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ACADIA SENIOR COLLEGE

Instructor Manual

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Quick Start

Acadia Senior College is open to everyone 50 years of age and over (as well as those with spouses or partners over 50), or to members of other Maine Senior Colleges.

This manual has been updated to include information about online classes. Please refer to page 7 for more information.

Instructors are all volunteers.

Instructors are entitled to take one free class (requiring a paid membership) for each course taught and successfully completed.

Instructors 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 their permission.

A **guest** may attend **one class session** with the instructor's permission, if physical classroom space allows. For online classes, a guest may attend with the instructor's permission provided the online class format (e.g., Zoom) is not adversely affected.

The **Course Proposal form**, **Student Feedback form**, and **Instructor Feedback form** are available online on the website.

The **online registration system** automatically sends course confirmations, course details (with textbook information, if applicable), payment confirmation receipts, class lists (*without* contact info), assumption of risk forms (if required for physical activity, field trips, or food), and feedback form invitations by email to enrolled students. The online registration system automatically sends class lists *with* contact information to instructors.

Books, copies, and supply costs should not exceed a total of \$20-\$30 per student, if possible.

Photocopies and scans may be made at First Express on Cottage St in Bar Harbor and they will bill ASC directly. (Please be mindful of the expense, and the

environmental cost of paper copies.) For online classes, First Express can scan original materials and email PDFs to instructors. Instructors are responsible for sending these materials to students. For online classes, please send materials by email or use web resources as we do not mail physical copies.

For in-person classes, it is recommended that instructors **visit class sites** before requesting the location for a class. **The classrooms** should be left as found, and classes should be mindful of noise levels. We are guests at our host sites. (Note: sites must be consulted before rescheduling a class.)

ASC maintains limited equipment (such as LCD projectors) for use in physical classroom sites. Please contact the ASC office for more information.

The last pages in this document contain copyright and fair use rules, guidelines, and laws. Please show respect to authors when using materials.

207-288-9500

learn@acadiaseniorcollege.org

www.acadiaseniorcollege.org

PO Box 475, Southwest Harbor, ME 04679

Mission Statement

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

ASC Contact Information

ASC Administrator: Janice Kenyon

Phone: 288-9500

e-mail: learn@acadiaseniorcollege.org

Website: www.acadiaseniorcollege.org

Mailing address: P.O. Box 475, Southwest Harbor, ME 04679

Curriculum Committee Chair

Charles Stanhope

csta482@me.com

Organization & Administration

Acadia Senior College (ASC) is a not-for-profit, membership-based, and volunteer-operated educational institution serving adults age 50 and over for intellectual stimulation, practical knowledge, social interaction, and fun. As such, student performance is not evaluated or graded, and no course credits or degrees are awarded. All students must be paid members of the college, reflecting the collegial and egalitarian nature of the learning experience: that all participants are peers, freely sharing their knowledge, experience, and ideas.

The college is governed by the Board of Directors, composed of between 9 and 15 members elected to three-year terms by the membership at the Annual Meeting of the college. The four officers of the Board – president, vice-president, treasurer, and secretary – are elected annually by the membership. The Board establishes operational regulations and financial policies, provides guidance, and develops the strategic plan and goals for the college.

From 2005 to 2012 ASC maintained its office in the Gates Center at the College of the Atlantic in Bar Harbor. In 2012 the office moved to a corner, second floor room at the Maine Sea Coast Mission, 127 West St, Bar Harbor. In 2018 the decision was made to transition to a virtual office with no physical office space.

Janice Kenyon currently (in 2020) administers the college and directs the day-to-day operations from her home office in Southwest Harbor. The best way to reach her is by email at learn@acadiaseniorcollege.org.

Supported by volunteers, the Administrator maintains membership and course registration, communicates with members, supports and prepares reports for the Board and committees, publicizes classes and events, manages class registration, supports instructors and students, and maintains the ASC website, www.acadiaseniorcollege.org.

Course offerings for each class term are developed by the Curriculum Committee, operating under the guidance of the Board of Directors, based upon Course Proposal forms received from members and others. The committee solicits, reviews, and approves course proposals, schedules classes and arranges classroom sites, and provides draft course descriptions for the website and brochures.

Online Classes and Teaching

Due to COVID-19, ASC has transitioned primarily to online classes. In a few cases in-person instruction may be possible if adequate distancing can be maintained and CDC guidelines are met. While it is impossible to know when in-person classes might resume, the ASC Board and Curriculum Committee may consider offering virtual classes as an option even once in-person instruction is possible.

ASC can provide **orientation or training** sessions for instructors on Zoom technology to help ensure their classes are successful. While the ASC Administrator and other instructors may be able to provide advice about online teaching, instructors are responsible for designing their class content for virtual presentation.

Zoom accounts: ASC will arrange for each instructor to have access to a Zoom account if they do not have their own. Instructors will be responsible for logging in to their Zoom account, scheduling class meetings, sending Zoom links to enrolled students, and starting class sessions.

Tech hosts: In some cases, an instructor may be assigned a designated “tech host” who will take on the responsibility of managing the Zoom account, sending email to students, and starting class sessions.

Co-hosts: Instructors are encouraged to designate a student co-host for each class session. Once the meeting starts, assign the co-host using the Zoom controls. The purpose of having a co-host is so the class meeting can continue if the instructor (host) gets disconnected for any reason, such as a poor internet connection. The class can continue while the instructor rejoins the meeting. Co-hosts can also assist with questions and monitoring the chat.

Online orientation for students: Instructors may wish to allocate a portion of the first class meeting to ensure that all students are comfortable with Zoom and to discuss the online class format. Students who encounter technical challenges with Zoom should contact ASC.

Class format: While most classes will be presented via Zoom, online teaching offers other flexible options including: video presentations, combining Zoom meetings with pre-recorded video, PDF readings (either with or without follow-up discussion), and using Zoom features such as the whiteboard and break-out rooms.

Class Policies and Procedures

Tuition and Fees: Subject to periodic review by the Board, the annual rolling membership fee is currently \$35 for one year, or \$90 three years. Membership fees may be paid before or concurrently with class registration, but memberships must be valid through the end of the registration term.

Tuition, which includes all course textbooks, copies, scans, and other materials, is presently \$60 for one class, plus \$35 for each additional class enrollment during the same term. (Students registering for classes after registration closes are responsible for purchasing their own books.)

ASC members in good standing are also eligible to register for classes at any senior college in Maine without paying an additional membership fee (members must still pay class tuition to the individual college, which may vary from one college to another.)

As a modest way of recognizing and appreciating our *volunteer instructors*, instructors may register for one class free of tuition in exchange for each class previously taught and successfully completed, with no time limit to this tuition “credit.” Instructors receive no monetary compensation for teaching.

Scholarships: Any member may contact the ASC Administrator to request a confidential scholarship to cover the tuition for one class per term. Scholarships apply to the course fee only, and recipients must have a current paid membership.

Course Proposals: Volunteers are encouraged to develop and propose courses based upon their professional careers or personal interests, provided that they bring substantive experience and knowledge of the material. The course proposal form must be filled out completely and submitted via the ASC website. Course proposals must be submitted by the deadline posted on the ASC website for the appropriate class term.

Prior teaching experience, while always advantageous, is not required. Subject to review by and suggestions from the Curriculum Committee, any topic of reasonable interest to ASC membership may be proposed, from academic subjects in literature, history, the sciences, or arts, to sports, games, dancing, or practical skills from photography to food. Team-teaching of classes, whether by two or more instructors, has proven to be a successful model, and such proposals are

welcomed. All instructors in a team should be included in the biographical information section of the course proposal form.

Courses may include appropriate outdoor or on-site field work; past examples include bird-watching, geology, and MDI flora and fauna. Transportation required for such courses must be arranged by the instructor and class members, since there is no ASC vehicle. Course descriptions should clearly specify the level of agility required to participate, since ASC members have varying degrees of mobility and balance.

Instructors must specify the minimum and maximum number of students for the class. When specifying the enrollment range, instructors should consider the anticipated format of the proposed class (discussion, lecture, etc.) Should the enrollment fall outside this range at the end of the registration period, the instructor will be notified, and perhaps asked to consider accepting a higher (or lower) number of participants. Normally, classes with three or fewer registrations will be cancelled, as not justifying the effort for the instructor, Administrator, and Curriculum Committee in arranging the site, ordering texts, etc. For in-person classes, check the site capacity on the course proposal form – some sites cannot accommodate more than fifteen in a class, others can accommodate classes as large as 25 – 30. For online classes, instructors should specify the number of students they would be most comfortable with based on the class format.

While each instructor is free to teach in whatever style seems best suited to the class material, class size, and the instructor's personal approach, in general an open style encouraging free discussion and interchange of ideas has proven both popular and effective in the senior college. Online classes may benefit from modified formats depending on the subject matter.

Scheduling: Classes are normally offered in one of three terms: Fall (late August – October), Winter (early January – mid-March), or Spring (late March – May). Class scheduling is proposed by the individual instructor, but may be modified in discussion with the Curriculum Committee, which must balance the requests of multiple instructors, limitations imposed by classroom sites, and other considerations. Most classes are taught for 4 to 8 weeks, during one two-hour session per week. Evening classes are encouraged, either online or when suitable sites can be arranged for in-person classes. For in-person classes, a list of current site partners is available on the course proposal form.

Scheduling for online classes can be more flexible and may vary depending on the class format. Instructors may want to offer traditional 2-hour class sessions with a short break in the middle. This format works well for lectures or presentations that are followed by class discussion. Other classes may benefit from shorter class meetings such as literature or small group discussion classes. Instructors may also consider offering classes twice per week instead of just once per week.

Course descriptions and schedules are published on the ASC website in advance of each term. Brochures may also be printed and distributed by mail, or made available online in PDF form. To allow sufficient time for scheduling, publicity, and ordering textbooks and supplies, course proposals are generally requested several months in advance, and the registration period normally ends about a month before classes begin.

While it is impossible to know when in-person classes might resume, the ASC Board and Curriculum Committee may consider offering virtual class sessions as an option even once in-person instruction is possible.

Registration: Course registration is online at www.acadiaseniorcollege.org.

Online course registration for a given term opens on the date and time advertised on the ASC website. Anyone age 50 and over may log into the ASC website, and sign up for a class, first come first served. Membership must be current at the time of registration and be valid through the end of the term. When a course is full, registrants are added to a wait list, and notified in the order of sign-up if, and as, seats become available.

After registration closes, and classes have met the minimum number of students, each student automatically receives a confirmation email notifying them of the class dates, time and location, contact information for the instructor, a list of class participants (without contact info), and the time and place to pick up texts and other supplies (if applicable.)

The online registration system also automatically sends payment confirmation receipts, class lists to instructors with contact information, assumption of risk forms (if required for physical activity, field trips, or food), and feedback form invitations.

Communicating with Students: Instructors 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.) It is best practice to communicate to this group via blind-copy. Please ask for help if you do not know how to do this. Email addresses should not be shared without the students' permission.

Instructors are also encouraged to send an **introductory letter** to their students. These may be emailed by the instructor after registration ends and the instructor receives their class list with contact information. The letter may provide information about the class, specify a reading assignment for the first meeting, or suggest other materials which students might be interested to consult in advance. Prior to or at the first meeting, instructors may choose to provide a class syllabus for participants.

For in-person classes, both the instructor and class members may find it helpful if all participants are encouraged to wear **name tags**. The ASC Administrator will provide nametags before each term and arrange to deliver them to the first class.

Guests: Since we continually strive to publicize our programs and enlarge our ASC community, instructors may invite or allow friends or visitors of students (including non-members or underage observers) to join in a **single class session**. , Guests should be admitted only if physical classroom space is adequate, or the online class format is not adversely affected.

Assumption of Risk Forms: All participants, including guests, in any class involving **physical activity, outdoor trips, or food** must sign a "Release and Assumption of Risk" form, releasing the college and the instructor from liability. The forms are automatically emailed to members of any class requiring them. They should be completed by the student and emailed to the ASC Administrator prior to the first in-person class meeting or field trip, or provided to the instructor at the first class (for in-person classes.) Instructors are responsible for ensuring that all participants have completed and signed these forms.

Class Cancellations: For in-person classes and events, ASC's cancellation policy is:

"Acadia Senior College cancels events and classes when the MDI schools close for snow or weather events. When a delay occurs, ASC also cancels events or classes that start within the delay time period."

When a cancellation occurs, the Administrator puts a notice on the website, but does not notify students. Please plan to be in touch with your students when a

cancellation occurs. Online classes are not automatically cancelled for weather events, though an instructor may need to cancel in some cases such as when the power is out.

If either the instructor's schedule or (especially in the Winter term) the weather prevents an in-person class from occurring on a scheduled day, the **instructor is responsible**, as far in advance as possible, for notifying class members (a prearranged "phone tree" is useful, and especially in Winter-term classes, should be set up during the first class), as well as notifying the Administrator (207-288-9500) **and an appropriate representative at the class site**. If a "make-up" date is scheduled, the instructor should arrange that date in advance with the appropriate contact at the class site.

Course Feedback: ASC course feedback forms are available to students and instructors on the website and a reminder email is sent to students at the conclusion of the class. Please encourage class participants to complete and submit these after classes end, as such feedback can provide useful suggestions regarding the instruction format, suitability of the site, etc. A separate evaluation form to be completed by the instructor is also of great value to the Curriculum Committee. Student evaluations are emailed to the instructor automatically and are also available on the website.

Class Sites: For in-person courses, instructors and class participants should remember that ASC is a guest in the facilities of our site partners. Accordingly, please leave the classroom as you found it, with chairs and tables returned to original positions, papers and trash removed or disposed, and equipment securely stored. Also, when noise could affect those working or living in the site facility, please close classroom doors and attempt to control decibel levels so as not to disturb others. Please encourage class members to adhere to the site's parking regulations and requests.

Class Materials: Textbooks are ordered by the ASC Administrator, from Sherman's Bookstore (207-288-3161) in Bar Harbor, where they may be picked up by enrolled class members as soon as available, normally at least a week before the class begins. ASC uses the copy and scan services of First Express on Cottage St in Bar Harbor. Instructors may have copies or scans made there, and First Express will bill ASC directly.

Please note that while the college has hesitated to place any restriction on the **cost of** textbooks, copies and supplies, these materials are provided to members at no

cost beyond their tuition payments. Therefore, instructors are respectfully requested to be sensitive to the cost of the books, materials, photocopies, and scans they request for their students. **The cost for these materials should not exceed a total of \$20 and \$30 per student.**

When requesting photocopies for the class, the instructor should bear in mind that there is a **cost, both financial and environmental**, to large quantities of paper; and **materials in copyright** are protected by law. Instructors must observe the relevant copyright laws, a summary of which is found in the Appendix to this Instructor Manual. Whenever practical, copies for the classroom should be double-sided.

Please do not impose on our in-person site partners by requesting to use their copiers for last-minute work.

Equipment: The college maintains some supplies and equipment which may be useful to instructors, and will be transported to in-person class sites upon request (several sites are willing to make their own equipment available to our instructors as well.) ASC equipment (in limited quantities) includes LCD projectors, screens, and flip-charts with easels. Equipment specified by the instructor in the course proposal form will be delivered in advance to the site by a member of the college's Technology Committee. Any problems with missing or defective equipment should be promptly reported to the Administrator. ASC equipment will be picked up and stored after the last in-person class session.

History of the College

Acadia Senior College (ASC) began as a community project “to provide intellectual stimulation, practical knowledge, social interaction, and fun” for older persons in the Mount Desert Island region. After investigating Maine’s initial senior college programs in Portland, Jim Clunan first presented ideas for starting a local senior college at two public meetings held on wintry evenings at the Somesville Fire House in February 2000. These attracted more than 100 enthusiastic residents, who offered a wide range of talents and experience which they were eager to share with the community. In March of 2000 ASC was formally organized under the sponsorship of the University College Ellsworth, which provided administrative services (registrar, financial accounting, mentoring, and office space) in exchange for a percentage of revenues. A group of volunteers created a curriculum of courses, lectures, and excursions for a “pilot” semester that fall, funded by community donations and two start-up grants of \$5,000 each from the State Senior College System and the Maine Community Foundation.

Favorable publicity, including a front-page story in the *Bangor Daily News* brought additional faculty and students, so that the first three class sessions (fall, winter and spring of 2000-01) attracted 282 enrollments in the 27 courses offered. Employing the idea of a “dispersed campus,” the college kept its costs low by holding classes at sites provided *gratis* by non-profit organizations on the island, including libraries, churches and other “site partners,” while relying on member volunteers as teachers and office support. Thus, ASC was able to operate “in the black” from its beginning, supported by membership fee and tuition income, augmented by modest donations from the community.

After five years, membership in ASC exceeded 250 and over 150 classes had been offered to seniors age 50 and over. Recognition of ASC’s success came from the United Way of Eastern Maine and WLBZ-TV, awarding their “2 Those Who Care” community service award to the president of ASC in October 2004. However, the labor-intensive demands of faculty recruitment, response to members’ needs, and frequent travel to Ellsworth were eroding the founders’ stamina and volunteers’ availability. The logistically complex excursions program was terminated; lectures and special events were focused on fewer high-profile offerings, e.g., foreign policy lectures by Zbigniew Brzezinski, Philip Geyelin and Seth Singleton, and panels featuring David Hackett Fischer and Boyden Gray.

By the end of 2004, the Board determined that it would be best for the long-term future of ASC to become an independent non-profit corporation, ending its formative ties with the University College in Ellsworth, taking over its own administrative functions and moving its office onto MDI. During the spring of 2005, ASC filed as a Maine corporation, applied for, and was approved by the IRS as a tax-exempt organization under Section 501(c)(3) of the code, and by the State of Maine as a Charitable Organization qualified to accept tax-deductible donations. A small Bar Harbor administrative office was opened in Gates Hall at the College of the Atlantic, and ASC hired its first part-time employee to serve as office administrator. To support this position, an annual appeal to the college's members was instituted.

ASC has since continued to flourish, now as an independent organization which has become integral to our island communities, with between 350 and 400 members and well over 100 instructors, who have led nearly 750 classes attracting over 8,000 enrollments. As the result of the Board's 2006 strategic planning retreat, administrative duties were spread among a greatly expanded committee structure, including Curriculum, Community Events, Finance, Development, Membership, Technology, and Nominating Committees. It is a testament to the enthusiasm and dedication of our membership that countless volunteers have joined these committees to ensure the success of this organizational system.

The college's program of community events has expanded greatly, featuring lecture series, as well as the monthly "Food for Thought" lecture-lunches at Birch Bay Village, the "Coffee Clash" discussion breakfasts at Sips, and an annual member Art Show.

In 2020, ASC enters its third decade well positioned to sustain and expand upon its mission to offer ideas, stimulation, companionship, and fun to the senior community on and around Mount Desert Island. ASC looks forward to restoring the in-person activities that have been so valuable to our membership and communities.

APPENDIX A

Fair use guidelines:

The agreement refers only to **copying from books and periodicals**, and it is not intended to apply to musical or audiovisual works.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- a. A chapter from a book
- b. An article from a periodical or newspaper
- c. A short story, short essay or short poem, whether or not from a collective work
- d. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- a. The copying meets the tests of brevity and spontaneity as defined below and,
- b. Meets the cumulative effect test as defined below and,
- c. Each copy includes a notice of copyright

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals.

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 107 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines. Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

Guidelines

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

Definitions

Brevity

i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in “i” and “ii” above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

iv. “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph “ii” above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than ten percent of the words found in the text thereof, may be reproduced.

Spontaneity

i. The copying is at the instance and inspiration of the individual teacher, and

ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

i. The copying of the material is for only one course in the school in which the copies are made.

ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

iii. There shall not be more than nine instances of such multiple copying for one

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course during one class term.

[The limitations stated in “i” and “iii” above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]