

Teacher In-Service Courses Checklist for Instructors

Course Proposal Process

- _____ At least two weeks prior to the proposed start date of your course, please e-mail a course syllabus to the chair of the Teacher Education and Mathematics Division retoy@lcsc.edu. Be sure the syllabus includes the following information:
- *Instructor contact information including phone and e-mail.*
 - *Course delivery method (online, face-to-face, hybrid) and location.*
 - *A brief description of the course with learning objectives/outcomes.*
 - *A summary of course requirements, including teaching methods and textbook.*
 - *Course schedule/calendar, including beginning and end dates and dates and times all scheduled activities and due dates. The schedule should provide evidence of at least 20 hours instructor directed student engagement/contact clock hours.*
- _____ You will be notified by e-mail when your course has been approved. That e-mail will provide a customized registration form that includes the course name and section number. Please distribute this registration form to your course participants on the first day of class if it is a face-to-face course. Please e-mail this registration form to all potential participants a week before the start of the course if it is an online course or a hybrid course that does not begin with a face-to-face meeting.
- _____ To expedite the course approval process, if you have never before taught a course for LCSC, the chair of the Teacher Education Division will be listed as the instructor of record. You will provide final grades to the chair and he/she will enter them in WarriorWeb for you. If you have already taught a course for LCSC, you will be listed as the instructor of record and will be responsible for entering final grades in WarriorWeb. If you would like to become an instructor of record please do the following:
- *Submit an [I-9 Form](#) to Human Resources at hr@lcsc.edu with a note explaining that you are teaching an ED491 course and need an LCSC ID number. (If you already have an LCSC ID number, go to the next bullet.)*
 - *Once HR has provided your LCSC ID number, log into WarriorWeb at www.lcsc.edu/warriorweb/ using your ID number as your user ID and your birthdate in MMDDYYYY form as your initial password.*
 - *On WarriorWeb, click **FERPA Tutorial** located in the upper right corner and complete the online training.*
 - *Notify the chair of the Teacher Education Division once you have completed the online FERPA Tutorial. He/she will ask the Registrar to make you the instructor of record for your course. Do not contact the Registrar directly.*

Participant Registration Process

- _____ It is your responsibility to ensure those taking your class receive the customized registration form you were sent and complete the registration and payment process accurately and on time.
- _____ If you are teaching a face-to-face course (or a hybrid course that begins with a face-to-face meeting):
- *At your first meeting collect all completed registration forms with payment attached by paper clip (check or tuition waivers – no cash). **Students must use the registration form you were sent by the chair.***
 - *Immediately hand deliver or mail registration forms with attached payments (no cash) to Claudia O'Connor, 114 Spalding Hall, 500 8th Avenue, Lewiston, Idaho, 83501.*
 - *Remind students who do not provide payment with their registration form that they are responsible for paying for the course online or in person at LCSC within 7 days of its start date or they will be dropped from the course.*
- _____ If you are teaching an online course (or hybrid course that does not begin with a face-to-face meeting):
- *E-mail the registration form you were sent by the chair to all potential participants a week before the class starts. **Students must use the registration form you were sent by the chair.***
 - *Instruct participants to immediately mail or hand deliver their registration form and payment to Claudia O'Connor, 114 Spalding Hall, 500 8th Avenue, Lewiston, Idaho, 83501.*
 - *Remind students who do not provide payment with their registration form that they are responsible for paying for the course online or in person at LCSC within 7 days of its start date or they will be dropped from the course.*

Need Help?

- *WarriorWeb - Contact IT's Help Desk at helpdesk@lcsc.edu or call 208-792-2231*
- *Course Content – Syllabus Requirements – Contact Mark Haynal at mthaynal@lcsc.edu or call 208-792-2237*
- *The Registration Process – Contact Claudia O'Connor at coconnor@lcsc.edu or call 208-792-2260*
- *The Payment Process – Contact Claudia O'Connor at coconnor@lcsc.edu or call 208-792-2260*
- *All Other Questions – Contact Claudia O'Connor at coconnor@lcsc.edu or call 208-792-2260*