMPORTANT INSTRUCTOR ITEMS NEEDED EACH SEMESTER**

a. Course Room

The instructor will be responsible for choosing the correct course room type (lecture, computer lab, open space or smart room), as well as listing any equipment needed for space on the course proposal form. The Office of Educational Outreach will then secure a course room that meets the needs of the instructor. Please be advised that some of the course venues utilized are not on the SIUE main campus. These off-site locations will be approved by the instructor before final decisions are made. If not all needs can be met, the instructor will be contacted before the beginning date of the course to ensure the classroom is acceptable for the instructor. The Assistant Director will ensure the participants for the course are informed as to the location of the course.

If the classroom has a key associated with it, meaning the door remains locked otherwise, the instructor will be responsible for checking out the key with the Office of Educational Outreach. The Assistant Director will obtain the key from the necessary individuals and the instructor must pick up and return the key to the Office of Educational Outreach. A sign-in/sign-out process will be utilized for the key. The Assistant Director will ensure all work orders and forms are correctly submitted for other course venue locations that do not utilize a key for opening the space.

b. Course Materials

Course materials will include any handouts, supplies, textbooks, etc. the instructor requires the participants to have to succeed in the course. All handouts will need to be submitted to the Assistant Director, by email, at least three weeks prior to the beginning course date. The Assistant Director will make copies of each handout item according to the number of participants listed in the course.



Supply lists for any supplies beyond handouts or textbooks will need to be submitted, in writing, at least three weeks prior to the beginning course date. These supplies can include, but are not limited to, drawing pads, writing utensils, basic office supplies, etc. A supply fee can also be assessed to the participants and paid to the instructor on the first date of the course, if need be. This fee will need to be submitted on the course proposal form.

Textbooks can be ordered for the course participants through the Office of Educational Outreach. The name of the textbook, edition, ISBN and average price will need to be listed on the course proposal form when submitted. The price of the textbook will be included with the price of the course.

c. Course Proposal Forms

Course proposal forms for each semester will be requested by the Assistant Director via email. The course proposal form request email will include instructions for completing, information required, deadline for submitting, dates of the semester (including breaks) and the previous courses taught by the instructor (if any). **The Office of Educational Outreach always welcomes new course topics and ideas.**

Course proposal forms must be received by the submission deadline in order to be included in the semester catalog. If dates/times submitted need to be adjusted, the Assistant Director will contact the instructor to discuss different dates/times. Once the proposal has been reviewed and accepted, the instructor will receive a confirmation letter from the Assistant Director outlining the course proposed, dates, times and location of the course, as well as the salary requirements for the instructor. Any questions regarding this letter can be directed to the Assistant Director.

Once the course is set and the enrollment is adequate to proceed, the instructor will receive an email from the Assistant Director to set up a meeting to sign the instructor contract and any necessary SIUE contract paperwork.

## 5. POLICIES AND PROCEDURES

a. Parking

The Assistant Director will provide instructors with a temporary parking pass for use on the assigned days of the course. The parking tag is to be hung on the rearview mirror and be sure it is easily visible when outside the vehicle. The parking tag will be for the assigned parking lot nearest to the building the course will be hosted in. If the course is scheduled to take place in the Technology and Management Center on campus or an off-campus location, then no parking pass will be needed.

If a ticket is received from Parking Services, please contact the Assistant Director and the ticket will be taken care of. The instructor is not responsible for paying for the parking pass or any tickets received.

b. Contracts

Contracts will be prepared by the Office of Educational Outreach once a course is deemed viable, i.e. when a course has the minimum number of participants registered.

The instructor will be contacted by the Assistant Director to set up a time for the instructor to meet and sign their contract. The contract **MUST** be signed before the beginning date of the course. The course cannot be held without a signed contract from the instructor.

The contract will state the name of the course, beginning and ending dates of the course, times the course will be held and the date of payment. Additional paperwork will also be completed and signed with the contract dependent upon the classification of the instructor, i.e. independent contractor, current SIUE faculty/staff, graduate assistant, etc. The Office of Educational Outreach will then process the paperwork in the appropriate timeframe for payment to occur.

c. Paychecks

Payment to the instructor will be disbursed upon completion of the course. Payment will be received by the instructor on or after the last date of the course, as long as all minimum expectations listed in the “Expectations of Instructors” section have been met. For individual contractors, those individuals not currently employed by SIUE, the payment will be in the form of a check mailed to the address listed on the Independent Contract Analysis Form. For current SIUE employees, the payment will be reflected as has been agreed upon previously by Human Resources (i.e. direct deposit, physical check, etc.).

d. Course Evaluations

Course evaluations (see sample course evaluation at end of handbook) will be emailed to all course participants at the end of the course semester. Participants are asked to complete the course evaluations within 3 weeks of the semester closing. The Assistant Director will then compile all course evaluation results and will share the results with the course instructor.

An instructor receiving an average consistent result of “neutral” or lower on course evaluations (consistent meaning 3 or more participants) will be asked to have a meeting with the Assistant Director to discuss different approaches to the course offered. A one-time low rating for an instructor will not automatically prevent him/her from continuing to teach. However, if multiple courses have low ratings, the instructor may not teach additional courses.

The Assistant Director is always available to discuss the feedback from the course evaluations. Please do not hesitate to contact them if a discussion is wanted.

e. Civility Expectations of Students

The Office of Educational Outreach expects that program participants will be engaged learners who will derive a range of benefits from our educational opportunities. To that end, we expect participants in these programs to conduct themselves courteously and respectfully.

**Civility in the Classroom**

(Modified from Recommendations Adopted by the Vice Chancellor for Student Affairs at SIUE, February 2005)

- i. Learning is an active enterprise characterized by the sharing and discussion of ideas. If you disagree with something, do it in a tactful and professional way.
- ii. It is your responsibility to maintain classroom behavior that is professional, courteous and sensitive to the rights of others (e.g., it is disrespectful to interrupt or sleep in class).
- iii. Learning cannot effectively occur in a chaotic, unsafe environment of disrespect and incivility toward one another.
- iv. Get to class on time. Entering late disrupts the class for the instructor and your classmates.
- v. Raise your hand and ask to be recognized. Do not interrupt.
- vi. Silence personal electronic devices and do not allow them to be a disruption to yourself or others.
- vii. Please refrain from consuming foods or beverages in the classroom, unless this is an integral part of the program.
- viii. If you have a problem or a question that requires discussion, make an appointment with your instructor. Your instructor may have a class immediately before or after yours.
- ix. Treat everyone in the class or the laboratory, including your instructor, as you wish to be treated.

Behaviors that are disruptive to the class (and/or program) or its participants will not be tolerated and may lead to a registered participant's removal from the class or program. Such disruptive behaviors include, but are not limited to,

- i. Acts against self or others, including, but not limited to:
  - a. Behavior or conduct which poses a threat to the mental, emotional, or physical well-being of self or others
  - b. Bullying
  - c. Direct threat of violence
  - d. Disorderly conduct including, but not limited to, lewd and indecent behavior, engaging in violent, abusive, boisterous or loud behavior
  - e. Harassment
  - f. Intentional interference with or disruption of any class
  - g. Misuse of social media or electronic devices, including, but not limited to, cyberbullying
- ii. Unauthorized possession or use of weapons or dangerous substances including, but not limited to:
  - a. Any object that is intended to be used as a weapon
  - b. Dangerous chemicals or fuels

- c. Explosives and/or explosive devices
- d. Firearms
- e. Fireworks
- f. Pellet guns, B-B guns, air guns, taser or stun guns, or any object that a reasonable person could interpret as being a gun
- iii. Activity involving controlled substances, as defined by law. In addition, behavior related, but not limited, to incapacitation due to drug or alcohol use.
- iv. Intimidation or harassment based on protected class status. Acts of misconduct or a bias incident when committed by reason of the age, color, disability, gender, gender identity, marital or civil union status, national origin, race, religion, sex, sexual orientation, or veteran status of another individual or group of individuals.
- v. Any individual who has received a persona non- grata notice from SIUE should not engage in any on campus activity as these individuals are subject to fine or imprisonment.

f. Student Complaints

If a student has a complaint about a course or instructor, the student must contact the Assistant Director directly.

If a complaint is filed against a course or instructor, the following steps will be taken:

- i. Office of Educational Outreach staff will research the complaint.
- ii. The Assistant Director will notify the instructor of the complaint.
- iii. Based on severity of the complaint, the Assistant Director will work with the Director of the Office of Educational Outreach and the instructor, if deemed appropriate, to create a solution for the complaint filed.

The above procedures for handling complaints do not apply to claims of sexual harassment or inappropriate conduct. There are separate procedures for these types of complaints (See Harassment and Discrimination Policy).

g. Harassment and Discrimination Policy (University Wide)

- i. **Non-Discrimination and Non-Harassment Policy:** It is the policy of Southern Illinois University Edwardsville (SIUE) that all students, faculty, staff, and guests should be able to experience an educational environment free from discrimination, and harassment. Discrimination against any person or group of persons based on race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service is specifically prohibited in the SIUE community. This policy on non-discrimination and non-harassment reaffirms SIUE's commitment to maintain an environment in which ideas are pursued free of intimidation or fear, and the policy applies to admissions, employment, access to and treatment in all University programs and activities.

Discriminatory harassment includes, but is not limited to, conduct (oral, written, visual or physical) directed against any person or group of persons because of race, color, national origin, ancestry, religion, sex, sexual orientation including gender identity, marital status, civil union status, age, physical or mental disability, military status, or unfavorable discharge from military service that has the purpose of, or reasonably foreseeable effect of, creating an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Harassment of any kind is strictly prohibited and may also be a violation of federal and or state laws. All members of the University community are encouraged to report promptly any conduct that could be in violation of this policy. Discrimination may also be a violation of Titles VI and/or VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and the Illinois Human Rights Act (IHRA).

Individuals, including students, faculty, staff and others, believing they have experienced or witnessed discrimination or harassment should report the incident promptly to their advisor or instructor, department head or supervisor who shall refer the matter to the Office of Equal Opportunity, Access and Title IX Coordination (EOA). Individuals wanting to file a complaint shall contact Jamie Ball, Director, Office of Equal Opportunity, Access and Title IX Coordination, Rendleman Hall, Room 3310, Box 1025, Edwardsville, IL 62026-1025, (618) 650-2333, Fax (618) 650-2270, [jball@siue.edu](mailto:jball@siue.edu).

- ii. **Sexual Harassment Policy:** Southern Illinois University is committed to a policy of providing equal employment and educational opportunities. In particular, Southern Illinois University is committed to maintaining a community in which students, faculty, and staff can work and learn together in an atmosphere free of all forms of discrimination, including sexual harassment. Sexual harassment violates the dignity of the individual and the integrity of the University as an institution of higher learning, and thus, sexual harassment in any form will not be tolerated at Southern Illinois University. This policy applies to all employees, students, contractors, and visitors of Southern Illinois University.

This policy prohibits sexual harassment, retaliation related to sexual harassment claims, knowingly reporting false sexual harassment complaints and knowingly providing false information during the investigation of a sexual harassment complaint. All University employees are responsible for taking reasonable and necessary action to prevent sexual harassment, and all members of the University community are expected to contribute to an environment free of sexual harassment, and are encouraged to report promptly (pursuant to campus procedures) any conduct that could be in violation of this policy. Each SIU campus shall adopt specific procedures for reporting, investigating and resolving harassment claims.

This policy shall not abridge any individual's speech and due process rights under the First and Fourteenth Amendments; nor shall it abridge principles or rights of academic freedom or the University's educational mission. Prohibited sexual

harassment and discrimination are not expression protected as a matter of academic freedom.

Any student, employee, participant in a University sponsored activity or member of the public having contact with the University may utilize the informal procedures, or may proceed directly to the formal procedures. However, for incidents involving allegations of sexual violence, informal procedures may not be used. A complaint may be filed against a student, employee, participant in a University sponsored activity or member of the public having contact with the University.

Procedures for filing a complaint may be found at the following link: <https://www.siue.edu/policies/2c5.shtml>. The Office of Equal Opportunity, Access and Title IX Coordination may also be contacted at 618/650-2333. Individuals may also go directly to the EOA to file a complaint or seek information if they choose.

## **6. CONTACT INFORMATION (618 Area Code)**

### a. Office of Educational Outreach

Main Office Phone Number: 650-3210  
Fax Number: 650-226  
Email Address: [outreach@siue.edu](mailto:outreach@siue.edu)

### b. Assistant Director of Non-Credit Programs – Leslie Brock

Office Phone Number: 650-2660  
Cell Phone Number: 318-6673  
Email Address: [lbrock@siue.edu](mailto:lbrock@siue.edu)

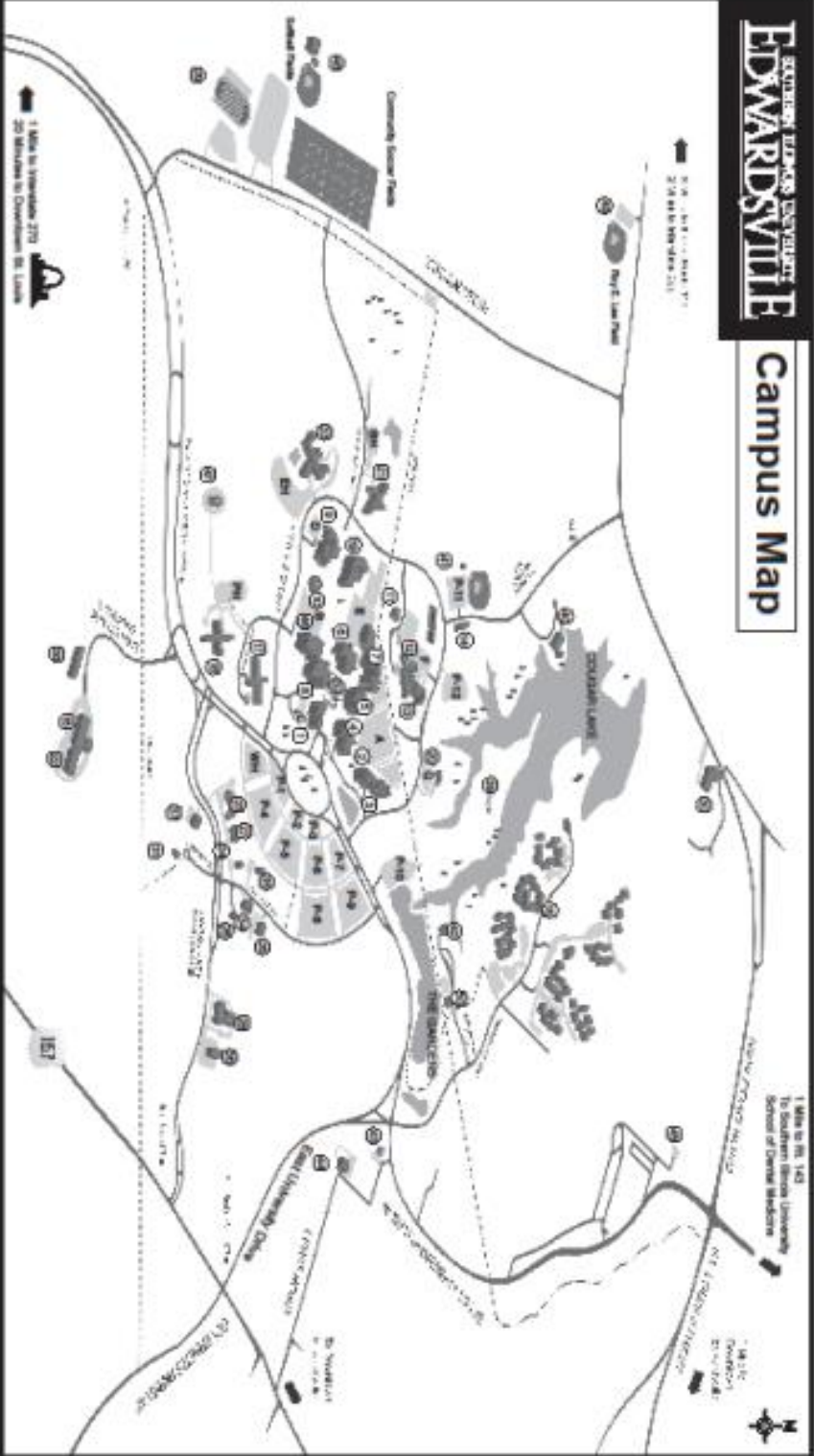
### c. Campus Contact Information

University Police (if room is not unlocked): 650-3324  
Emergency: 911  
Facilities Management: 650-3711

## **7. Maps, Samples and Forms**

- a. Campus Map
- b. Contract Form Sample
- c. Course Evaluation Sample
- d. Course Proposal Form

# Campus Map



1 Mile to Interstate 270  
20 Minutes to Downtown St. Louis

1 Mile to I-240  
To Southern Illinois University  
School of Dental Medicine

1 Mile to I-55  
Downtown  
20 to I-240

## Campus Map

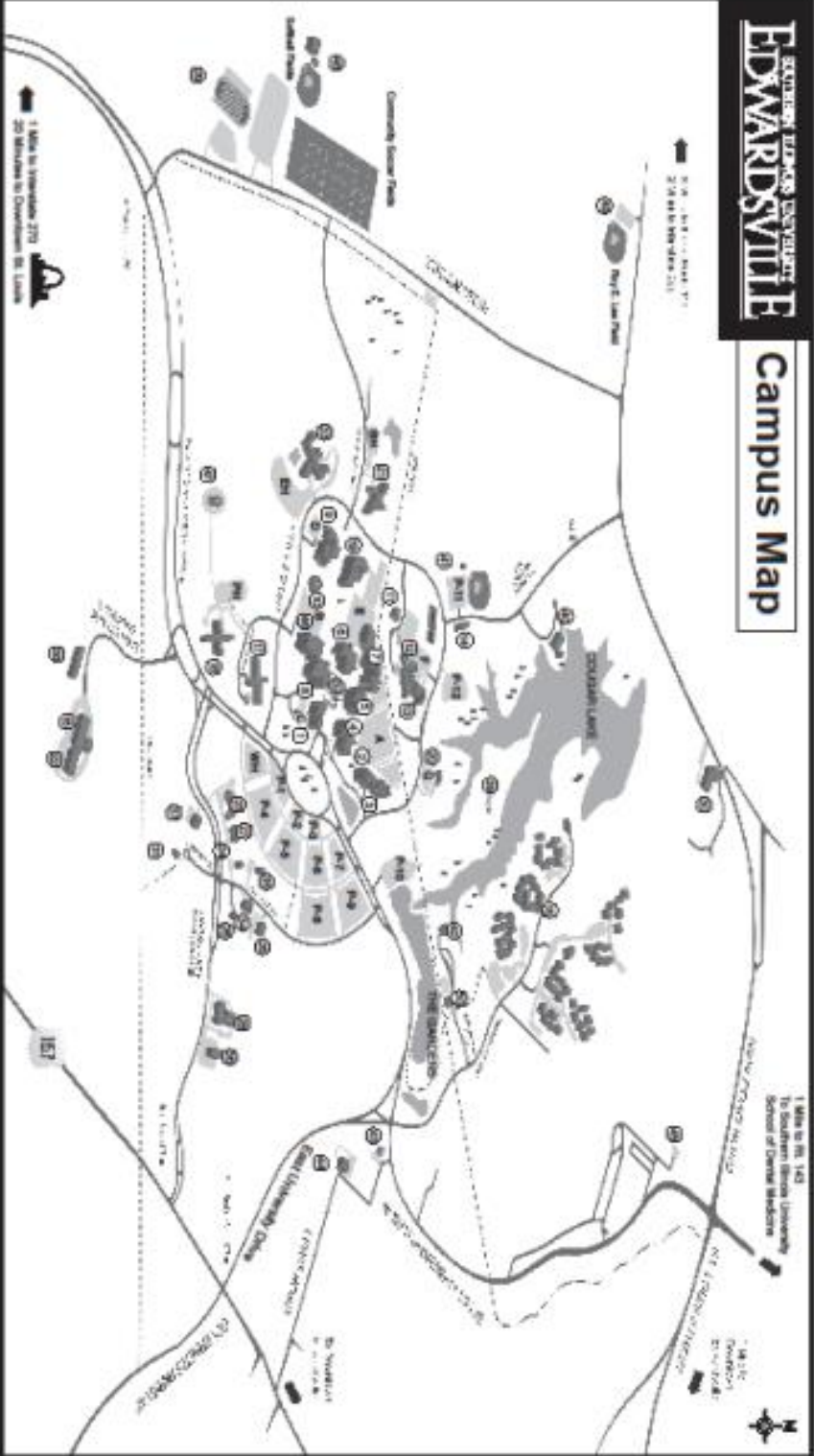
  

### Key to Campus

1. Rendleman Hall (RH)
2. Founders Hall (FH)
3. Alumni Hall (AH)
4. Peak Hall (PH)
5. Loveloy Library (LH)
6. Durham Hall (DH)
7. Science Buildings (SL)
8. Morris University Center (MUC)
9. Art and Design (AD), Art and Design West (ADW)
10. Religious Center (RC)
11. Webster Student Experimental Theater (ST)
12. Student Fitness Center (SFC)
13. Venable Center (VC)
14. Early Childhood Center (ECC)
15. Cougar Village Commons (CC)
16. Supporting Services (SS) / University Police (UPOL)
17. Woodland Residence Hall (WRH)
18. Prairie Residence Hall (PRH)
19. Engineering Building (EB)
20. B. Bernard Byrger Hall (BBH)
21. Burr Residence Hall (BRH)
22. Museum Operations (MO)
23. 200 University Park (UP)
24. 100 North Research Dr.
25. 50 North Research Dr.
26. University Park Administration (U1)
27. School of Pharmacy Lab (PL)
28. National Com-fo-Ethanol Research Center (NC)
29. Ralph Korbe Stadium (KS)
30. Environmental Resources Training Center (ERTC)
31. Technology and Management Center (TC)
32. Station Quadrangle (SQ)
33. Evergreen Residence Hall (ERH)
34. 47 North Research Dr.
35. 110 North Research Dr.
36. Biotechnology Laboratory Incubator (BL)
37. 150 University Park
38. Library Storage Facility (LS)
39. Swimming Pool (SW)
40. Heating & Refrigeration Plant (HRP)
41. Outdoor Recreational Sports Complex (OR)
42. University Housing/FIC
43. Emergency Management & Safety
44. SIUE Credit Union (CU)
45. Shea Sky Lab (SH)
46. Student Success Center
47. Physics Observatory
48. Fulginiti Indoor
49. Simmons Baseball Complex
50. The Gardens Support Center

Parking Information: Visitors may park in Lot B or reserved portions of other lots.

1309 siue.edu/maps



Contract Form Sample



Office of Educational Outreach

DATE: July 1, 2018

SUBJECT: Payment of Work Performed by INSTRUCTOR NAME, SEMESTER YEAR

INSTRUCTOR has agreed to facilitate the noncredit program "NAME OF COURSE" NUMBER OF SESSIONS, DURATION IN HOURS OF ONE SESSION, and will be paid \$TOTAL AMOUNT from the Educational Outreach account, Noncredit Courses 742075.

This will be made as one payment to the end of the program on DATE OF PAYMENT, if the minimum class size of \_\_ for each course is met.

This is an independent contractor agreement and will create no presumption of a right to a subsequent agreement.

\_\_\_\_\_  
NAME OF INSTRUCTOR Date

SSN \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Leslie Brock Date  
Office of Educational Outreach  
lbrock@siue.edu  
(618) 650-2660

\_\_\_\_\_  
Mary Ettling Date  
Director  
Office of Educational Outreach



## Course Evaluation

# Course Evaluation

Please answer the first questions by typing in the information requested. Then, please choose the rating that best describes the statement. After the rating questions, please answer the open-ended questions by typing in answers in the available spaces.

**Title of Course \***

**Where do you currently reside (city, state)? \***

**How did you find out about the course? \***

- Facebook
- Spring Catalog
- Educational Outreach Website
- From someone else
- Other:

**Are you a: \***

- Faculty/Staff Member from SIUE
- Student from SIUE
- Community Member
- Other:

**General Course Information \***

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The dates of the course worked well with my schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The times of the course worked well with my schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The location of the course was easy for me to find.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The registration process was easy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I enjoyed the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Course Content \***

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The course was well-organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was beneficial to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The course increased my knowledge in this particular area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was clear the course was presented by persons with education and experience in the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Instructor \***

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The instructor was prepared for the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was responsive to questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor explained difficult material clearly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor used teaching strategies that enhanced my understanding of course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, the instruction in this course enhanced my learning of the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**The best feature(s) of the course was (were): \***

**Suggestions for improvement of the course: \***

**Other topics I would be interested in seeing offered for courses: \***

**Additional Comments:**

**Please provide a brief statement (testimonial) about the course you took.**

We would like to provide some statements from our course participants in our upcoming catalog. Please provide a brief statement about your course (what you liked/enjoyed) that we can place in the catalog.

**If you provided a testimonial, do we have your permission to use your first name and last initial in the upcoming catalog?**

- Yes
- No



# NON-CREDIT COURSE PROPOSAL FORM

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

WILL YOU NEED A PARKING PASS?  YES  NO (IF CURRENT SIUE STAFF, MUST USE STAFF PASS)

IF YES, VEHICLE MAKE/LICENSE PLATE NUMBER: \_\_\_\_\_

COURSE INFORMATION: TITLE: \_\_\_\_\_

IS THIS A NEW OR EXISTING COURSE?  NEW  EXISTING (offered before)

COURSE DESCRIPTION (as you want it to appear in course catalog):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT IS THE MINIMUM NUMBER OF STUDENTS YOU WILL TEACH? \_\_\_\_\_

WHAT IS THE MAXIMUM NUMBER OF STUDENTS YOU WILL TEACH? \_\_\_\_\_

START DATE OF COURSE: \_\_\_\_\_ END DATE OF COURSE: \_\_\_\_\_

DAY(S) OF THE WEEK OFFERED: \_\_\_\_\_

START TIME OF THE COURSE: \_\_\_\_\_ END TIME OF THE COURSE: \_\_\_\_\_

ARE THERE ANY DATES THAT WILL BE OMITTED: \_\_\_\_\_

NUMBER OF COURSE SESSIONS: \_\_\_\_\_

TYPE OF CLASSROOM NEEDED: \_\_\_ LECTURE \_\_\_ COMPUTER LAB \_\_\_ SMART ROOM \_\_\_ OTHER

EQUIPMENT NEEDED: \_\_\_\_\_

\_\_\_\_\_

PLEASE LIST ANY COSTS ASSOCIATED WITH THE CLASS (copying, materials, supplies, etc.):

\_\_\_\_\_

IS THERE A TEXTBOOK REQUIRED FOR THE COURSE?  YES  NO

IF YES, WHAT IS THE TITLE OF THE TEXT(S): \_\_\_\_\_

PLEASE SUPPLY THE ISBN: \_\_\_\_\_

Please return form to Leslie Brock, Assistant Director of Non-Credit Programs, Office of Ed. Outreach:  
Email: lbrock@siue.edu Fax Number: 618.650.2629 or In Person: Rendleman Hall, Room 1330