

ICL CLASS COORDINATOR INSTRUCTIONS

Before the First Class

- **If you have any questions about the class coordinator duties, contact the ICL Primary Coordinator** (currently, David Fann: dafann46@icloud.com or 706.994.8220).
- The course leader's contact information will be emailed to you and a final roster will be emailed to you just prior to the first class.
- Contact the course leader as soon as you receive his or her information and determine if any audio/visual or other equipment is needed for the class. The computer is password protected, and you and the course leader may need a training session on how to use the equipment. Contact Art Frenz or David Fann (phone numbers below) to schedule a training session.
- **Prior to the start of the first class, you should meet or talk with the course leader to ensure both of you agree on and can enforce the basic ground rules for the class. Email the roster to the instructor.**
- If there is a class scheduling conflict for days when the college is not open for business, such as a Federal holiday, check with the course leader to make sure class will be held.
- The ICL classroom is in the Brown building on the Young Harris College campus. The building will be unlocked during the day for all classes (ICL and YHC). The ICL classroom door has no lock. If for some reason the building is locked contact the campus police at 706.379.4569 and they will unlock the front door.

First Class

- **IN THE FIRST CLASS**
 - **Verify each student attending is on the roster.**
 - **Hand out nametags.**
 - **If a student is not on the roster, ask if they have registered. If not, give them a registration form from file tray to fill out. Collect it and the course fee (check or cash).**
 - **All students are required to be a member of ICL. If not a member, they need to include the membership fee with the course fee.**
 - **Place the registration form—along with the check and/or cash in small manila envelope and put in the ICL office mail slot.**
 - **If they say they have registered, verify with the registrar (706.379.5194) when convenient.**
- **Remind ICL students that other classes use the building and to keep the noise levels down in the hallways. Our classroom door should remain closed during ICL class sessions. DO NOT lock the back door as it must remain unlocked even during class as it is a fire exit.**
- Check the file tray for blank registration forms. Check the coat rack for nametags. **If your class is not in the ICL classroom, visit the classroom before the first session and collect nametags for your course, along with a few blank registration forms for possible walk-ins.**
- **If a student needs a nametag, please send the name of the person (and the name they want on the tag, if different) via email to icl@yhc.edu or call the ICL office at 706.379.5194.**
- **If a student needs a parking decal, please send the name of the person (and vehicle make, model, year, and tag number/state) via email to icl@yhc.edu or call the ICL office at 706.379.5194.**
- Introduce yourself to the class.
- Read the classroom guidelines aloud.
- A unisex restroom is in the classroom, and 2 unisex restrooms are down the hall.
- Introduce the course leader with a brief biography, either from the course announcement or provided by the course leader. (Some course leaders prefer to introduce themselves; that is OK.)
- It is preferred that the college library copier be used prior to class for any copying needs. **No color copies, please.** The ICL office copier can be used in an emergency, if the office is open.

Every Class

- Ensure the ICL A-frame sign is in the front area of the building, visible through the window or outside front door.
- Count attendees in each class. (Do **not** “call the roll” or use a sign-in sheet.)
- As a rule, classes will be held as scheduled in the course announcement, unless cancelled due to bad weather or other unforeseen problem. If YHC is closed due to inclement weather, the ICL class should also be canceled. **Be sure to notify the class members and the course leader of any cancellation, and also send an email to (or call) Art Frenz.**
- ICL is a program of continued learning for mature adults. Since the curriculum is specifically designed for adults, children are not accepted in the program. Guests of a class member, who are 18 years and older, are permitted to attend a **single session**, subject to approval by the class coordinator **and** the course leader.

Next to the Last Class

- Course evaluations will be sent by email toward the end of the course. Blank paper forms will be available in the file tray in the classroom for students who prefer them.

Classroom Guidelines

The Institute of Continuing Learning is affiliated with Young Harris College and we appreciate the support the college provides. There are just a few housekeeping items that we need to go over.

- **Please turn off your cell phone**
- **No food or drink is permitted in the classroom, except for water.**
- **Please wear your nametags to all ICL functions. Your nametag is a permanent ID, so please keep it in a safe place.**
- **Class evaluation forms will be sent to the students via email, and blank paper evaluation forms will be available in the classroom prior to the last class.**
- **Breaks will be given, but feel free to step out if it is necessary.**
- **Restrooms are located down the hall in the Brown Building.**
- **Please remember YHC classes are in session so try not to make noise outside the classroom.**
- **Classes cannot be recorded without the permission of the Course leader.**
- **The primary purpose for ICL classes is to learn from the course leaders who have knowledge and expertise. Class participation and discussion are critical elements in the learning process, but please be respectful of others and do not dominate the class discussion.**

Last Class

- Thank the course leader and solicit a round of applause.
- Collect paper evaluation forms, if any, and place them in manila envelope and drop in office mail slot.
- Notify the registrar of any other leftover items in the room.

Emergency Numbers

Campus Police - Call the campus police if the building is locked when it should be open (for instance, during the summer term) or for other emergencies.

- 706.379.4569

The YHC IT Support Desk should be called only as a last resort. Please try contacting Art Frenz or David Fann before calling IT Support.

- Art Frenz: 706.970.0397
- David Fann: 706.994.8220
- IT Support: 706.379.5212