



## **Instructor Manual**

**March 2025**

### Mission Statement

Acadia Senior College (ASC) is an educational organization providing intellectual stimulation, practical knowledge, social interaction and fun primarily for adults over 50.

### Contact Information

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We invite you to explore the Acadia Senior College website to learn more about the college. There you'll find information about current and past courses, events, and teaching opportunities. The website also provides access to the [Course Proposal Form](#).

## Overview

Acadia Senior College (ASC) is a nonprofit, membership-based educational institution operated by volunteers and serving adults 50 and older. Students are not graded or evaluated, and no course credits or degrees are awarded. All *instructors are volunteers* bringing expertise and extensive background in their subject areas. Students must be current members in the college to enroll in courses. Instructors are not required to be members, though we certainly encourage instructors to join.

**Course Topics:** Prior teaching experience is beneficial but not required. The Curriculum Committee welcomes proposals on any topic likely to interest our members. Popular subjects range from academic areas like literature, history, sciences, and arts to recreational activities such as sports, games, and dancing, or practical skills such as photography or culinary arts.

Courses may include appropriate outdoor or on-site field work; past examples include bird watching, geology, and MDI flora and fauna. Transportation for such courses must be organized by the instructor and class members since ASC has no vehicle.

Course descriptions should clearly specify the level of mobility required, since ASC members have varying degrees of agility and balance. Team teaching of classes, whether by two or more instructors, has proven to be a successful model, and such proposals are welcomed.

**Curriculum Committee:** The Curriculum Committee solicits, reviews, and approves course proposals, schedules classes, and arranges classroom sites. Course descriptions and schedules are published on the ASC website in advance of each term.

**Deadlines:** Course Proposal Forms must be submitted by the deadline posted on the ASC website for the appropriate class term.

**Instructor Appreciation:** As a modest way of recognizing and appreciating our *volunteer instructors*, you may register for one ASC class free of tuition for each class taught and completed, with no time limit to this tuition “credit.” You must be a current paid member to use your course credits.

## Course Proposals

To offer a class, please [submit an online course proposal form](#). The deadline to submit a proposal is listed on the website for each term.

**Class Scheduling:** ASC offers classes in each of three trimesters: Fall (late August – early October), Winter (early January – mid-March), and Spring (mid-March – May). Most classes are offered once per week for 2 hours over a period of 4 - 8 weeks in either the morning or afternoon on weekdays. (However, on rare occasions we have offered Saturday and evening classes.) Typically, 12 to 15 courses are offered each trimester. Please be in touch if you wish to propose a class with a more flexible format. The Curriculum Committee will try to accommodate your

proposed class schedule but may need to make modifications imposed by availability and appropriateness of classroom sites or other considerations.

**Class Formats:** ASC offers in-person classes, online classes via Zoom, and hybrid classes. Hybrid classes consist of an in-person section and a Zoom section that meet at the same time. You may choose the format that best suits your course material, class size, and teaching style.

**Class Size:** ASC class sizes typically range between 5 and 30 students depending on the class format, selected class sites, and your teaching style. When submitting a proposal, please choose the minimum and maximum number of students you are willing to teach. For hybrid classes, choose these options for each section separately.

**Class Sites:** When choosing your preferred class sites, please select at least three locations. ASC can help you identify suitable class sites. Once a site has been assigned for your class, plan to visit the site as soon as possible to confirm that the site is suitable for your class size and any technology needs.

When choosing a hybrid format, the course proposal form automatically lists those sites most suitable for hosting hybrid classes.

For in-person courses, remember that ASC is a guest in the facilities of our site partners. In most cases, instructors are responsible for setting up chairs and tables and any equipment needed for the class. You should leave the classroom as you found it, with tables and chairs returned if applicable, trash removed, and equipment securely stored. Classes should be mindful of noise levels. Class participants should adhere to the site's parking regulations and requests.

**Books, Copies, Supplies, and Materials:** Textbooks, copies and other supplies and materials are included as part of course tuition. When selecting books and supplies for your course please be mindful of the monetary and environmental cost. We encourage emailing of PDF's, scans, or website links rather than the physical distribution of paper where practical. *The cost of books and supplies should not exceed a total of \$30 per student.*

Photocopies and scans may be made at First Express on Cottage Street in Bar Harbor – they will bill ASC directly. *Please do not impose on our in-person site partners by requesting to use their copiers for last-minute work.*

When copying materials, please consider copyright and fair use guidelines. In general, limited use of copyrighted materials may be used without permission for educational purposes. However, it is your responsibility to determine if any materials require permission.

The ASC Administrator orders requested textbooks from Sherman's Bookstore in Bar Harbor and notifies students when they are available for pickup, usually at least a week before classes begin. You may order other supplies, such as paints, drawing pads, and food samples directly and request reimbursement from the administrator.

**Assumption of Risk Forms:** All participants, including instructors and guests, in any class involving physical activity, outdoor trips, or food/drink, must sign an *Assumption of Risk Form* releasing the college and instructor from liability. When submitting a course proposal, please specify any specific risks, such as “using sharp tools” or “hiking over uneven ground”.

The risk forms are automatically emailed to students in any class requiring them. They must be completed, signed and returned to the ASC Administrator before the first class.

**Equipment:** Instructors must supply their own laptops when using PowerPoint, Keynote or other presentations. When selecting your preferred class sites, consider any technical requirements. Some sites have large screen TVs that can connect to your laptop while other sites may have LCD projectors and screens. For sites that do not have equipment, ASC maintains LCD projectors and screens for use during classes. We also have whiteboard/flip chart easels. When submitting your course proposal, please indicate any equipment you may need.

## Registration

**Student Registration:** Course registration is online at [www.acadiaseniorcollege.org/courses](http://www.acadiaseniorcollege.org/courses). Registration is first come first served and opens on the date and time advertised on the ASC website. Online registration is typically open for about 10 days. Once registration is closed, students may request to join a class by contacting the ASC Administrator who will check with the instructor before admitting late registrants.

If a course fills up, registrants are added to a *waitlist* and notified in the order of signup if seats become available. Classes that do not meet the minimal number of students as set by the instructor are *cancelled* for that term and any students who did register will be notified by the ASC Administrator.

After registration closes, students in classes that have met the minimum enrollment automatically receive a confirmation email notifying them of the class dates, time and location, contact information for the instructor, a list of class participants and the time and place to pick up other materials, if applicable.

## Policies and Procedures

**Communicating with Students:** Once registration closes you will receive a list of students in your class along with contact information. You should create a list of student email addresses using the “blind copy” (bcc) field to communicate with the class as needed: cancellations, class assignments, etc. Do not share student email addresses without the students’ permission.

You are encouraged to send a welcome email prior to the first class to introduce yourself, let students know what to expect in the class, provide an outline or any other information you want them to know before the first class. Include the day, time, and location of the first class and cc the ASC Administrator on this email.

**Guests:** A guest may attend one in-person class session with the instructor's permission if physical classroom space permits. For online classes, a guest may attend one session with the instructor's permission.

**Zoom and Technical Assistance:** For online and hybrid classes, the ASC Administrator will assign you a Zoom account if you do not already have one. The advantage of using an ASC Zoom account is that the administrator will schedule the Zoom meetings, send Zoom links to students and download and process class recordings (on request).

You will be responsible for logging in to your assigned Zoom account and starting each class session. You will be required to attend a test session prior to the start of the course to review using your Zoom account and any technical needs.

For hybrid classes, ASC may be able to assign a tech assistant to help set up equipment and monitor Zoom class meetings.

**Recording:** Zoom and hybrid classes are recorded by default, and class recordings are made available to registered students only, and only on request. They are not publicly available and should not be shared with others. Class recordings are a nice option if a student must miss a class. Instructors may also choose not to record classes.

**Course Feedback.:** All students and instructors receive an email at the conclusion of the class session to submit comments. Please submit your instructor feedback to help the Curriculum Committee better evaluate class sites, formats, and any other concerns. Instructors will also receive anonymous copies of student evaluations by email. Instructors can also review student feedback by logging in to their ASC account and choosing "Teach > My Courses" from the menu.

**Weather Cancellation Policy.** For in-person classes and events, *Acadia Senior College cancels events and classes when MDI schools close for snow or other weather events. When a delay occurs, ASC also cancels events or classes that begin within the delay period.* When a cancellation occurs the ASC Administrator posts a notice on the ASC website. Online classes are not automatically cancelled during a weather event, but instructors may need to cancel in some cases, such as when the power is out or if the instructor is otherwise unavailable. If a make-up date is scheduled, the instructor should discuss rescheduling with students and the ASC Administrator. In-person classes may opt to hold a session by Zoom in the event of a cancellation. Instructors should contact the ASC Administrator as soon as this possibility becomes known so students can be promptly notified.