

INSTRUCTOR AND STAFF

HANDBOOK

UNIVERSITY OF CALIFORNIA
UCMERCED
EXTENSION

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CHAPTER 1: GENERAL INFORMATION

Section 1: How to Use This Guide

As a UC Merced Extension instructor, you'll find information and resources on academic policies and procedures related to your teaching assignment. Please refer to the [Table of Contents](#) to find specific topics. For help with issues not addressed in this handbook, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

Section 2: About UC Merced Extension

UC Merced Extension, is the continuing education department of the University of California, Merced. Education is the first academic discipline being developed in University Extension. We are creating face-to-face and blended courses for pre-service and in-service teachers. We are collaborating with P-12 educators and UC Merced faculty to engage the Central Valley community in scholarship and creativity while fostering a culture of inquiry and discovery learning. The UC Merced campus is known for faculty who are at the forefront of academic research, and Extension instructors are leading practitioners in their respective disciplines.

Section 3: Mission and Vision

Mission

University of California, Merced Extension (UNEX) exists to develop culturally responsive educators that equitably facilitate cross-disciplinary, integrative learning to catalyze student potential and empowerment.

Vision

University of California, Merced Extension (UNEX) aspires to be a recognized model for culturally responsive teacher preparation given to student empowerment. The UNEX program is aligned with the vision of the University of California, Merced—upholding 21st century priorities for interdisciplinary learning and public service. To achieve this aspiration, UNEX:

1. Aims to establish culturally respectful communication regarding questions, ideas, and solutions in the context of UNEX program courses and clinical placements.
2. Aims to nurture collaboration between teacher candidates and students to achieve learning goals, maximizing collective talent and expertise.
3. Aims to develop skills for critical and creative problem-solving among teacher candidates and students, applicable to all content domains.

CHAPTER 2: EMPLOYMENT

Section 1: Terms of Employment

An Extension instructor applicant only becomes an Extension instructor for a given course in a given term when he or she completes the following three processes:

1. An employment or independent contractor packet is submitted to instructor payroll (required once);
2. Formal academic approval for every course an instructor teaches by the UC Merced Extension Dean. For University-level credit courses numbered X and XM 1–499, additional academic approval may be required by the UC Merced academic department or an equivalent advisory board, and possibly UC Merced’s Undergraduate or Graduate Council.
3. A signed [Instructor Contract](#) for every course section an instructor teaches must be submitted prior to each term he or she teaches.

The process of course and instructor selection, academic approval, scheduling and hiring can take up to four months.

A. New Course Proposals

Extension looks for new course concepts that would appeal to our student base. As our planning, approving and budgeting cycles may take several months to bring a new course to fruition, we encourage you and other applicants to [develop and submit course proposals](#) early to the academic programming unit. You can initiate conversations with departments first to determine how your course idea may fit that department’s teaching needs.

B. Formal Academic Approval to Teach a New Course

- a. The academic department is required to attain formal academic approval for every new credit course you teach at UC Merced Extension. You may be required to submit an updated Instructor CV/Resume and/or Biography Form when proposing a new course through the [online system](#), which includes updated references to facilitate the academic approval process for teaching a new credit or noncredit course (forms older than three years are not accepted).
- b. Formal academic approval can take several months, depending upon the type of course. A course syllabus is required for all new courses and for courses taught by a new instructor. Once academically approved to teach a given course, re-approval is not required unless the department has requested a one-time teaching exception and wishes to resubmit an academic approval request based upon further evaluation of your teaching credentials. For term deadlines, contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu). The instructor agreement (below) is contingent upon the University’s formal

academic approval of the course and instructor.

C. Your Instructor Contract Agreement

- a. Once you and the Program Director agree upon the terms of compensation and employment and the academic approval process is underway, you will be required to complete a hiring packet (required once). Once the hiring packet is completed, you will receive an [Instructor Contract Agreement](#) from your Program Coordinator.
- b. Instructor appointments are by agreement for the length of each course section that you teach. Each term that you teach a course section for Extension, you will receive an instructor agreement that must be signed and returned within 15 business days. The University makes no commitment to hire an instructor until it has sent and received a signed instructor agreement for the term.
- c. In addition to being a legal contract between you and UC Merced Extension, the [Instructor Contract Agreement](#) contains all of the course information, including schedule, location, instructor applicant's name and address, payment information and special course requirements. You should review the information for accuracy and notify your Program Coordinator if something is incorrect (contact info can be found here: extension.ucmerced.edu).
- d. Please note that UC Merced Extension does not sponsor work visas for instructor positions and all applicants must be able to prove eligibility to work in the United States at time of hire.

D. Getting Paid

- a. For fixed-date course sections with fixed beginning and end dates, you are paid once at the end of the course section upon submission of final grades. For continuous-enrollment course sections, you are paid monthly; a report is run at the end of the month that calculates the number of final student grades that you submitted in that course during that month. Payroll staff then schedules a payment for that amount.
- b. For graded or CEU course sections, payment is usually received within 30 days of the submission of the grades or CEUs. For courses without these requirements, payment is usually received within 15 days of the end date of the course section, depending upon payroll deadlines.
- c. If you have questions regarding your terms of employment, compensation or payment, contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

E. By Agreement Employee Instructors

- a. Instructor compensation is processed by Extension’s Financial Services Department and instructor payments are issued by the University of California, Merced Payroll Office on the Merced campus. If you are employed in another UC Merced campus department or at another UC campus or facility, you must inform the Extension Financial Services Department. If you are employed by more than one UC Merced campus department, then the campus department that represents the greatest percentage of your work time will be your “home department.” If you work for more than one UC campus, at the Office of the President or at another non-Merced UC facility, your “home department” will be the unit that employed you first and all of your pay will continue to come through that unit.
- b. All employee instructors paid through the UC Merced systems must select direct deposit. Please see your Employment Packet Pay Options for more information.
- c. The following deductions will be made from your paycheck:
 - i. Federal and state income taxes—You can manage your allowances and withholdings through At Your Service, see Section 10: At Your Service.
 - ii. Medicare (1.45%)
 - iii. Defined Contribution Plan (DCP) – Safe Harbor (7.5%)—This is deducted in lieu of Social Security. For additional information on this plan, please see Section 2.D: Participation in the University’s Defined Contribution Plan (DCP) -- “Safe Harbor”.
 - iv. You are also eligible to participate in the University’s Tax-Deferred 403(b) Plan. For additional information on this plan, please see 2.E. Eligibility for Participation in the University’s Tax-Deferred 403(b) Plan.
- d. You will receive a W-2 form at the end of the calendar year which can be downloaded electronically through [At Your Service](#), a University of California website that provides access for employee instructors to view/print their earning statements and W-2 forms and adjust W-4 tax allowances and withholdings. It also provides employee instructors with access to other applicable benefit-related information.

F. Independent Contract Instructors

- a. Only about 5% of Extension instructors meet all 20 IRS classification factors to be classified as independent contractors. Independent contractors must provide a certificate of insurance for commercial-level general liability coverage with a minimum coverage limit of \$300,000. Independent contractor instructors also have more limited benefits and privileges.
- b. If you are an independent contractor, you must submit invoices on business letterhead to your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for each graded or completed course section. If you teach a fixed-date course, you should indicate a flat fee for services provided. If

you teach a continuous-enrollment course, Instructor Payroll will send you an email listing the course and section #, the names of the students graded during the prior month, and the amount to be reflected on your invoice. Please include the following on your invoice:

- i. The course information shown on the instructor agreement, including course title, dates, course section number;
 - ii. Payee instructions (individual or company);
 - iii. Tax ID number; and
 - iv. Mailing address.
- c. Please issue separate invoices for instructional fees and pre-approved expense reimbursements. Attach relevant original receipts to the reimbursement invoices and describe the expenses to be reimbursed.
 - d. Independent contractor payments are processed by Extension's Financial Services Department and issued by the UC Merced Disbursements Office. You can opt to have a check mailed or complete an Electronic Funds Transfer (EFT) Authorization form (PDF). Independent contractors will receive a paper check unless they sign up for electronic funds transfer.
 - e. Independent contractors receive IRS Form 1099 at the end of the calendar year.

G. Cancellation/Discontinuance

- a. UC Merced Extension is a self-supporting institution. Extension sometimes finds it necessary to cancel in advance, discontinue, reschedule or combine courses and change instructors. Due to budgetary constraints, Extension requires each course or special program offered to have a minimum number of paid enrollments.
- b. Program Coordinators will contact you if advance enrollment indicates that there may not be a sufficient number of students. A Program Coordinator may visit the first class to check attendance. If enrollment is insufficient to continue the course, students will be given the option of requesting a full refund or transferring to another course.
- c. Should the course be cancelled, your instructor agreement also is cancelled, including rights to compensation. All events and preparation leading up to the teaching assignment are assumed as pre-course responsibilities of the instructor, without remuneration (exceptions include online curriculum developers who are specifically hired to develop online content).

H. Emergency Makeup Meetings and Substitute Instructors

- a. The instructor agreement is between the instructor and the University, and instructors may not substitute another instructor to meet any portion of their teaching commitment to the University.
- b. Extension has procedures if you are ill or experience an emergency and need to miss, reschedule or cancel a class meeting. In these circumstances, notify your Program Coordinator (contact info can be found here: extension.ucmerced.edu) immediately. If it is after normal administrative business hours for a class that takes place the same evening, contact the appropriate Extension center directly and, if possible, leave a message for your Program Coordinator. Extension will notify students of the class meeting cancellation. View the [Emergency Telephone Numbers for Instructors](#) (PDF).
- c. The missed class time must be made up. Do not directly reschedule the makeup meeting with the students. The Program Coordinator must approve all arrangements for a makeup meeting or will arrange for an emergency substitute instructor. This is to ensure that any emergency arrangements for the class will fulfill the academic and instructional hour requirements for the course.
- d. Do not make independent arrangements for a substitute instructor or a guest speaker. Substitute instructors must also be formally academically approved and officially hired by UC Merced Extension. You are required to maintain a presence in the classroom with all guest speakers. If a substitute instructor is required for a substantial period of time, your compensation will be adjusted to cover the cost of the substitute. Extension does not provide sick-leave benefits.

Section 2: Instructor Access, Privileges and Benefits

A. System Access

- a. All instructors (employee and independent contractors) are eligible to receive and required to obtain and maintain a UC Merced email account and to use the Online Learning Management platform as well (Canvas Learning Management System) for all academic credit courses.

B. CatCard

- a. Employee instructors are also eligible to receive a CatCard, which provides proof of official campus affiliation.
- b. To receive your CatCard, you must first verify that you have been entered into the payroll system and know your employee ID number, provide a government-issued photo identification (e.g., driver's license, passport, etc.). Please visit the website for more information (<http://catcard.ucmerced.edu>).

C. UC Merced Library Privileges

- a. Employee instructors are able to remotely access UC Merced-only article databases and electronic journals through the UC Merced Library website: <http://library.ucmerced.edu>.
- b. Employee instructors are only eligible for library privileges for the duration of their academic appointment; their library accounts are automatically created approximately one week within the start date of their appointment and expire approximately one week after their appointment ends. Independent Contractors are not eligible for library privileges.

D. Participation in the University's Defined Contribution Plan (DCP) -- "Safe Harbor"

- a. As a condition of employment, Extension's employee instructors are required to participate in the University of California retirement coverage, established under Section 401(a) of the Internal Revenue Code.
- b. The Defined Contribution Plan (DCP) provides supplemental retirement benefits based on the monthly contributions plus any earnings. This plan is in lieu of Social Security. Seven and a half percent is deducted from instructor compensation before income taxes are calculated, reducing instructor taxable income.
- c. Exceptions to this policy apply to those hired before October 19, 1992, who have had no breaks in employment and who have not been rehired. Once there is a

break in service, instructors will automatically participate and be coded into the DCP.

- d. It is suggested that employee instructors carefully read the information on the website: <http://hr.ucmerced.edu/benefits/retirement-benefits>.
- e. For an explanation of “Safe Harbor,” please see: <http://hr.ucmerced.edu/benefits/retirement-benefits/safe-harbor>.

E. Workers’ Compensation Insurance for Employee Instructors

- a. If you are a by-agreement employee instructor, while you are in the classroom, you are covered by the University’s Worker’s Compensation Insurance Plan.
- b. It is suggested that employee instructors carefully read the information on the website: <http://risk.ucmerced.edu/report-claim/workers-compensation>.
- c. If you are injured while working for Extension, you must report the incident immediately here: <http://risk.ucmerced.edu/report-claim/report-incident>.

For Course Information, please refer to Chapter 3.

For Student Information, please refer to Chapter 4.

For Facilities and IT Information, please refer to Chapter 5.

Section 3: Instructor Conduct

A. Family Educational Rights and Privacy Act of 1974 (FERPA)

- a. The federal Family Educational Rights and Privacy Act of 1974 (FERPA) governs the disclosure and confidentiality of student information. Student information is considered confidential and should not be released to third parties without the student's express written consent. UC Merced Extension has designated student names; terms of attendance; and major fields of study, including any earned certificates or other program completion awards as public information under the policy; however, students are able to opt out of releasing this information. Please refer all third-party inquiries to extension@ucmerced.edu.
- b. Confidential student information that is protected under FERPA includes class scheduling information and grades. A student's grade is not to be released without the student's written permission. Do not communicate information about grades in a manner that would expose confidential student information to a third party, such as publicly posting grades using Social Security or student identification numbers or through email.
- c. You have a Legitimate Educational Interest (LEI) in accessing confidential student information for the express purpose of fulfilling your instructional responsibilities. Outside of those instructional responsibilities, you must not re-purpose, re-use or have continued access to confidential student information for any other purpose.
- d. Please refer to the website for additional information:
<http://registrar.ucmerced.edu/policies/ferpa>.
- e. For educator preparation programs, only the Credential Analyst or other institutional authorized designees employed by the UNEX will have access to the California Commission on Teacher Credentialing recommendation system. Duties regarding credential recommendations will not be delegated to persons other than employees of UNEX.

B. Ethical Values and Standards of Ethical Conduct

- a. The University's [Statement of Ethical Values and Standards of Ethical Conduct](#) commits everyone in the UC community to the highest ethical standards in furthering the University's mission of teaching, research and public service. It identifies the University's core ethical values as integrity, excellence, accountability and respect. These Standards of Ethical Conduct apply to all members of the University community, including UC Merced Extension instructors.
- b. In summary, UC Merced Extension expects you to be committed to the following ethical values:

1. Fair dealing
 2. Individual responsibility and accountability
 3. Respect for others
 4. Compliance with applicable laws and regulations
 5. Compliance with applicable University policies, procedures and other forms of guidance
 6. Prevention and avoidance of any conflicts of interest
 7. Record confidentiality, privacy and access
 8. Appropriate use of University resources
 9. Reporting of ethical violations including protection from retaliation
- c. Instructors are expected to conduct themselves in a professional manner and to not exploit the vulnerability of the instructor/student relationship. Failure to comply with Extension's instructor conduct policies could result in termination.
- d. Extension programs and classes should not—through their content, mode of presentation or promotion— make promises, either explicit or implicit, of financial or business success, job placement, or physical or emotional cure.

C. Nondiscrimination

You must adhere to the [University's policies on Nondiscrimination](#) and the [University's policies on the American With Disabilities Act \(ADA\)](#) of 1990.

D. Sexual Harassment

You must adhere to the [University's policies on sexual harassment and violence](#). See further information on the policy and available [confidential and non-confidential resources](#).

E. Substance Abuse in the Workplace

Pursuant to the requirements of the Drug-Free Schools and Communities Act of 1989, the University strives to maintain campus communities and work sites free from the illegal use, possession or distribution of alcohol or of controlled substances, as defined in schedules I through V of the Controlled Substances Act, 21 United States Code 812, and by Regulation 21, Code of Federal regulations 1308.

Employees and students shall not use illegal substances or abuse legal substances in a manner that impairs work performance, scholarly activities or student life. Employees in violation of this policy, including student employees, may be subject to corrective action, up to and including dismissal. The University recognizes dependency on alcohol and other drugs as a treatable condition. You are encouraged to seek assistance.

F. Nonsmoking Policy

You must adhere to the [University's Nonsmoking policy](#).

G. Copyright Restrictions

UC Merced Extension must comply with federal law and University policy regarding copyright. Should you knowingly use copyrighted materials without appropriate authorization, you can be held liable.

Materials provided by UC Merced Extension (e.g., workshop curriculum) is owned by UC Merced Extension and is not to be used beyond the intended purpose. Please review [Copyright Restrictions and Procedures for Other Course Materials](#).

H. New Instructor Orientation

- a. Each new employee instructor will be provided an introduction to Extension, which includes an overview of the information found within this handbook. Professional development is provided based on the program in which the employee instructor is hired (e.g., Teacher Preparation). All UC Merced Extension instructors are hired with a minimum level of online instructional experience. Per instructor job description, all instructors are required to teach synchronous online courses. As a recognized provider of excellent online academic content, UC Merced Extension is committed to making additional instructor development opportunities available to enhance pedagogical expertise.
- b. If you wish to prepare for a specific Extension teaching assignment, you may request to audit courses that are within your own discipline. However, you cannot enroll, submit coursework, or receive credit or a grade for the course on your transcript. Make arrangements to audit courses with your Program Coordinator (contact info can be found here: extension.ucmerced.edu).
- c. For additional policies (e.g., student attendance and participation) are found in other sections within the handbook.

CHAPTER 3: COURSE-RELATED INFORMATION

Section 1: Preparing for a New Course

A. Term Teaching Assignments

An Extension instructor applicant only becomes an Extension instructor for a given course in a given term when he or she completes the following three processes:

1. An employment or independent contractor packet is submitted to instructor payroll (required once).
2. Formal academic approval for every course an instructor teaches by the UC Merced Extension Dean. For University-level academic credit courses numbered X, XM and XM 1–499, additional academic approval is required.
3. A signed [Instructor Contract](#) for every course section an instructor teaches must be submitted prior to each term he or she teaches.

The process of course and instructor selection, academic approval, scheduling and hiring can take up to four months. Please refer to Chapter 2 for employment information.

B. Course Budget Allocations & Processing Expense Reimbursements

- a. Extension Program Directors determine the course budget well in advance of the term. Items include instructor compensation, classroom technology or lab equipment, payment of guest speakers and copying of materials. You should specify needs in the course planning stages, at least four months before the beginning of the course. The earlier you discuss these interests with your Program Director, the better the chance that they will be considered in the budgeting and planning process. For instance, if you require special facility needs, such as a computer classroom or software for students, you should inform your Program Director during the planning process.
- b. If the course budget includes approval for items that you would pay for out of pocket (e.g., photocopying), then submit original vendor receipts to your Program Coordinator for reimbursement. If you no longer have an original receipt, then submit a cancelled check, bank statement or credit card statement to document the out-of-pocket expense. Extension cannot reimburse you for materials prepared on personal equipment in your home or private business. Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for further information.

C. Course Prerequisites and Requirements

Sometimes a student may be enrolled in a class but lacks the necessary background or skills to keep up with the curriculum. For some courses, well-defined prerequisites can minimize the problem. You should discuss them thoroughly with your Program Director

when planning a course so that course prerequisites can be arranged to be clearly advertised on the Extension website and in the print catalog.

D. Preparing Your Course Syllabus

Due to strict [transfer](#) and [refund](#) policies you should be very clear at the first course meeting about your expectations. You should hand out and discuss the syllabus, including grading and evaluation criteria, and answer students' questions about their qualifications and requirements for them to be successful in your course. The syllabus should show a clear relationship between the course's learning objectives, instructional methods and evaluation standards. In accordance with University of California regulations, your grading and evaluation criteria must be communicated in writing to the class at the start of the course. The course goals, as written in the course syllabus, serve as the standard and basis for evaluating and comparing student performance and student achievement. Download the [UNEX Syllabus Template \(Word\)](#).

- a. The following sections need to be included on your course syllabus that you submitted in the [online system](#).
 - I. Course Background Information
 - II. Course Description
 - III. Course Goals and Outcomes
 - IV. Course Format (Modality) and Procedures
 - V. Course Requirements
 - VI. Course Grading Procedures
 - VII. Academic Integrity Statement
 - VIII. Accommodations for Students with Disabilities
 - IX. Tentative Weekly Schedule
 - X. Required Text(s)
 - XI. Recommended Text(s) and Resources
 - XII. References

E. Promoting the Course

- a. UC Merced Extension's Communication and Marketing Services Department maintains the Extension website and produces all promotional materials for courses, including brochures, flyers, print and radio advertising, news releases and the term's catalog.
- b. The department is responsible for making sure all promotional material is consistent with [Extension and UC Merced policies and standards](#). Do not initiate any publicity or promotional materials to promote your course(s) without first consulting your Program Director. We ask this as you may be able to help identify

useful mailing lists, recommend media to broadcast announcements, or distribute course and enrollment information.

- c. You are encouraged to become familiar with the professional certificates and specialized programs of study linked to your course. This also provides an opportunity to promote your class to prospective students. If you are interested in ways to promote your course, speak with your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

Section 2: Course-Related Materials and Resources

A. Affordability and Accessibility

UC Merced Extension encourages instructors to help Extension reduce the high cost of course materials and ensure those materials are accessible by our students.

- a. **Affordability:** The Higher Education Opportunity Act (HEOA) has provisions to reduce costs to students while supporting instructors' ability to select high-quality course materials. HEOA requires that cost information be made available to students before they enroll in a course. This includes textbooks, readers, photocopied materials, software access or licenses, lab kits, etc.
Deadline is three months prior to the first day of the course
- b. **Accessibility:** In addition, each instructor has the responsibility to identify instructional materials for his or her courses far enough in advance of the course to accommodate students with disabilities. Timely submission of textbook adoptions enables the University to meet its legal requirement to provide students with disabilities an equal educational opportunity to learn course subject matter, to participate actively in classroom discussions, and to meet assignment deadlines.
Deadline is 30 days prior to the first day of the course

B. Tips for Reducing Costs and Increasing Accessibility:

- a. Use common textbooks, where possible, for related courses or keep the same text for two or more years.
- b. Whenever possible, you should determine if your course reader materials are freely available online. If the materials are available online, compile a list of URLs that can easily be distributed to your students.
- c. Use electronic and open content solutions available to students at very low or no cost
- d. Meet textbook/reader adoption and accessibility deadlines to allow timely course material availability, low-cost course material options and timely conversion of materials for students with print disabilities.

C. Textbooks

- a. For course materials that are not freely available online or require additional copyright clearance, you can determine whether a textbook will serve your needs and then process a textbook adoption through your Program Coordinator. Email textbook information to your Program Coordinator (contact info can be found here: extension.ucmerced.edu) according to the deadlines above. Please include the following information in your email:

- Complete title of the textbook(s)
 - Author's name
 - ISBN number
 - Publisher
 - Edition number
 - Publication year
- b. This information will be published on the public website under the course section information for students to see purchasing details once the term opens for enrollment. To request desk copies of texts, let your Program Coordinator (contact info can be found here: extension.ucmerced.edu) know no later than three months in advance of the semester.
- c. Some textbook publishers offer access to online learning tools (e.g., McGraw Hill's Connect). Access to these tools is typically bundled into the purchase of a new textbook. However, students who opt to purchase a used textbook would need to purchase the access to these online tools separately. If you require the use of a publisher's online learning tools as a mandatory course requirement, please work with your Program Coordinator to make sure that use of this tool is listed on our website to ensure compliance with HEOA and help students make more informed choices when purchasing their course materials for the term.

D. Copyright Restrictions and Procedures for Other Course Materials

- a. UC Merced Extension must comply with federal law and University policy regarding copyright. Should you knowingly use copyrighted materials without appropriate authorization, you can be held liable.
- b. Effective compliance with UC copyright policy will require some preplanning of the course materials. All materials under copyright that are brought into class must have permission for instructional presentation. Materials in question include, but are not limited to, all printed materials, films, videos and DVDs.
- c. Find more information on [UC copyright policies](#).

E. Photocopying

- a. Requests for photocopying of unrestricted, permissible and "fair use" course materials may be processed through your Program Coordinator with at least three weeks' notice. You can email the materials to your Program Coordinator (contact info can be found here: extension.ucmerced.edu).
- b. You may also duplicate fair-use course materials on your own at a convenient copy center and submit original vendor receipts at the end of the course for

reimbursement to your Program Coordinator (contact info can be found here: extension.ucmerced.edu). Extension cannot reimburse you for materials prepared on personal equipment in your home or private business.

- c. Please consult your Program Coordinator on the allotted duplication budget for your section. Copying facilities at center and classroom locations are extremely limited and should be used only for exceptional circumstances.
- d. There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, and answer sheets and like consumable material. Copying should not substitute for the purchase of books, anthologies, publishers’ reprints or periodicals.
- d. If the cost of the photocopying should be passed onto the student, please refer to the section on Course Readers below.

F. Course Readers

- a. If you wish to include a course reader, first check with your Program Coordinator (contact info can be found here: extension.ucmerced.edu).
- b. All of UC Merced’s course readers are printed through Cognella. If you are planning on using selections from books, journals, articles, etc., the following information is required: author, title, publication date, page numbers, and ISBN if applicable. If you already have a copy of the PDF, that is extremely helpful. This information is submitted to the Textbook Manager for the UC Merced Campus Store. They submit the information to Cognella, who then provides a quote for the complete reader. Availability and cost depends on the rights as issued by the owner of the book, journal, or article you would like duplicated. Please allow two months before the start of the class to process a course reader, such that there is sufficient time for copyright clearance and processing of the readers.

G. Software

- a. The “fair use” provision of the Copyright Act of 1976 does not apply to copying or reproducing software. Software may only be copied or reproduced for classroom use when a site license has been obtained from the software producer. Notify your Program Coordinator (contact info can be found here: extension.ucmerced.edu) regarding any software needs for your course so that Extension can legally obtain a site license.
- b. If you require access to software or online learning tools that are bundled as part of a textbook purchase, they need to be listed as required course materials on the website.

H. Electronic Documents

- a. In general, electronic documents (e.g., for an online database, bulletin board or newsletter) receive the same protection that written materials receive.

I. Audio/Visual Materials

- a. Any audio/visual (A/V) materials shown in class must be legally obtained. To verify copyright for A/V materials, provide your Program Coordinator (contact info can be found here: extension.ucmerced.edu) with a list of the A/V materials for the course.
- b. You will also need to inform your Program Coordinator whether you plan to provide the A/V materials or whether you need your Program Coordinator (contact info can be found here: extension.ucmerced.edu) to order them.
- c. You are required to adhere to copyright laws in the acquisition and dissemination of A/V materials in your classroom. This is especially important when Extension has hearing-impaired students, as we may need to obtain captions for the A/V materials.

J. Off-Air Recording

- a. If you wish to use videotaped excerpts of off-air broadcasts for use in the classroom, you must adhere to these [guidelines](#).

K. Recording in the Classroom

- a. Please check with your Program Coordinator (contact info can be found here: extension.ucmerced.edu) before recording in the classroom or during an activity associated with the course.
- b. You may need the following form: [Classroom Audio/Video Recording Agreement for Student and Instructor](#) (PDF) to complete with the student making the request to record the lecture.

L. Guest Speakers

- a. Guest speakers for class appearances and presentations may be arranged with the advance approval of the Program Director. Contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) and include the name and the email address for the guest speaker, the dates and times you wish to invite them to speak, and the topic on which he or she will be speaking. The Program Coordinator will follow up directly with the guest speaker, who will need to sign a [waiver of liability](#).

- b. Guest speakers may not be used as substitute teachers. You are required to maintain a presence in the classroom with guest speakers and during all dates and times covered within your instructor agreement.

M. Visitors

- a. Auditing is not permitted in UC Merced Extension courses.
- b. Unless otherwise stated in the program, course or section description, visitors may attend the first scheduled class of a course that has six or more classroom meetings without charge when space or enrollment limitations permit. Students must, however, formally enroll in the course and pay all fees before the second classroom meeting.
- c. In courses with five or fewer classroom meetings, visitors are not permitted, and students must formally enroll in the course and pay all fees prior to the course start date.
- d. Extension cannot guarantee retention of an educational record, grades or transcripts for students who do not enroll and pay in a timely manner.
- e. Students must pay to enroll and attend all noncredit courses. In addition, students who wish to attend a credit course but do not wish to take a course for a Credit Letter Grade (CLG) need to pay to enroll and choose either the Pass/No-pass (P/NP) option or the Not-for-Credit (NC) option at the time of enrollment. For additional information on grading options, please see the following section.

N. Course Assistants, Course Facilitators and Graders

- a. For certain courses (large online or classroom courses or hands-on technical labs), course assistants or facilitators and graders may be requested in advance.
- b. It is your responsibility to work with your Program Director on setting these terms in the budget planning stages, as well as finding a qualified, available person (often a former qualified student).

Section 3: Grading Policies

Grading criteria and grading options for each course depend on what type of course is offered. UC Merced Extension offers many types of academic and professional credit and noncredit courses. Please refer to the numbering system below when you propose a course.

A. Credit Courses

- a. If a course is offered for credit, the title of each credit course is followed by the UC Merced academic department abbreviation in which the credit is granted and the course number. Credit is in semester units. For courses carrying academic or professional-level credit, the University's standard formula for one unit of credit is 15 hours of instructional time, plus two hours of study time for each hour of instruction. Thus, a one-unit course is 15 hours of instruction and 30 hours of study outside of class for a total of 45 hours of course effort. Some courses, such as studios or labs, require more instructional time and less study time.
- b. Credit course numbers include a letter prefix and sometimes a letter suffix: for example, Analytic Geometry and Calculus MATH XMW101A. The course-number prefix X indicates a credit course that originates at UC Merced Extension. The course-number prefixes XM indicates an Extension credit course that is equivalent to the campus course with the same content, title, number and credit value offered to UC Merced students. Credit courses are numbered X1-499 and XM1-499. See the full list below for descriptions.
- c. All university-level academic credit courses numbered X1-299 and XM1-299 and the Extension instructors who teach them are reviewed and approved by the appropriate academic department on the UC Merced campus and by the Division Council (DivCo). The UC Merced Division Council (DivCo) delegates authority to the Dean of UC Merced Extension to approve professional, post-baccalaureate credit courses that are numbered X300-499. This academic supervision by University faculty is assurance of excellence in course content and quality of instruction.

B. Non-credit Courses

- a. Noncredit courses can be offered for noncredit letter grade (NLG) or noncredit pass/not pass (P/NP); however, the majority UC Merced Extension's noncredit courses are offered for continuing education units (CEUs), a nationally recognized means of recording noncredit study.
- b. Many employers and re-licensure agencies accept these units as evidence of your serious commitment to career advancement and the maintenance of professional competence. The letters CEU and a number identify a noncredit course in which you can earn continuing education units.

an evaluation of student knowledge or completed work are the primary criteria for the satisfactory completion of a course offered for CEU.

- c. One CEU is awarded for 10 instructional hours.

- d. Student attendance and an evaluation of student knowledge or completed work are the primary criteria for the satisfactory completion of a course offered for CEU.
- e. UC Merced Extension does not award both a noncredit grade and CEUs for the same course.
- f. CEU courses are numbered X800-899.
- g. Final approval for all noncredit courses resides in Extension's Dean's Office as delegated by the UC Merced Academic Senate.

C. UC Merced Transcript Structure:

Numbers	Credit	Type of Credit	Brief Description
1-199	yes	Academic	Undergraduate level Academic
200-299	yes	Academic	Graduate level Academic
300-399	yes	Academic	Teacher Preparation Programs Only
400-499	yes	Academic	Professional Education Academic
500-599	yes	Academic	Graduate Level Academic may be degree
600-699	yes	Academic	Graduate Level Academic but non-degree
700-799	no	Non-credit	Personal Enrichment, non-credit
800-899	yes	CEU	Professional Development CEU only
900-999	no	Non-credit	Non-degree, letter grade or pass/not pass
1000-1099	yes	CEU	Non-degree CEU only

D. For a full description and classification of courses, please see [Classification of Courses](#)

E. Grade Chart and Grade Descriptions

Grade your students using the following chart. Although UC Merced Extension does not calculate or record an official grade point average (GPA) on student transcripts, GPAs can be unofficially calculated on the basis of grades and number of units per below.

Grade	Grade Points Per Unit	Suggested Range	Description
A+	4.0	94%–100%	Excellent: The grade of “A+”, when awarded at your discretion, represents extraordinary achievement, but does not receive grade point credit beyond that received for the grade of A.
A	4.0	94%–100%	
A-	3.7	90%–93%	
B+	3.3	86%–89%	Good
B	3.0	83%–85%	
B-	2.7	80%–82%	
C+	2.3	76%–79%	Fair: Each course in a certificate program must be completed with a grade of C or better, although some programs have higher requirements.
C	2.0	73%–75%	
C-	1.7	70%–72%	
D+	1.3	66%–69%	Barely passed
D	1.0	63%–65%	
D-	0.7	60%–62%	
F	0.0	< 60%	Failed
P			Passed at a minimum level of C-minus or 70%
NP			Not Passed—anything below a C-minus or below 70%
S			Satisfactory or passed at a minimum level of B-minus or 80% (only an option for graduate-level courses e.g., X200–299).
U			Unsatisfactory—anything below a B-minus or below 80% (only an option for graduate-division university courses, e.g., X200–299).
I			Work of passing quality but incomplete due to circumstances beyond the student’s control. Strict criteria apply; see Section 6: Petition for Incomplete (I) . Work should be completed within 90 days of the course end date. If student does not complete the work as agreed, instructors may opt to submit a final failing grade. If left unresolved, the grade Incomplete (I) in any course becomes part of the student’s permanent academic record.
NC			Not for Credit: Assigned to students whose attendance is satisfactory but who choose not to fulfill credit requirements.
W			Withdrawal: Withdrawal from a course without academic penalty. Issued based on a student-initiated withdrawal.
CEU			Assigning CEU indicates that the student has attended all of the instructional hours and has participated in the course as outlined in the course syllabus.

F. Petition to Withdraw (W)

- a. Students can request to withdraw from a course without academic penalty after the drop deadline has passed. Unlike a “drop,” a withdrawal is notated on a

student's transcript with a grade of "W."

- b. Please review the UC Merced online policy regarding an [Add/Drop/Withdraw](#).
- c. Please speak with your Program Director if you have further questions.

G. Petition for Incomplete (I)

- a. Students must meet strict criteria before qualifying to receive an incomplete grade.
- b. Please review the UC Merced online policy regarding an [Incomplete grade](#).
- c. Incomplete grades are contingent upon your approval, and you are under no obligation to grant them. If any student requests an Incomplete, please refer the student to the [Assigning an Incomplete](#) online page. The student must download the form, complete it, and submit it to you.
- d. Please speak with your Program Director if you have further questions.

H. Submitting Final Grades

- a. Final grades are submitted in Canvas, the Learning Management System for the courses. If you need assistance, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

I. Retaining Student Records

- a. You should record and date everything that will count toward determining your students' final grades, including attendance and retain it for at least 13 months.
- b. Proper grading documentation makes it possible for students to change their grading option for example, from Pass/No Pass to Letter Grade, at different points in the term.
- c. Be prepared to explain how you calculated a grade.
- d. As stipulated by the UC Merced Academic Senate, it is your responsibility to retain your students' final examinations or copies of them for a period of 13 months after the dates of such examinations.
- e. It is also your responsibility to provide a student access to his or her final examination, either by providing the student with a copy of the final examination or by making arrangements for the student to review it under suitable supervision. If the student is unable to review the final examination under suitable supervision, then a copy of it shall be provided to him or her.

- f. Student work is FERPA-protected: A student should only see his or her own exam; exams should not be placed in a pile for students to peruse. Final examinations and any other retained student work should be returned to the students, shredded or destroyed after 13 months, unless there is an agreement with the student to extend an incomplete grade and the information is needed to calculate a final grade.

- g. As a best practice, Extension strongly recommends that you also keep copies of final papers, final projects, the Grade/CEU records, the syllabus, recorded student grades, and grading criteria for 13 months as you may be required to show how you calculated a grade if a question arises.

Section 4: Enrollment and Attendance

A. Verification of Enrollment

- a. For each course section you teach, Extension sets up a class list in Canvas. From there, you can view and print the class list.
- b. As auditing is not allowed in UC Merced Extension courses, all students present in your course should be enrolled. It is very important to verify that the students attending your course are also listed on your official class list.
- c. Have students sign in and compare sign-in sheets with your official class list to verify that each student is enrolled in the course. Please do this each time the class meets.
- d. Please encourage any student not on your list to enroll through the online registration system.
- e. If you have any questions, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

B. Attendance and Participation Policy

- a. It is up to you to specify your attendance and participation policy in the syllabus and to explain it on the first day of class.
- b. If a student misses class for any reason, the burden is on the student to make up the work and decide whether he or she can continue in the course.
- c. For students who feel that they can make up the work, you should provide any materials that were provided in class (handouts, slides, notes, etc.) and remind the students of the assignments that are due. It is not your responsibility to make up the instructional time with the student.
- d. If you have any questions, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

C. Absences Due to Illness

- a. Instructors are asked to refrain from general requirements for written excuses from medical personnel for absence due to illness. Many healthy people experience a mild-to-moderate illness and recover without the need to seek medical attention.
- b. The UC Merced Academic Senate occasionally issues guidance concerning missed classes and exams due to illnesses such as influenza advising that students

not attend class if they have a fever.

- c. Should a student experience repeated absences due to illness, Extension advises instructors to use flexibility and good judgment in determining whether to excuse missed work, extend deadlines, or substitute an alternative assignment.
- f. Instructors may also refer students to the UC Merced online policy regarding an [Add/Drop/Withdraw](#) and the UC Merced policy regarding an [Incomplete grade](#).
- g. If you have any questions, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

D. Accommodation for Pregnancy and Parenting

- a. In compliance with Title IX of the Education Amendments of 1972, and with the California Education Code, Section 66281.7, it is the official policy of the University of California, Merced to not discriminate against or exclude any person on the basis of pregnancy or related conditions, and to provide reasonable accommodations to students as appropriate.
- b. Instructors are reminded of their responsibilities for excusing medically necessary absences for pregnancy and related conditions and making reasonable accommodations in the areas of class sessions, exams, tests, project deadlines, field trips, and any other required activities.
- c. Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of conflicts. If a mutually satisfactory arrangement cannot be achieved, the student [Appeals and Grievance Policy](#) may apply. This can be found in the Student Resources and Policies Handbook.
- d. Students also have the option of filing a Title IX complaint. For more information about accommodations for student who are pregnant or parenting, please contact the Office of Campus Climate and Compliance's Department of Discrimination and Sexual Violence Prevention (<http://dsvp.ucmerced.edu/report>).
- e. If you have any questions, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

E. Alternative Test or Examination Schedule to Accommodate Religious Creed

- a. In compliance with California Education Code, Section 92640(a), it is the official policy of the University of California, Merced to permit any student to undergo a test or examination, without penalty, at a time when that activity would not violate the student's religious creed, unless administering the examination at an alternative time would impose an undue hardship that could not reasonably have been avoided.

- b. To accommodate a student's religious creed, refer students who wish to request to schedule tests or examinations at alternative times directly to your Program Coordinator. Your Program Coordinator (contact info can be found here: extension.ucmerced.edu) can help coordinate the exam schedule with you and the student.
- c. Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of conflicts. If a mutually satisfactory arrangement cannot be achieved, the student [Appeals and Grievance Policy](#) may apply. This can be found in the Student Resources and Policies Handbook.
- d. Students also have the option of filing a Title IX complaint. For more information about accommodations for student who are pregnant or parenting, please contact the Office of Campus Climate and Compliance's Department of Discrimination and Sexual Violence Prevention (<http://dsvp.ucmerced.edu/report>).
- e. If you have any questions, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

Section 5: Course Evaluations

A. Informal Evaluations

- a. Extension strongly recommends some form of student learning evaluation early in the course to identify any need for early intervention and to evaluate students' progress toward learning objectives.
- b. Your Program Coordinator (contact info can be found here: extension.ucmerced.edu) will provide you with a suggested format and can assist you in tailoring it to your specific course.
- c. Extension encourages you to conduct informal evaluations throughout the course.

B. Mid-Semester Evaluations

- a. Many departments also request mid-semester evaluations for first-time Extension instructors using a paper form process. If you are requested by a department to administer a mid-semester evaluation, set aside 10 to 15 minutes during the first half of the meeting so that all students can complete the evaluation.
- b. Please appoint a student to administer the evaluations and give the evaluation instructions to him or her. You and any teaching assistants must leave the room during the time students are filling out the forms. You must not handle, read or otherwise review the contents of completed forms. The appointed student will collect all completed forms, seal them in the postage-paid envelope and mail the evaluations or drop them off at the Center Registration Desk.
- c. Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for more information.

C. End of Course Evaluations

- a. It is UC Merced Extension policy that all courses and instructors be evaluated as part of an overall campus mandate to assess and improve the quality of teaching.
- b. UC Merced Extension uses an online course evaluation system that standardizes and manages the entire process.
- c. The online course evaluations system allows for the automation and simplification of end of course evaluations for instructors and allows students to access their class survey at their convenience in order to produce more thorough reviews free of in-class time constraints.
- d. The online course evaluations system will manage the entire process:

- i. When a course is 85% complete, the system will open a survey, notify the instructor(s) and email invitations to enrolled students. For one-day workshops, the survey will open at the end of the class session.
- ii. Instructors will be emailed a link to general statistics and response rates of active surveys. (Student names will not be included.)
- iii. Surveys will remain open for 10 days, and students who have not completed the survey will receive reminders on the 2nd and 6th days.
- iv. Ten days after the course ends, a report summarizing the responses will be emailed to the department. The same report will be emailed to instructors after final grades are submitted.
- v. When you are notified by email that the course survey is open, we encourage you to remind students to complete the evaluations and to educate students on the value of their input. Encouraging student participation is one of the best methods to increase your evaluation response rates.
- vi. Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for more information.

CHAPTER 4: STUDENT INFORMATION

Section 1: Adult Learners

Students are often motivated to enroll in UC Merced Extension classes for two primary reasons: professional development and personal enrichment. In an increasingly competitive continuing education marketplace, our students go out of their way to attend UC Merced Extension courses. Many of our students have committed themselves to studying a particular subject in depth and have registered for one of our professional certificates or specialized programs. Upon completion, these programs provide evidence that our students have mastered a set of specific professional skills. Some courses may also be used as credit toward degrees at other institutions based on their requirements.

What does this tell us about the type of students likely to be enrolled in classes? Many hold undergraduate degrees and some hold master's and doctoral degrees.

Six characteristics of adult learners that describe what will best help them to learn include:

1. Adult students are mature people and prefer to be treated as such.
 - a. They learn best in a democratic, participatory and collaborative environment.
 - b. They need to be actively involved in determining how and what they will learn, and they need active rather than passive learning experiences.
 - c. They are self-reliant learners and prefer to work at their own pace.
2. Adult students have needs that are concrete and immediate.
 - a. They tend to be impatient with long discourses on theory, but prefer to see theory applied to practical problems. This doesn't mean they are not interested in theory, but they also must see the practical application of the theory.
 - b. They are task- or problem-centered rather than subject-centered.
 - c. Their learning is not complete until it is expressed in appropriate action.
3. Adult students are more impatient in the pursuit of learning objectives.
 - a. They are less tolerant of "busy work" that does not have immediate and direct application to their objectives or needs.
4. Adult students have useful past experience.
 - a. They are more realistic and have insights into what is likely to work and what is not.
 - b. They are more readily able to relate new facts to past experiences.
5. Adult students enjoy having their talents and information incorporated into a teaching situation.
 - a. They bring their own experiences and knowledge into the classroom, which they like to use as a resource for learning.
 - b. Give them practical learning activities to build on their prior skills and knowledge.

6. Adult students are sometimes fatigued when they attend classes.
 - a. They appreciate any teaching devices that add interest and a sense of liveliness, such as a variety of methods, audio/visual aids, change of pace and sense of humor.

Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) if you would like more information.

Section 2: Communicating with Students

- A. To reach students while keeping their contact information secure and confidential, it is recommended that you communicate with your students via UC Merced or Canvas email accounts.
 - a. If you use your UC Merced email, you should list the individual email addresses in the blind copy field so that the addresses are not accessible to others.
 - b. Only send emails to the student email under which they registered and is listed on your class roster.
 - c. Not all Extension students will have a UC Merced email; however, the email with which they registered is considered official (and legal) communication.
 - d. If teaching an academic course, you can securely and confidentially communicate with students using the Coursemail feature in Canvas.
- B. Students and Group Projects
 - a. For group project work, it is best practice for students to exchange their contact information with others students directly.
 - b. Canvas will also allow you to set up online discussions for your students that are secure.
- C. Staying in Contact with Students after Your Course Section Ends
 - a. Under FERPA, it is not recommended to initiate contact with students unless it is for a Legitimate Educational Interest, and then it is recommended you use your UC Merced email.
 - b. At the conclusion of the course, you may offer students your personal contact information so that students can voluntarily choose to make or maintain contact with you after the course has concluded; however, do not solicit or demand student contact information for this purpose.
 - c. Staying in touch after the section ends for other non-academic purposes needs to

be voluntary for the student. If you use LinkedIn for professional networking purposes, you can inform students that you are available on LinkedIn, but it is not recommended for instructors to initiate the “link.”

- d. For more information regarding FERPA, please see <http://registrar.ucmerced.edu/policies/ferpa>.

Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for more information.

Section 3: Students with Disabilities

The federal [Americans With Disabilities Act \(ADA\) of 1990, as amended](#) and other federal and state laws, as well as the [University of California Guidelines Applying to Nondiscrimination on the Basis of Disability](#) require that persons with disabilities have equal opportunity to enjoy campus programs, activities, and benefits.

Extension requires you to review the [Faculty Resources](#) page on the UC Merced Disability Services website for all information regarding students with disabilities.

Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) for more information and/or assistance in accommodating your students.

Section 4: Academic Integrity and Academic Misconduct

At UC Merced, the [Office of Student Conduct](#) (OSC) oversees the student disciplinary system for reports of suspected student misconduct, both academic (e.g., cheating, plagiarism and unauthorized collaboration) and nonacademic (e.g., computer misuse, alcohol and other residence hall violations, theft, and conduct that threatens health and safety).

If you suspect student misconduct, either academic or nonacademic please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) and review the policies and procedures on the OSC website (<http://studentconduct.ucmerced.edu>).

If you have concerns about student behavior and/or classroom management, please contact Program Coordinator (contact info can be found here: extension.ucmerced.edu).

Extension recommends visiting the OSC website together in class to facilitate a conversation about academic integrity. It contains helpful resources for both students and instructors.

Finally, create an inclusive classroom. From the first day of class, set guidelines for discussion to ensure that everyone feels welcome expressing his or her ideas in class. Some instructors find it helpful to have a brain-storming session with students on the first day of class and to come to a group agreement about ground rules for respectful class interactions.

Know your own biases and hot-button issues, which can help you prepare for difficult moments.

Extension recommends you visit the [Center for Engaged Teaching and Learning](#) website for instructional resources, including ideas for creating an inclusive classroom.

CHAPTER 5: FACILITIES AND INFORMATION TECHNOLOGY (IT)

Section 1: Extension Locations, Schedules, and Classroom Etiquette

Information about parking, public transportation, building entry, classroom access, emergencies, on-site staff hours and other site-specific matters can be found on the UC Merced [Facilities Management](#) website. Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) if you can't find the information you need. Whenever possible, public transit is recommended.

A. Locations/Centers

- a. Extension offers classes at the UC Merced Downtown Campus Center, UC Merced Fresno Center, and the UC Merced Modesto Venture Lab, Merced County Office of Education, and school districts in addition to the UC Merced Campus.
- b. Every effort is made to schedule classes in the most appropriate instructional facility and classroom for the course.
- c. Please be sure to notify your Program Coordinator (contact info can be found here: extension.ucmerced.edu) if you have specific instructional needs (e.g., computer lab, drafting studio, breakout rooms) so that these may be taken into consideration when scheduling your course.
- d. Support Staff are available to assist by answering questions related to: course information; opening rooms; distributing course packets; providing account codes and training for photocopiers; and providing way-finding and reception services.
- e. They are sometimes available for light photo-copy jobs.
- f. UC Merced Extension provides hotel space where courses are offered for instructors to do work in preparation for their courses and meet with students.
- g. Location, hotel spaces, and classrooms provide wireless internet.
- h. If you need other resources at a given site, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

B. Schedules

- a. Classroom schedules and locations are posted online.
- b. Changes to room assignments are reflected on the Extension website and posted on the classroom door.

- c. Every effort is made to notify instructors and students in advance via email, as well.
- d. Classrooms are unlocked 30 minutes prior to the scheduled start time and relocked 15 minutes after the scheduled end time.

C. Classroom Etiquette

- a. Because Extension offers daytime, evening and weekend courses, classrooms are often scheduled for different courses throughout the day.
- b. In order to clean and reset classrooms, we ask that you vacate your assigned classrooms at the end of the scheduled meeting time and leave the room in the configuration in which you found it.
- c. If you require additional classroom time, contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) to discuss possible schedule modifications.
- d. Classrooms should always be left in good condition for subsequent use.
- e. Ask students to dispose of trash and make every effort to leave the rooms and their contents in order.
- f. Furniture that has been rearranged should be put back as found; any borrowed furniture should be returned to its original location.
- g. If you have a question or concern pertaining to your classroom, please go the Registration Desk and speak with the on-site representative who can assist you.
- h. Please do not relocate your class or make other changes to the classroom without first contacting the on-site representative.
- i. If you would like to request additional changes for the next class meeting, contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

D. Field Trips and Other Outside Activities

- a. If a class has activities that take place outside of the classroom, such as a field trip or site visit, you need to be specific in your syllabus about what it will involve. (Example: The field trip includes about two miles of walking in an hour's time. The walk includes some stairs and steep inclines and may cover wet or slippery surfaces.)
- b. Please note that it may be necessary to make special arrangements for a particular student, and in some cases, to design an alternative for the entire class.

- c. Each student must sign an [Elective/ Voluntary Activities Waiver](#) (PDF).
- d. You must inform your Program Coordinator (contact info can be found here: extension.ucmerced.edu) of any field trips or site visits that you are planning so that representatives can forward the waiver forms to class and facilitate the rescheduling of the classroom for other Extension events or classes, as needed.
- e. All signed student waivers must be submitted to your Program Coordinator for filing.

Section 2: Classroom Technology

You will be provided with information on the standard classroom technology available for the classroom you are assigned. If you need additional support, please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).

You should discuss your general classroom technology needs with your Program Coordinator before your class is scheduled so that any special considerations for room scheduling or software acquisition can be taken into account.

All classroom spaces will be equipped with wireless internet and information on-site regarding passwords.

The on-site support staff are available if you require assistance with classroom technology.

UC Merced Extension can make arrangements for computer labs for instruction, as long as it has been arranged ahead of time with your Program Coordinator (contact info can be found here: extension.ucmerced.edu) and was submitted at part of the proposed course.

Section 3: Safety

A. Safe Learning Environment

- a. Extension strives to provide a safe learning environment. You can contribute to the safety of you and your students by doing the following:
 - i. Program these [Emergency and Non-Emergency Phone Numbers](#) into your cell phone for the location where you are teaching.
 - ii. Review the Emergency Information and Procedures found in this emergency.ucmerced.edu.
 - iii. Know where your Extension Centers emergency contact numbers are posted (on the wall in each classroom near the entrance for your convenience).
 - iv. Familiarize yourself with the evacuation procedures that are posted on the wall in the classroom.

B. Immediate Concerns

- a. If it's an emergency, call 911.
- b. If necessary, but not an emergency, call the police (numbers are posted at each site).
- c. Should you find anything of concern that is not immediate, contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu).
- d. If it is after-hours and the Extension academic offices are closed, call the number associated with the facility or notify on-site personnel who can help if you have a last-minute concern involving your teaching.
- e. As the instructor, students will look to you to take the lead in an emergency.
- f. Introduce yourself to security and center staff and call upon them when needed.
- g. In the event of an earthquake, instruct students to duck and cover and evacuate when and if it is safe to do so.
- h. If you notice something unusual about a student, but you are unsure of what to do, please contact the Program Coordinator (contact info can be found here: extension.ucmerced.edu) and Center Staff, if appropriate.

C. Student, Employee, and Volunteer Incident Form

- a. If anyone has an accident while onsite for an Extension class or while on a class field trip or site visit, have them complete the [Incident Form](#) (PDF).
- b. It is strongly recommended that you keep a blank form with you during the term and with you on any field trips and site visits.
- c. Please contact your Program Coordinator (contact info can be found here: extension.ucmerced.edu) to relay an account of the event as soon as possible. He or she can follow up with the appropriate parties to make sure that a thorough report is submitted.

D. Personal Emergency

- a. If you are delayed or having a personal emergency situation and cannot make it to class, call to notify your Program Coordinator (contact info can be found here: extension.ucmerced.edu) and the Center Staff as soon as possible and Extension will make arrangements to notify the students.
- b. Please do not ask a colleague to cover your class or substitute.
- c. Please refer to Chapter 2, Section 1, H. “Emergency Makeup Meetings and Substitute Instructors” above for further information.