

Facilitator's Tasks

The facilitator provides assistance to the instructor to make sure the event runs smoothly. Tasks include the following:

Course Information Forms

As facilitator your first task is to assist the instructor in completion of the Course Information Sheet (CIS) and submit the form to a member of the Curriculum Committee for approval. Forms are located on the friendsforlearning.com web site and should be submitted electronically.

- CIS forms are due **November 1** for Spring Semester and **May 1** for Fall Semester.
- **Fill in all blanks.** What you include on the CIS will be included in the Course Catalog, so be sure all information is accurate and in complete sentences that are easy to understand. The Curriculum Committee should not be expected to do extensive editing.
- The instructor's **credentials** should be brief and only reflect knowledge about the subject being taught.
- The **class description** should be brief and in complete sentences.
- Include **equipment** needs and **fees** required for individual class supplies.
- **Proof the preliminary Course Catalog.** Once all data has been entered into the catalog, a copy will be sent to you for proofing.
 - Contact the instructor for approval of the proposed date, time, class description and credentials. (Sending this information via email is helpful.)
 - Check the catalog to be sure any fees are listed.
 - Proof carefully for spelling errors and misleading information.
 - Send approval and/or changes to the Curriculum Committee chairperson or to the FFL secretary Denise Morton at demort.morton464@gmail.com , phone: 208-524-0389.

Class Reminders, Rolls

- Within a week or so after registration begins, ISU Continuing Education will send you a list of students enrolled in the class and a student roll. You will receive an updated roll a few days before the class. Recording attendance is optional.
- A few days before the class, ISU will send a reminder about the upcoming class to all who are enrolled. If you want to send a special message to students, prepare and send the message to Shirley Hockett, ISU Continuing Education at mcelshir@isu.edu, and she will forward it to the enrolled students.
- If you personally want to send an email to students, Shirley will provide you with a contact list to use for that purpose.
- Students will be informed to contact you if they cannot attend a **limited** class. When a cancellation occurs, you will contact the first person on the wait list and invite them to attend the class.
- Classes held in the large classrooms, are not limited. Taking roll is not necessary.

Parking Pass(es)

The instructor will need a temporary parking pass in order to park in the University Place parking area. Maxine Smolowitz , FFL Treasurer, will send you a temporary parking pass for the instructor. This should be given to him/her a few days before the class. If more than one person is presenting, contact Maxine for extra passes at 523-0373.

Day of the Event

- Arrive at University Place at least 15 minutes before the start time.
- Make sure needed equipment is available. Help is available in three ways:
 - Audio visual staff -- CHE 206C, Phone: 282-7909
 - Michael Timms, TAB 204, Phone: 282-7856 or 417-9084.
 - For help with Computer class problems in CHE 206 -- Computer Services, CHE 203A, 202-7986.
- Assist instructor in getting materials and equipment ready for the class.
- Tape a sign at the classroom entrance giving the name of the class. (Bring tape to do this.)
- Assign one or two students to stand at door(s) and pass out temporary name tags to those who did not wear the one furnished them by FFL. Temporary name tags and magic markers are located in a box labeled "FFL" in the office next to TAB 200.
- Bring a bottle of water for the instructor.
- If an ISU class is in progress, have members wait quietly in the hallway until the classroom is vacated.
- Introduce the instructor and act as a liaison between the instructor and class members.
- Remind students to turn off cell phones.
- If possible, take a picture of the class and instructor. Send to Historian Marilyn Quast, quastmd@srv.net. Include information about the subject.
- Send a thank you note to the instructor after the event.

Seating Capacity

Due to fire codes at University Place, everyone must be seated. If the numbers exceed the capacity, the facilitator will refuse entrance to late comers and suggest that nonregistered individuals relinquish their seats to those who have registered for the class.

Class Cancellations/Changes

Cancellations can generally be avoided if you are in contact with the instructor regularly. In the event an instructor has to cancel a class or if the date or time needs to be changed, follow these procedures:

- Ask the instructor for dates when the class can be rescheduled.
- Check the FFL calendar to see which dates are available.
- Call Michael Timms, 282-7856 or 417-9084 to reserve a room for the new time and date.
- Prior to class time place a "Class Cancelled" sign on the classroom door.
- Notify Shirley Hockett at 282-3155 or 282-3372 (email: mcelshir@isu.edu) of the cancellation or change of date and request a note be sent to all students registered for the class.

Classroom Expenses

Friends for Learning will pay for copying up to 10 double-sided black and white pages per student. If the class consists of more than one session, the total number of copies per student remains the same as single-session classes (10 double-sided b/w copies). To receive reimbursement, please submit an expense form (found on the FFL web site) and an original receipt to the FFL treasurer, Maxine Smolowitz, 3925 E. 97th N., Idaho Falls, ID 83401. Please do not ask University Place to make copies.

If the instructor has multiple handouts, you may wish to send the material to students via email and suggest they print and bring the handouts to class.