

GUIDE SHEET for the UFM CLASS DESCRIPTION FORM

TITLE: Class titles are one of the most important components of a course description. You may choose your own title or we can assist you in creating a title.

INSTRUCTOR: Enter your name as you wish it to appear in the catalog.

ADDRESS: List the address you wish to use for sending correspondence. It will not be published.

PHONE #: Please list day and evening phone numbers. Only one of the numbers you indicate will be published or given to potential or enrolled participants and only with your permission.

E-MAIL: Please indicate an e-mail address that you use for correspondence. It will not be published.

CLASS DATES: Schedule a date that fits your schedule within the semester. Beginning and ending dates are indicated on the class description form as well as other dates you may want to consider. Keep in mind that KSU students, faculty, and staff often need a week or two to get organized after their semesters begins.

DAYS: Classes may be held any day of the week, including weekends. Consider your audience.

CLASS TIME: Consider your audience! Generally 7 p.m. is a good time for evening classes.

MEETINGS: How many times will your class meet? For example, a ballroom dance class may meet for 8 weeks, one time a week. This would be considered 8 “meetings”.

SESSIONS: If the same class is offered more than once, this is considered a new session. Please use a new sheet for each different class you offer.

NUMBER OF PARTICIPANTS:

Minimum: This is the minimum number of people for whom you would be willing to teach

Maximum: This indicates the maximum number of people you would like in your class

No limit: Please indicate “no limit” if the only restriction is the size of the room

FEES/INSTRUCTOR EXPENSES

Total Class fee, as published in the catalog, accumulates all class expenses and will be set by UFM.

FEES: Instructor fees are assessed separately by each instructor and are intended to cover any expense you may incur. UFM will collect the fee and reimburse the instructor. Please submit a roster to the office coordinator to verify enrollment and receive payment for your expenses.

COPIES: ALL copies should be made at UFM (allow 1 week). We will not reimburse you for copies made commercially! Please note the number of copies that you will need for each participant in your class. UFM will include this expense in the base fee.

BASE FEE: There is a base fee UFM must charge to cover administrative and catalog costs. This amount is set by the number of times a class meets and is kept as low as possible.

LOCATION OR EQUIPMENT FEE: This fee is added only when we have to pay for rented space or equipment.

ADVERTISING: Advertising or promotion of classes beyond the UFM catalog must be approved by the UFM

Education Coordinator. The disclaimer “This advertisement is paid for by (list your name) must appear on all printed material. All printed material must contain UFM information and present an unbiased image of UFM. The focus of advertising must be class promotion.

LOCATION: We try to hold as many classes as possible at the UFM House, but we also negotiate for space either with KSU facilities, or other community locations as well as your own home or business. Locations will be assigned unless otherwise indicated.

EQUIPMENT NEEDS: A VCR and TV, a slide projector, overhead projector, screen, and marker boards are available for UFM class use. It is important to know equipment needs at the time the class is scheduled so that we may make the necessary arrangements.

CLASS DESCRIPTIONS: Please write a creative description of your class and list the main points you wish to cover. We do reserve the right to edit. Remember this is an opportunity to “market” your class.

ABOUT THE INSTRUCTOR: Please provide information about yourself and your experiences related to the topic. Include relevant or “fun” qualifications.

RESPONSIBILITIES OF A UFM INSTRUCTOR

PROOFING YOUR COPY: After we receive your completed class description(s), we will check the copy, schedule a location, and mail you a copy of the course description as it will appear in the catalog. Please check this copy carefully and notify us immediately if there are any errors.

CLASSES NOT HELD AT UFM: We will mail you tentative rosters and other forms if the class has met the minimum number of participants. For classes not held at UFM, arrangements should be made for keys or special instructions.

CLASSES HELD AT UFM: For classes held at UFM, you will find a roster and everything needed in your assigned room the day or evening of class.

ATTENDANCE ROSTERS: Following the last class of a session, return your roster to UFM to the office coordinator. The blue box outside our office is available to drop off rosters after hours. **Your class roster is used to start the process that enables you to receive payment for your expenses.**

RELEASE FORMS: Our liability insurance requires that everyone attending a UFM class sign a release form and be registered in the class. Refer them to UFM to register. Please return signed forms to UFM.

EVALUATION FORMS: Evaluations are useful to give feedback and are often used for reference letters that you may need in the future. These evaluations also help us find out what classes people are interested in UFM offering as well as classes people might be interested in teaching at UFM. Summary evaluations are kept on file in the UFM office.

HOUSEKEEPING: We do not employ a janitor. Please see that the space is clean after your class. If furniture is moved please return to its original place and leave the room in the condition it was when you arrived. Please turn off the lights, air conditioner, etc. Hallway and outside lights remain on and you only need to lock doors when arrangements have been made to secure equipment. At UFM, the House is checked and locked at 10 p.m. every night.

NO SELLING POLICY: UFM classes are not a forum for selling a product or service. Materials specifically

oriented to an instructor's financial interests should not be distributed in class.