GPAEA Instructor Handbook

AEA LEARNING SYSTEM Procedures referenced from the statewide AEA Procedures Manual

Great Prairie AEA Mission Statement

Great Prairie Area Education Agency improves teaching and learning by developing leaders, discovering solutions, and delivering services through collaboration with students, families, schools and communities.

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GPAEA Professional Development Contacts

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Equity Statement

Great Prairie Area Education Agency does not discriminate on the basis of race, color, creed, sex, marital status, national origin, religion, age, sexual orientation, gender identity or disability in its educational programs, services, or employment practices.

Instructor Types

1. Employed by AEA teaching on contract (no additional instructor pay)
2. Employed by AEA teaching off contract (with additional instructor pay)
3. Employed by other agency/district teaching on contract (no additional instructor pay)
4. Contracted with the AEA to be an Instructor (with instructor pay).
5. Contracted with the AEA to provide a service for a negotiated fee.

VITA/Resume

All instructors must complete an Instructor VITA/resume via the on-line AEA Professional Learning Registration System. A Master's degree is a required qualification for being an instructor at GPAEA. Professional Development will forward a copy of the VITA/resume to participating graduate institutions. The VITA/resume must be updated every five years.

Instructor Contract

Instructors will be emailed a contract from Julie Hannam. Please print and sign the contract and return it to the Professional Development office. Attendance and grades need to be finalized in order to receive pay. Contracts are reimbursed after the AEA Board meeting each month (second Tuesday of the month).

Instructor Communication Agreement

After a course has been approved the instructor will be emailed the following:
- Contract (if requesting pay)
- Registration link to the class
- Instructor Handbook

Instructor Pay Scale

o $750 for 10-15 students
o $900 for 16-20 students
o $1050 for 21-25 students
o $1200 for 26-30 students

If more than 30 students enroll in a course program administrators will evaluate the course to determine if there should be a second instructor or run two courses.

Low Enrollment Cancellations*

Great Prairie Area Education Agency reserves the right to cancel courses for which an insufficient number of participants register. In the event that there are not enough participants registered for a course, the instructor will be contacted by GPAEA Professional Development Staff.

Participants will be contacted by email at least 5 business days prior to the start date of the professional learning event if there are not enough paying participants to run the offering.

Low enrollment applies to courses in which an instructor is paid through the Professional Development Department. Ten participants are needed to hold a course in which the instructor receives instructor pay.

Materials Needed for Class

If printing is needed for the class please work with https://aeacreativeservices.org/ to order at least 2 weeks prior to the start date of the class. If participants need to order books, please include the information in the "Materials" section of the course syllabus. Put the cost of the materials and the department that will need to receive the money in the internal notes box of the course syllabus if participants need to pay for materials.

Documentation of Attendance

Please ensure that all participants' names are on the roster on the first day of class. The participants need to be registered to attend a class, even if they are not receiving credit for the course. If not, please have them contact the Professional Development office for assistance with registering. Attendance may either be taken electronically in the registration system or by turning in the sign in sheet which can be printed from the roster. If taking attendance electronically please mark attendance carefully to ensure proper credit is being issued to each participant.

Waitlist

The waitlist can be used for courses in which a fee is not being collected. If a fee is being collected, please do not use the waitlist as it causes issues with payment.

AEA Course Evaluation

Upon the completion of each course, the participants will receive an automatically generated email reminding them to complete the course evaluation.

Iowa Code requires a system of evaluation for all credit-bearing opportunities. Each participant is encouraged to complete the web-based course evaluation. The evaluation form aligns the course evaluation with the learning goals/objectives of the course. This system allows AEA's and district representatives to collect both quantitative and qualitative data to support and verify professional development efforts. Individual and cumulative data will be reviewed.

Course evaluation results may be reviewed by the instructor by going to the roster and choosing "Show Survey Results".

AEA Format of Offerings

Face-to-Face: The learning is led face-to-face with an instructor, occurring over a semester, school-year, or a designated time period. A designated instructor(s) builds, leads and/or supports the course instruction.

Hybrid/Blended: The learning is done through a combination of face-to-face instruction and instructor-led facilitation online. Participants learn at least in part through online delivery of content and instruction with some element of control over time, place, path, and/or pace and at least in part at a supervised designated location.

Online: The learning is done synchronously or asynchronously via a meeting platform such as Zoom, Google Meet, etc. Other online platforms may be used such as Moodle, Canvas, Google Classroom, etc.

Learning Team: This learning opportunity is tailored to meet district and/or content specific audience's needs and meets the requirements for credit. The learning team concept presents a way for educators to work in cooperative groups to identify issues and goals, research professional literature, implement new learning, share experiences and ideas, and problem-solve real situations.

Meeting: Gathering or coming together of stakeholders from different areas to improve knowledge. This could be a couple of hours or half-day. Credit is not available for meetings.

Workshop: A learning opportunity that does not meet the requirements for credit.

![AEA Learning System] Requirements for Renewal Credit

- Attendance must be taken in the registration system or a sign in sheet must be used to document attendance.
- Excused absences are only approved if make-up time is arranged by the instructor.
- A gradable product demonstrating learning is required for relicensure credit.
- Graduate credit requires higher levels of accountability for learning including, gradable products and a formalized rubric.
- If you are holding a class session that exceeds 5 hours, participants are required to have a 30 minute meal break.
- If a course is offered for license renewal and/or graduate credit, all participants including those taking it for no credit, are expected to participate fully in all of the work/hours regardless of credit level selected.

![AEA Learning System] Graduate Credit

Graduate credit requires 15 face to face hours and 30 hours of homework/outside of class learning to equal 1 graduate credit hour.

Acceptable Out of Class Activities

- Group work (small group/large group)
  - Discussion (face to face and/or electronic)
  - Presentations to outside groups/constituents (school boards, parent, students)
  - Research
  - Collaboration
- Implementation
  - Application of course content in the student's classroom or within their school/district
  - Training of peers
  - Modeling
  - Technology integration
- Multimedia – viewing and/or generating
  - Video (DVD, YouTube/online clips, Vodcasts)
  - Audio (Podcasts, web based audio)
- Project based assignments
  - Development of classroom materials
  - Portfolio entries and additions
  - Data collection and synthesis
  - Interviewing teachers or experts in a particular area
- Presentations
  - Individual presentations to outside groups/constituents (school boards, parent, students)
  - Poster Sessions
  - Conferences/Clinics

- Reading (hardcopy or online)
  - Textbook(s)
  - Periodicals
  - Handouts
- Writing
  - Journal entries
  - Short responses/reactions
  - Formal papers
  - Book/article reviews
  - Reflections
  - Lesson plans

Reserving Rooms

When submitting a syllabus for approval, please reserve rooms at the location most appropriate for you prior to submitting the syllabus for approval.
Contacts for reservations:
- Laurie Selters (Burlington) is at 800/382-8970 ext. 1211
- Christy Staton (Ottumwa) is 800/622-8691 ext. 5001
- Stacey Cochran (Albia) 641-932-5003 ext. 5803

Please contact jon.proenneke@gpaea.org in Ottumwa or pam.womack@gpaea.org in Burlington to make arrangements for technology.

Special Accommodation Needed

In the event the participants need special accommodations that the instructor needs assistance with, please contact the Professional Development Office.

Course Proposals

We ask that you submit your proposal at least four weeks prior to the start date of the class to process and post a course offered for renewal credit. Six weeks is the minimum time frame needed for processing if the syllabus needs graduate credit underwriting. The time frames are to ensure that all participants have ample time to register and pay for the class. The syllabus is available to participants electronically through the AEA Professional Learning Registration System.

To Begin the Course Proposal Process

Step 1: Log In
Go to: https://aealearning.truenorthlogic.com

Your log in information for the new AEA Professional Learning Registration System is the e-mail and password that you have used to log into the AEA Learning Online system. This is the online training system that is utilized for blood borne pathogens, ELP Standards and/or for online, self-paced courses.

If you need help retrieving your login information, please go to the this link and follow the instructions to reset your password. Please note, if you create a new account or reset your password, there will be a 24-hour wait before you can access the account through the AEA Professional/ Learning Registration System.

Step 2: Submit Vita
- In order to access the Instructor Center, you will need to fill out the information in the *Enter Vita* tab. This information will be reviewed by the personnel in the Professional Development Office and you will be set up with instructor rights. Once you have been set up with instructor rights you will be able to create a course proposal.

Step 3: Course Proposal
- You may now create a course proposal under the *Instructor Center Tab.*
- If you are offering a new course, you will create a course proposal, create a section and submit them electronically for approval. (See packet in your folder for directions) You will be notified once the class has been approved and added to the course catalog.
  - Note: (This is a two-step process and the course will not be able to be reviewed until both steps have been completed)
- In the future when offering another learning opportunity for a previously approved course, locate the course under approved courses and add a section. Then submit the section for approval. You will be notified by email when your course has been approved.
- In reviewing the course, if the professional development staff find that the course needs to be modified, you will receive an email stating that the course was denied and instructions for the needed modifications. Make the modifications and re-submit for approval.
- Training Videos are available under the *Help tab*
- Further instructions can also be found in Appendix B: Directions for Creating a Course Proposal

Communicating Grading Expectations

A grading rubric/scale will be a part of the course syllabus and shared with all participants at the start of a course. A grade of B or above is considered "Pass" for License Renewal credit. Grades will be determined based on the rubric/scale.

Work Expectation

The expectations for all participants are **the same** regarding assignments and participation **regardless** of the credit type, including participant only/no credit level.

Entering Grades

It is expected that the instructor(s) will enter the grades if applicable for the learning opportunity within two (2) weeks of the final session or final assignment due date. A pass or fail grade should be used for participants earning renewal credit or participant only hours. A letter grade must be given to participants earning graduate credit. An N (no credit) is to be assigned to those taking a course or workshop for participation only.

If a participant has missing assignments or attendance issues, an incomplete grade will be assigned until work or attendance issues are resolved. The instructor and participant will set a completion timeline in writing and share that with the Professional Development office. For any incomplete grades not completed according to the timeline, the participant will be dropped from the course or the letter grade given per college policies.

Directions for Entering Grades (Managing Rosters)

See Appendix

Finalizing a Course

Upon completion of the course please email julie.hannam@gpaea.org or mail the items below to the following address.

Great Prairie AEA
Attn: Julie Hannam
2814 N. Court 3601
Ottumwa, Iowa 52501

____ Class Sign-In Sheets (if used), otherwise note that electronic attendance was taken.
____ Contract with all information completed (if requesting instructor pay)

Please ensure that all participants have signed the sign-in sheets before sending them to Julie. Write the following for students that did not attend:

No Show – if they never showed up
Dropped – if they called prior to course start date
Absent – if they have made prior arrangements with instructor

If you have any questions, please contact Julie Hannam, 641-682-8591 ext. 5239, julie.hannam@gpaea.org

Instructor Feedback

It is expected that feedback is given on a regular basis and asynchronous time (for example: forums/discussions) is actively facilitated.

Instructors are expected to provide a method for student to ask for help, as well as establish a minimum turnaround time to respond to student inquiries, to be no less than 48 hours. Instructors who will not be available to respond to student inquiries during some period of the course must let students know ahead of time. Methods for student help include virtual office hours via phone or videoconferencing (e.g. Skype), internal messaging, or a question & answer forum.

Technology Arrangements

GPAEA buildings no longer have traditional computer labs. If you need to borrow a laptop or device, please contact Jon Proenneke in Ottumwa or Pam Womack (pam.womack@gpaea.org) in Burlington. If you require participants to bring technology, please note that in the course description on the course proposal.

Weather

Midwest weather can be unpredictable. Our geography is big enough that traveling participants need time to make good decisions. IF there is a possibility of inclement weather being severe enough to cancel class, please contact the Professional Development office ASAP with how you want to proceed with make-up options if possible. Our office is happy to assist you in emailing participants, post on GPAEA Alerts and answer phone calls that may be from participants.

Other Instructor Responsibilities
- As in any learning opportunity, thoroughly reviewing class expectations, setting rules and routines and processes ensures success for all. Please set those up as the first learning

opportunity. Please include use of technology expectations, attendance, and positively stated norms for the learning.
- Provide your preferred contact information--how should participants contact you? Phone, cell, text, email, etc?
- Be clear on availability for support and questions--when should participants contact you if they need support?

AEA Copyright Information

Great Prairie AEA is required by law to follow all copyright restrictions. These laws are very strict and apply to AEA Personnel doing the duplication of materials, the individual requesting the duplication of material, and the principal and superintendent of that school district. The penalties can also affect the board members of that school district and GPAEA board members.

Copyright laws apply to:
- Printing worksheets
- Copied magazine articles
- Photographs
- Disney or other copyrighted graphics
- Copying video tapes
- Audio tapes
- CDs and computer programs
- Producing or reproducing digital information from the Internet

Copyright compliance issues also apply to:
- Purchasing resources (public performance rights)
- Creating or using intellectual property (including online resource use)
- Fair use privileges by teachers as well as students

The copyright release is usually found within the first two or three pages of a textbook. The release will usually state something like "permission is hereby granted to teachers to reprint or photocopy in classroom quantities the pages or sheets in this work that.".

For more information about copyright refer the *Copyright and Fair Use* training at training.aealearningonline.org

AEA Acceptable Use Policy - Academic Integrity

*Instructors of courses may not earn credit for courses they are teaching/facilitating.

Academic honesty is essential to the integrity of the mission and success of the AEA Professional Learning System and is expected of all participants. It is the responsibility of every participant to avoid dishonest practices. There are eight broad areas of academic dishonesty: (1) obtaining unauthorized aid or information; (2) giving unauthorized aid or information; (3) committing plagiarism from written, electronic or internet sources; (4) misrepresenting facts or data; (5) offering bribes; (6) using the library resources unethically; (7) using computer resources unethically; and (8) knowingly assisting in any of the above practices.

A charge of academic dishonesty can be brought against a participant by an instructor, a staff member, or another participant in consultation with an instructor

For license renewal credit issued through the AEA system: The penalty for plagiarism, cheating, and other forms of academic dishonesty will vary from incident to incident, depending upon the scope and magnitude of the offense and the circumstances in which it occurred. Possible penalties may include any of the following: reprimand and/or dismissal from the course with a failing grade. The ultimate decision about the penalty to be applied rests with the instructor in collaboration with the license renewal coordinator and administrator.

Definitions of actions in violation of academic integrity include:
- Cheating - Receiving (or giving) of any unauthorized assistance, providing an unfair advantage in any form of academic work. This can include the unauthorized use of notes or other resources, such as websites or texts, during an exam.
- Plagiarism - The copying of words, ideas, or thoughts of another individual, and representing the work as one's own original work. This includes the purchase of a research paper to be used as your own, or the copying of another source without the use of proper quotation marks and/or crediting the original author. This also includes instructors using students' work as their own.
- Falsification - A false statement (either verbally or in writing) made with respect to one's academic work. This includes making false statements on the amount of assistance one received, making false statements to avoid an examination or receive an extension, or making false statements about the contribution one made outside of class time.

Students are responsible for:
- Utilizing appropriate methods of documenting the sources used in written works
- Refraining from cheating, or using academic work that is not their own
- Refraining from helping other students in any attempts to violate the academic integrity policy
- Reporting acts of academic dishonesty to the instructor

Instructors are responsible for:
• Emphasizing and providing guidance on the proper way to document sources
• Clearly identifying the extent to which collaboration and the use of outside
sources (such as notes or other websites) are permitted in tests and assignments
• Creating assessments that discourage cheating, moving beyond factual recall level
questioning
• Serving as role models for academic honesty
• Taking appropriate action when instances of academic dishonesty are suspected

Disciplinary Action:
When an instructor suspects or receives notice of academic dishonesty, the instructor
must contact the student directly (either via phone or email). This contact is to
discuss the academic integrity allegations and provide due process for the
student's response. If after 7 calendar days from initial contact the student fails
to respond to the instructor's request, the student forfeits the right to due process over
the issue.

The instructor can choose sanctions ranging from:
• No sanction, in the case where there were mitigating circumstances
demonstrating it was not truly academic dishonesty
• Redoing the assignment to receive credit
• A warning (or assistance to correct the mistake, in the case of unintentional
plagiarism)
• No credit being issued for that work
• Failure of the course

Instructors should indicate general sanctions in regards to academic dishonesty
at the beginning of the course. Participants who feel they were disciplined
unfairly have 7 calendar days after the discipline being delivered to appeal to
Great Prairie AEA's professional development coordinator.

Instructors may add additional policies when it comes to acceptable use,
especially specific actions that are acceptable and preferred versus actions that are
unacceptable. Any additional acceptable use policies for which a violation
could result in a lower grade or removal from a course must be clearly articulated
in the course's introduction or syllabus.

AEA Disputes

If a course participant disputes a final grade or if the participant's integrity/honesty is in question,
the first course of action is to discuss the issue with the instructor of record, following the
grading rubric in the course syllabus. Disputes can also be directed to the License Renewal

Coordinator or Certifying Official at the hosting AEA.

Resolving course questions, comments, and/or complaints should begin with contacting the course instructor. If questions, comments, and/or complaints are not resolved with the instructor, contact your local AEA Professional Development Department in writing within 7 days. The written complaint must state clearly and completely:
- The nature and cause of the complaint
- The person or persons against whom the complaint was made
- The desired resolution
- A description of the failed efforts to resolve the issue with the instructor through the procedures above

AEA Payment

Payment must be submitted by credit card or purchase order at the time of registration. If a student is not registered, please send them to the Professional Development office for assistance.

AEA Attendance

100% attendance is required for all courses. If an absence is due to an emergency, the instructor has the option to make up the time with the participant OR give an incomplete until the participant can complete all requirements within a mutually agreed upon timeframe and no later than the end of the semester following the course end date.

For more information regarding ethics check out *Ethics for Iowa Educators (2021 Edition)* at training.aealearningonline.org.

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

Iowa Code for Licensure Renewal Credit
20.13(4) Authority. The acceptance of licensure renewal credit is provided in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272).
20.13(5) Licensure renewal courses.
a. Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice and to model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator license renewal in rules 282—20.5(272), 282—20.6(272), and 282—20.9(272). The following indicators of quality will be used in evaluating the approved license renewal programs:
(1) The courses address specific student, teacher, and school needs evidenced in local school

improvement plans; or

(2) The courses assist teachers in improving student learning; or

(3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

b. Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrator licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar year.Ch 20, p.6 Educational Examiners[282] IAC 4/6/11

c. A minimum of 15 scheduled clock hours of contact with the instructor, study groups or action research teams equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

d. Only renewal units offered through board of educational examiners-approved licensure renewal programs will be accepted for license renewal.

Iowa Standards for Professional Learning

Iowa legislation 281—83.6(284) Professional development for teachers.   The Iowa Professional Learning Standards were approved in March 2014 and went into effect June 4, 2014.

 83.6(1)   *Professional development for school districts, area education agencies, and attendance centers.*   The following requirements shall apply to professional development for school districts, area education agencies, and attendance centers. *a.   Professional learning standards.*   Professional learning within an area education agency or local district shall be aligned with the state standards for teaching and learning and aligned to the following standards for professional development. Professional learning increases educator effectiveness and results for all participants when it: *(1)* Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment. *(2)* Requires skillful leaders to develop capacity, advocate, and create support systems for professional learning. *(3)* Prioritizes, monitors, and coordinates resources for educator learning. *(4)* Uses a variety of sources and types of participant, educator, and system data to plan, assess, and evaluate effectiveness of instruction. *(5)* Integrates theories, research, and models of human learning to achieve intended outcomes. *(6)* Applies research on change and sustains support for implementation of professional learning for long-term change. *(7)* Aligns its outcomes with educator performance and participant curriculum standards.

Retention of Records

Iowa Code Section 17.11(6):

5) Maintain records of approved courses as conducted and of the names of the qualifying participants

6) Maintain a list of all course offerings and approved instructors

7) Provide a record of credit for each participant and maintain a cumulative record of credits earned for each participant for a minimum of 10 years

Iowa Code Section 17.11(7):

f. Records retention. Each approved staff development agency/institution shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of 10 years. This information shall be kept on file in the offices of the area education agency licensure renewal coordinators and shall be made available to the board of educational examiners upon request.

AEA **Privacy Statement**

The AEA Professional Learning Registration System requires the following fields of information in order to create an account:

- First Name
- Last Name
- Username
- Password
- Email
- Location
- BOEE folder number

Each person is required to use a valid email address as a necessary means of communication. GPAEA will not use this information for any purpose other than to ensure your access to courses and communication with your instructor. GPAEA PD department does not have access to your password, although they can email your password to a valid email/current email address if you cannot remember it.

Appendix A: FAQ (Frequently Asked Questions)

1. What if someone doesn't show up? *If a participant doesn't show up and has not contacted you regarding the absence, please let the Professional Development office know as soon as possible so that phone calls can be made.*
2. What do I do in case of emergency? *Call 911*
3. What should I do if a person brings me money to the class? *If it is during office hours, please send them to the Professional Development office to complete payment. If it is after office hours, please have them give the money to the front desk with their contact information and we will contact them the next business day. They are not officially registered until payment is completed.*
4. What if I am not in a GPAEA office? *If you are using an alternate venue, please be sure that you follow all building use guidelines and have clearly communicated that with the*

building owner, and the Professional Development office.

5. A participant needs a transcript right away! *Transcripts can only be provided when all grades are entered and finalized by the instructor. Participants can access their official transcripts through the AEA Professional Learning Registration System*

6. What is the difference between a district-specific learning team and a general professional development course?
    a. District specific classes cannot support an instructor contract (for pay) because they are not available to everyone in the AEA.
    b. District specific classes are usually done within the district and align with district professional development
    c. General professional development classes are available to anyone and may have higher fees thus allowing pay for the instructor.

Appendix B:

[Directions for Creating a Course Proposal and Creating a Section](#)

Appendix C: Directions for Entering Grades (Roster Management)

4 Steps to Closing Your Section:

Step 1: Enter Attendance - (Go to Roster, Click Attendance Button, then click on a circle by the participants name to take attendance.)

Step 2: Enter Grades - Click on "Grades/Roster Status" . Choose a *grade* and change *registration status* to Completed for each participant. Then click "Save This Page".

[Resource: Grading Guide](#)

Step 4: Lock Section - Click on the lock at the top of the roster. This will notify GPAEA Registrar that the roster has

been closed.

About Us

Great Prairie AEA provides professional development opportunities for teachers in the areas of curriculum, instructional strategies and assessments - all to help students achieve and schools improve. Specialized services for children and students with diverse learning needs, including identification, diagnosis, planning and therapies for those with disabilities. Children from birth to age 21 are included.