**FACILITATOR’S GUIDELINES**

Updated 1/2023

Questions? Contact the FFL Facilitator Coordinator

Kathie Hendrix –

Text or call 208 -589-4352

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

1. **CIS or Course Information Form**

As a 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 web at <https://cetrain.isu.edu/media/files/FFL_CIS_Form_2021_v11.pdf> We are currently using version 11 and it should be submitted electronically.

CIS forms are due the second Monday of November for Spring Semester and the second Monday of May for Fall Semester

1. Fill in all blanks, except those in gray at the bottom of the form. 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.
2. The title of the course should be short and able to catch the interest of the potential class member.
3. The instructor’s credentials should reflect only their knowledge about the subject being taught
4. Proof the preliminary course catalog by:
5. Contacting the instructor for approval of the proposed date, time, and class description, and instructor credentials. (Sending the information via email is best)
6. Check the first draft of the catalog to be sure any fees are listed
7. Proof for spelling and incorrect information
8. Send approval and/or changes to the Catalog Chairperson at lpraeder1@gmail.com

Editing -- The Catalog Committee may edit titles and descriptions as needed.

1. **Class Reminders and Rolls**
2. ISU Continuing Education will send you a list of students enrolled in the class and a student roll. To make certain you receive this roll contact ISU with the name of the class, date and time. Recording attendance is optional.
3. A few weeks before the class, request ISU to 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, at Pocatello ISU, and she will forward it to the enrolled students.
4. If you personally want to send an email to students, Shirley Hockett will provide you with a contact list to use for that purpose.
5. You will receive a list of those without emails for you to call.

e. Limited Classes: Students should be informed to contact you if they cannot attend. When a cancellation occurs, you will contact the first person on the waiting list and invite them to attend the class.

**3. Parking Passes**

1. If your class is held on the ISU campus, the instructor will need a temporary parking pass to park in the University Place parking area. Maxine Smolowitz will send you a temporary parking pass for the instructor. Mail this pass to the instructor along with the letter to the presenter, final instructions made by the FFL Board that you write.
2. If a student needs a parking pass have them contact Kathie Hendrix.

**4. Day of the Event**

1. Arrive at University Place 15 minutes before the start time. Do not come an hour early. Media helpers will be at the room 10 to 20 minutes early to set up
2. Make sure needed equipment is available. Contact Audio visual staff for help at CHE206C, Phone (208)282-7909
3. Assist the instructor in getting materials and equipment ready for the class. This includes any art class. Please bring plastic table clothes to cover the tables and cleaning products. Make sure everything is cleaned before you leave.
4. Tape a sign at the classroom entrance giving the name of the class (bring your own painters tape). Remove the sign after the class.
5. Bring a bottle of water for the instructor.
6. If an ISU class is in progress, have members wait quietly in the hallway until the classroom is vacated
7. Seating Capacity. Due to fire codes or COVID restrictions 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 seat to those who have register for the class. Don’t move more chairs into classrooms
8. **Beginning the class**
9. Introduce the instructor, read his biography, act as a liaison between the instructor and class members.
10. Remind students to silence their cell phones.
11. Take a picture of the class and/or instructor and send to the FFL Historian [marylynhus@gmail.com](mailto:marylynhus@gmail.com) 208-716-1022
12. End on Time. Rooms are scheduled.
13. Facilitators tell participants “If you want to visit more than 15 minutes, please exit the room and visit in the hall”
14. Write a thank you note to the instructor after the event
15. **Class Cancellations or Changes**
16. Cancellations must be communicated to the Scheduling office promptly. (208) 282-7856.
17. First request a new date from the Instructor.
18. Notify the Facilitator Coordinator of any cancellations
19. Notify Shirley Hockett of the cancellation or changes and request a note be sent to all students registered for the class
20. **Classroom Handout Expenses:** Do not ask University Place to make copies.
21. 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. To receive reimbursement, please submit an expense form (found on the FFL web site) and an original receipt to the FFL Treasurer.
22. 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.

**ZOOM Classes**

See information from Allen Perkins for setting up your Zoom Class.

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Helpful Reminders from ISU

A. Classrooms: all classrooms are equipped with basic equipment only, (i.e. computer, projector & screen, speakers, and document camera) and are made available to the presenter. Anything in addition to the standard setup will be the presenter’s responsibility. All equipment must be used as intended. Microphones are only available if one is absolutely needed.

B. Auditorium: the auditorium is equipped with a regular podium, a podium w/computer, a projector & screen, a sound system, 2 lapel mics, 6 wireless handheld mics, stage lighting, a DVD player, a Document Camera, PowerPoint clicker w/laser pointer, and extra tables & chairs. (At this time TAB 200 is unavailable to us)

C. Classroom Username and Password: The Classroom Support staff will sign FFL into the classroom computers, prior to each class. If no one is available to sign FFL into the computers, the facilitator is to contact the Scheduling office. Sign-in credentials cannot be saved or given to FFL for security reasons.

D. Setup Time: FFL Classes are set up for 10-20 min. before the listed start time of the class. If additional time is needed, it is the responsibility of the facilitator (not the presenter) to contact the Scheduling & Event Services - Idaho Falls office and make arrangements.

E. WIFI: a guest WIFI account is available to all guests of ISU. Instructions for connecting to the WIFI can be given on the day of the event.

F. Presentations: are the responsibility of the presenter to know how to access and use. The use of thumb drives or online storage platforms (i.e. Google Drive, Box, iCloud, etc.) is the preferred method for accessing presentations. We suggest having multiple ways of accessing your presentation, just in case one method does not work. Use of personal devices is limited and must be approved by the Scheduling office in advance.

G. Practice sessions: If a practice session is needed, to get familiar with the equipment or to practice the presentation and work out any issues, the FFL Facilitators can contact the Scheduling office to make arrangements to do so.

H. Rescheduling FFL courses: All room and equipment requests for FFL courses must go through the FFL Curriculum Committee to be accepted by the Scheduling office.

I. Meeting with FFL Facilitators: once a year at the beginning of a new academic year is sufficient

J. Classroom Assistance: contact the classroom support staff first at (208) 282-7909 before contacting the Scheduling office at (208) 282-7856.

K. Art classes: Bring plastic table clothes from the dollar store to cover the tables you will be working on. Be sure to clean up paper scraps in every room we use. Keep your area clean.

L. CHE Building: Check the total numbers registration in your class to see if a larger classroom is needed. Call the Curriculum Chairman

M. Send the presenter a letter of thanks.

Presenters need to be informed: Review

#1 Have a backup method; or save your presentation to a flash drive, thumb drive, or to the cloud, or Google drive.

#2 Bring all your things for the presentation and know how to run the equipment

#3 Presenter needs to build in question time to prevent running overtime

#4 If putting up signs use painters’ tape or putty, and remove them after the class.

#5 No open flames, candles, etc.

#6 Not permitted: glitter or a cooking demo. See ISU polices on ISU web site.

#7 Does the Presenter have any special needs? Let the facilitator know. Do you need a special chair, etc.

#8 Facilitators will have a parking pass for the Presenter.