

Indian River State College

Criminal Justice Institute

Instructor Handbook



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Instructor Handbook

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General Guidelines

Introduction

At the Criminal Justice Institute (CJI) of Indian River State College (IRSC), we provide the finest in Law Enforcement and Corrections training and education. We do so by employing some of the best Criminal Justice Instructors in Florida. Success is further guaranteed by the structure and discipline of our programs. As CJI Instructional Staff, you are vitally important to maintaining that structure and discipline, as well as having both the recruits and student-officers view you as a professional, to give them a standard to respect and attain.

To help you better organize and structure your classes, Instructors are expected to follow IRSC and CJI guidelines, policies and practices. If you are unsure about any item listed hereafter, contact one of the CJI Coordinators, Staff or the Training Center Director.

Instructor Assignment

The Coordinator for which discipline you instruct under (Law Enforcement, Corrections, Crossover, or Evening) will be your primary point of contact for ALL teaching assignments. Some of you may be desirous of teaching outside your initially assigned discipline and wish to cross-over into other aspects of Basic Recruit or Advanced/Specialized Training courses, or even academic teaching. While, it must be done so in a fashion that does not cause conflicts within the scheduling processes and does not exceed the 24 hour per week limit.

If one wishes to cross-over into other areas, consult with the respective Coordinator and express the interest. Once an agreement is reached and there are no potential scheduling conflicts, then the respective Coordinators of those areas will discuss it to ensure the decision is serving the best interests of the CJI. If these two aspects are not completed, the Director will not authorize an Instructor to cross-over from one area to another.

Coordinators will choose Instructors based on the need of the Criminal Justice Institute and Indian River State College. Instructors are not permanently assigned to any topic, all courses are part of the Criminal Justice Institute's training strategy (as guided by FDLE). Director will make any final decisions on instructor scheduling, should an issue arise.

Attire

- Per IRSC and CJI policy, an Instructor's attire should project a professional image and should not be in disrepair, torn or dirty. Unless approved by the Director or designee, t-shirts, jeans (*regardless of color*) or shorts are not acceptable at any time or in any classroom.
- Uniforms or professional, casual business attire is the acceptable classroom wear.
- You will be provided with a CJI collared polo shirt that can be worn with dress pants or BDUs when not in agency uniform.
- High Liability Instructors will also be provided with a Red Instructor shirt that must be worn when scheduled for High Liabilities.

Contact Info/Emails

- Ensure contact info (*mailing address, phone #'s, alternate emails, etc.*) are current with IRSC/HR and CJI staff.
- Each Instructor has an assigned IRSC email address. Both IRSC and the CJI consider the IRSC email as the primary contact email for work-related purposes & all electronic

communications will occur through that email. HR, Payroll and the Training Center Director will only contact Instructors through that email for issues regarding your employment status, pay issues, college events, etc. **Instructors are expected to check their IRSC email weekly.**

Payroll report forms

When completing your Workday payroll submissions, please make sure you do so completely and accurately. Choose the correct job assignment description for the class being taught as this ensures the proper pay rate for the course being taught. If teaching in a Basic Recruit Training Program (BRTP), your pay will be listed as “*Adjunct Clock Hours*”. In the comments section box, list the: academy class #, if it’s an LE or CO class, the actual class taught (*Firearms, First Aid, etc.*) and the hours taught (*EX: 8a-12p, 1p-5a*). If you are teaching an Advanced or Specialized Training class, your pay will be listed as “*Part-Time Hours Worked.*” Include the same info (listed above) in the comments section box. Inaccurate or incomplete submissions will be returned and may delay payment for services rendered. It is not the responsibility of the Director to notify you that your time submission has been returned. Rather, Workday will display a notification.

In-Service Training for continued CJI/IRSC Certification

Attendance will be encouraged at one Criminal Justice Institute Instructor Meeting/In-Service Training per year to allow for continued CJI/IRSC Certification.

Tobacco Free and Smoke Free Campus Policy

IRSC prohibits smoking and the use of all smokeless tobacco products in all facilities and areas owned by the College. Employees, students, guests and members of the public are required to adhere to this policy. Tobacco products include all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco including, but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products. The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited at IRSC.

Teaching Aids and Equipment

- Instructors will be responsible to provide a Course Schedule/Lesson Plan for the assigned block seven days in advance to the appropriate Coordinator for review as well as request the necessary training tools and facilities for the required training scenarios/exercises.
- Be prepared with the necessary teaching materials/handouts before you teach the class. Do not use classroom time to make copies.
- Equipment designed to aid in instruction is available for your needs. Advise CJI staff if you require specific training tools. If you are teaching after normal operating hours or on an off-hour/day and have a need for such equipment or facilities, advise the Coordinator prior to the assignment.
- Before starting your class, a Coordinator needs to preview the:
 - Class schedule with lesson plans,
 - Practice quizzes and Final Exam with Answer Key and/or Scantron,
 - All classroom presentations, including videos, and
 - All handout material or additional readings. Do **NOT** distribute outside material that has not been approved by a Coordinator or the Director.

- Check the Point of Contact Board for reservations of training tools/facilities.

Classroom Management

- Be cognizant of the instructional time in the classroom. Both FDLE and the CJI expect classes to begin and end at their designated times. Instructors are expected to fulfill and comply with the hourly requirements of each class, following curriculum guidelines & timeframes, per CJSTC & CJI rules.
- Do not change the times, dates or locations of a class without approval of the Director and/or respective Coordinators.
- Profanity, horseplay, unsafe or unprofessional behavior by Instructors is not acceptable.
- Report possible CJSTC & CJI rule violations to the respective Coordinator and/or Director immediately.
- Report any equipment problems to a CJI staff member.
- No food or open containers of liquid are allowed in the classroom. Because of some of the physical training requirements, recruits and student-officers are allowed to possess water bottles in CLOSED and CAPPED sport type bottles.

Curriculum Instruction

The material being instructed, be it the B RTP Curriculum or Advanced/Specialized Training, is mandated material from the various FDLE curriculum guides and must be covered in the respective classes along with the documented, mandatory training scenarios/exercises. Instructors; however, are responsible for **HOW** it is instructed. It is expected that instructors will actively and professionally engage & involve the recruits/officers/deputies with a scenario-based/practical applications training philosophy, challenging them to be interactive learners. While doing so, refrain from using language, humor or any behavior the learners may find inappropriate, dangerous or offensive. The following examples are not meant to be wholly inclusive but commentary that may be considered racist, sexist, agency-bashing, or profanity-laced is unacceptable. Instructors must follow the FDLE curriculum and not implement agency-based or advanced training measures.

Test Security Policy

The Test Security Policy is for the purpose of implementing appropriate provisions for the security, storage, and oversight of CJI/CJS Academy/FDLE test procedures and materials.

Advanced/Specialized Training Test materials are stored in a locked file cabinet located in the secured file room (#116) of the Treasure Coast Public Safety Training Complex. Access to the file room is limited to the CJI Director, Academy Coordinators and the Director's Criminal Justice Administrative Assistant. When CJI personnel are not in attendance, the file room will remain locked.

For Advanced/Specialized Training test distribution purposes, Coordinators will make copies of tests as needed and provide these to Instructors when a test is scheduled. Instructors will promptly return completed tests, test material and answer sheets to the appropriate Coordinator for immediate storage in the file room. No one other than approved CJI staff shall have access to the storage room or file cabinet, nor shall anyone other than CJI staff handle or be granted access to any test before or after a test is administered.

Basic Recruit Training Program Test materials are stored electronically and secured by CJS Academy protocols. Instructors will not have access to exams, exam materials, exam answers, exam grades, or the ability to log in to retrieve such information. Instructors may receive Moderator permissions that allow for the start and stop of an exam only.

Instructors administering the tests shall adhere to all procedures specified in the CJI Instructor Handbook for test security. In addition, with the distribution of test materials, all test administrators/moderators will be informed that it is a violation of CJI policy for anyone to knowingly and willfully:

1. Give examinees access to secure test items or materials before testing;
2. Copy or reproduce all or any portion of a previous test, test booklet, or an Instructor's manual, or all;
3. Provide answer keys or answers verbally, in writing, or by any other means, to examinees;
4. Coach examinees during testing, or alter or interfere with examinees' responses in any way;
5. Allow students to take screen shots or enter any other website while signed in to CJS Academy;
6. Allow students to 'print screen' while signed in to CJS Academy;
7. Allow students to take notes while taking any exam;
8. Allow students to wear smart watches or have any personal items or textbooks/notes near when testing;
9. Allow students to handle their test Scantron once it has been turned in for grading;
10. **Allow recruits to handle Performance Evaluations/Proficiency Sheets once they complete their personal information on the top of the form.** No recruit should ever assist with the checking or entering a pass/fail grade on a proficiency sheet;
11. Fail to follow security regulations for distribution and return of test materials as directed, or fail to account for all test materials before, during, and after testing;
12. Participate in, direct, aid, counsel, assist in, encourage, or fail to report any of the prohibited acts listed above, or fail to follow testing procedures published in CJI Instructor Handbook;
13. Refuse to disclose information regarding test security violations; or
14. Leave the room at any time while the students are testing.
15. Allow students to leave the room once testing has begun unless finished.

Additional points of consideration regarding testing practices:

- No Instructor should have a copy of an exam until just prior to the administration of that exam. Coordinators will **NOT** issue the exam until that point in time.
 - No Instructor should have an exam, out-of-date or current, in their personal possessions. Likewise, Instructor notes should not appear to be exam material to BRTP or Advanced/Specialized students.
 - Be exceptionally cautious and judicious when discussing curriculum material; avoid phrases that may lead BRTP or Advanced/Specialized students to believe the Instructor is providing exam questions or answers. Instructors will strongly and appropriately emphasize certain curriculum areas: objectives, first sentences of paragraphs, italicized words. Instructors are to teach ensuring the BRTP or

Advanced/Specialized students understand the exam questions are going to be selected directly from their issued curriculum guides.

- For Instructors teaching Advanced/Specialized Training evening classes, the exams placed in the locked cabinet in CJI suite are **NOT** to be retrieved until just prior to exam administration, and all exam materials are to be returned to the locked cabinet immediately upon completion.
- If an issue arises with an exam question, it will be referred to the appropriate Coordinator for a response; there are no exceptions to this rule. LE/BRT exam questions should be referred to the appropriate Coordinator.
- An Instructor will not eliminate or remove a test question. Per CJSTC rules, that authority lies exclusively with the Director and all such questions will be discussed with the appropriate Coordinator.
- Finally, exam scores should first be discussed with the respective Coordinator. Once it is determined there are no issues with an exam or question(s), then scores can be announced privately with the B RTP or Advanced/Specialized students. There should be **NO** public announcements of scores or pass/fails with any B RTP or Advanced/Specialized student in any class.

Basic Recruit Training Program (B RTP) Academies Curriculum

- Each Instructor will be provided with Instructor Guides via the CJI website, criminaljusticeinstitute.net. Instructor Guides are also available on ATMS. When an Instructor is assigned a Block(s), they will need to refer to the Curriculum Breakdown, also available on the CJI website, and refer to the assigned Chapter/Units/Lessons and required scenarios/exercises to be covered within that Block. It is the Instructor's responsibility to email their Lesson Plans for the assigned Chapter/Unit/Block to the respective Coordinator at least seven days in advance of the scheduled instruction date(s) and be fully prepared with the required training tools and facilities on the day of instruction aligning with the scenario-based/practical application training philosophy.
- Instructors are encouraged to only sign up for Blocks they are extremely knowledgeable of and comfortable with. Instructor Observations occur frequently and Student Evaluations are read thoroughly and may result in the recommendation of specific Block(s) of instruction assignment.
- Each Instructor will be familiar with the CJSTC 200 Form.
- At the end of the class, the following items are needed from the Instructor:
 - Student Sign-In Sheets, **signed by** each Recruit and the **Instructor**
 - Total Hours Sheet, **signed by Instructor** and Class Leader
 - Student Evaluations of all Instructors (to be collected by Class Leadership at the end of the Block).
 - Failure of Instructors signing the Sign-In Sheets will result in time submission not being approved until completed as the Instructor responsibilities have not been met. Instructors will be notified to return within the week of instruction.

Classroom Management

- Please review and know the policies and disciplinary processes established in the CJI Policy Manual for recruits. Copies of the Recruit Policy Manual can be supplied upon request.
- Instructors are responsible for monitoring proper recruit conduct and behavior in the classroom.
- Instructors may consult with the assigned Coordinator to document disruptive behavior in the recruit's Policy Manual.
- Instructors may consult with the assigned Coordinator to document positive performance in the recruit's Policy Manual.
- Instructors have the authority and are expected to handle minor disciplinary matters in the classroom but will also notify a Coordinator or Director of an incident.
- If an Instructor encounters a more significant event or disruptive recruit, they should immediately bring this to the attention of the respective Coordinator and/or Director. In either circumstance, CJI staff will handle all final matters related to discipline.
- Disciplinary issues during High Liabilities must be brought to the attention of the High Liability Coordinator.
- Platoon Leaders are expected to bring their class to Attention when an Instructor, Agency Representative, or member of the Public Safety/CJI Leadership Team enter the classroom EXCEPT in the event of testing or in High Liability Facilities.
- Recruits are expected to pause and stand to the side when a uniformed officer walks by in the hallway.

Attendance policy for B RTP Recruits

- Tardiness– The Training Schedule clearly defines the start time for each class and recruits are expected to be on-time, as are Instructors. Failure to report to class, formation, or any other training at the designated time may be cause for recruit disciplinary action.
- Absences– Attendance is **mandatory** for all training, classes, and functions. There are no unexcused absences.
 - An excused absence requires make-up work equivalent to the time missed. If the time missed is 10% or more of the class hours, the recruit will be withdrawn from class, thereby requiring those to repeat it at a later date to graduate. There are **NO** exceptions to this rule.
 - Recruits must submit a “Request for Excused Absence” form, explaining the reason for their requested time off and present it to the Coordinator via Class Leadership.
 - No recruit will be excused for pre-employment processing, interviews, or personal business, to include medical or dental appointments (*except emergencies*) during BRT.
- Attendance Sign-in Sheet– Recruits must sign the Attendance Sign-in Sheet for each period of instruction. A typical day will have three Sign-In Sheets: morning, afternoon, and Physical Training. These are a part of the recruits' permanent training records. If recruits fail to sign in, they will be listed as absent which may result in dismissal.
 - Do not allow recruits to handle Sign-In Sheets after they initially sign in for the session.
 - Do not allow one recruit to sign in for another.
 - Signing in for anyone other than themselves will be considered an integrity violation and may be grounds for immediate dismissal.

- Instructors are required to print their name at the top of each Sign-In Sheet and print & sign at the bottom for each block of instruction taught.
- **Class breaks**
 - Class breaks are taken at the Instructor's discretion; however, *brief* breaks on the hour are encouraged to prevent constant and disruptive movement during instruction. No breaks are to be allowed prior to lunch or dismissal.
 - With the opportunity for breaks, Instructors should not allow recruits to leave the classroom unless for an emergency
 - Recruits will not remind the Instructor of or make any reference to breaks.
 - After breaks or lunch, recruits will report promptly to the classroom and be quietly seated when the Instructor enters.

Recruit and Instructor Roles

- Recruits are prohibited from participating in a Law Enforcement "ride-along" with any Instructor who has been, or will be, teaching their academy class. This includes Instructors who have completed teaching their assigned blocks with that class.
- Instructors are prohibited from providing individual recruit instruction outside of academy time.
- Legitimate employment activities may be considered an exception on a case-by-case basis. Consult with a Coordinator beforehand.
- **Fraternization**: Instructors are expected to maintain a **professional** relationship with recruits at all times. Recruits and Staff/Instructors shall not fraternize on- or off-campus, on- or off-duty while the recruit is in attendance. To fraternize means to spend time socially- e.g.: phone calls, meal breaks, outings, or enter into a personal relationship of any sort, outside of the academic instructor-recruit relationship. This includes the exchange of social media content, such as Facebook, Instagram, Snapchat, Twitter, email and the like, as well as engage in social and/or recreational activities outside academy time. All interaction between Staff/Instructors and students will be confined to program-related activities, at approved TCPSTC facilities, for the duration of the recruit's enrollment in said program.
- Lastly, recruits and Instructors are required to inform the Coordinator and/or Director of any prior or current personal or professional relationships. If a prior personal/professional relationship existed, that Instructor member will not be placed in a position which would involve evaluating the performance of said recruit.

Specialized and Advanced Classes

Course Materials and Handouts

This list represents the items needed from the Instructor to meet IRSC/CJI and the CJSTC's class file requirements. In addition, please provide a complete copy of all your instructional materials, including handouts.

- ❖ Thirty days prior to first class session:
 - Course Syllabus/Schedule with listed Goals and Objectives (*these can be combined in one paper as in the enclosed sample*), PowerPoints and teaching Materials.

Instructors who are not listed on the Syllabus or have not been approved to teach by the assigned Coordinator are not permitted to teach or sign the Sign-In Sheet under any circumstances.

- ❖ At the end of the class, the following items are needed:
 - Student Sign-In Sheets
 - Total Hours and Grade Sheet
 - Midterm Exam with key
 - Final Exam with key
 - Individual student exams
 - Student Evaluations of all Instructors
 - Final grades (to be recorded by respective Coordinator and entered into ATMS by the Director's Administrative Assistant or Coordinator)
 - Instructor Courses: Instructor evaluation of student presentations

Attendance Policy for Advanced/Specialized Training

The following attendance policy is required by the CJI & CJSTC for Advanced/Specialized classes and must be included in all Syllabi.

Attendance Policy (per CJSTC rules):

- Attendance at all class meetings is mandatory. There are no unexcused absences, only absences that were requested in advance will be approved.
- **A student is not allowed to miss 10% or more of the total class hours.** There are **NO** exceptions to this rule.
- Students incurring excused absences will be required to submit a "Request for Excused Absence" form and submit written make-up work (500 original words per hour on the topic missed) as assigned by the Instructor or Coordinator. The make-up work will be reviewed for acceptability by the Coordinator and approved by the Director.
- All absences and proposed make-up work must be authorized ahead of time by the Director or their designee.
- Students must list the reason(s) for the absence on a "Request for Excused Absence" form (see attached form) and submit a signed version to the Instructor or Coordinator. The Coordinator will review and sign before recommending to the Director.
- Both the form and make-up work must be turned in by the end of the course as it will be attached to the applicable Sign-in Sheet(s) and stored in the CJSTC course audit file. If a student fails to submit the make-up work in the required time frame, they will earn an "Unsatisfactory" course grade and not receive a certificate of completion.

Instructor Discipline

Failure to follow any of the guidelines/policies/procedures above will result in discipline.

The Criminal Justice Institute practices progressive discipline unless otherwise warranted. Such discipline includes Verbal Counseling, Written Documentation, Suspension, and Termination from the program as an Instructor. CJSTC/FDLE violations will be reported.

The Instructor's Role: Leadership

Your role as an Instructor is to set the example for our recruits. Be on time, dress, act and speak professionally, know your topic material and required scenarios, and be prepared for instruction by requesting training tools and facility usage in advance, returning all in the manner received. Be creative, innovative, and motivational in your instruction. Challenge, engage, and respect the recruits. Remember, these are adult learners, some very

experienced professionals. You have the opportunity to provide guidance to those who have an interest in expanding their knowledge and practical skills through education and training. Recruits may be looking for that mentor or inspirational Instructor to emulate in the future. This is your opportunity to help shape the future of our criminal justice officers.

Indian River State College Criminal Justice Institute

Request for Excused Absence

Date: _____

To (Instructor): _____

From (Recruit): _____

Class #: _____

Subject: _____

Date/Time of Absence(s): _____

Total Course Hours: _____

Total Hours Absent: _____

Reason for Requesting an Excused Absence (Recruit/Student):

If my absence is excused, I acknowledge that: 1) Per CJSTC Rule 11B-35.001(12)(b), I must complete the assigned makeup work commensurate with the time missed. 2) All makeup work must be my own, with cited referenced sources. 3) Absences meeting or exceeding 10% of the total course will result in dismissal from the course.

Description & Quantity of Make-up Work (Instructor or Coordinator):

Recruit/Student: (By signing below, I understand and will comply with the above)

Signature: _____

Date: _____

Coordinator: Approved Disapproved

Signature: _____

Date: _____

Director: Approved Disapproved

Signature: _____

Date: _____

Course Syllabus Requirements

1. Course Title
2. Course Number
3. Term/Semester
4. Class Times and Days
5. Instructor Name
6. Instructor Contact Information: How can the student contact you outside of normal class hours? Include phone numbers and E-mail address
7. Office hours – Identify the times when the instructor is available to meet with students
8. Textbook Requirements – Identify the text, author and edition.
9. Optional Textbook Requirements – Are there other texts you would recommend the student review?
10. Course Description – The description in the college catalog may be used or expanded.
11. Course Goals
12. Course Objectives – What knowledge and skills do you hope the student will gain upon completion of this class? Include major topics to be covered, recommended study hours, reading assignments and your personal expectations.
13. Attendance Policy – Discuss your requirements for attendance to include: the specific number of excused absences allowed, consequences of unexcused absences, and CJI policy regarding make-up assignments.
14. Method of Evaluation – How will the student earn their final grade? Be specific regarding the number of quizzes, tests, projects, oral reports, term papers, etc. and the value of each assignment or exam towards the final grade.
15. Grading System – examples: 100-95 = A, 90-95 = B.....
16. Class Schedule – week by week or daily schedule to include any reading assignments.
17. "I" Grade
18. Late Arrivals
19. Final Exam Dates
20. Any Prerequisites

SAMPLE



INDIAN RIVER STATE COLLEGE

Criminal Justice Institute

Syllabus - Line Supervision 14-01

January 8 – March 19 • Mondays and Wednesdays • 1700 – 2100

Instructors:	John Lyons	jlyons@cityof.com	772-462-7900
	David Smith	dsmith@irsc.edu	772-462-7901
	Jeff Henderson	JHenderson@SAO.org	772-462-7902

Course Description: This course introduces new or aspiring criminal justice leaders to the theory and practice of effective supervisory management. Topics discussed include: The Role of the Supervisor; Human Interaction; Leadership Development; Time Management; Planning, Staffing, Assigning, & Delegating; Personnel Management; Legal Issues; Ethical Decision Making; Supervisor's Role in Critical Incidents; Media & Public Relations; Stress Recognition & Management; and Personality Style Inventory.

Course Goals: Students will gain knowledge in leadership development to include; the role of a supervisor, stress recognition and management, time management, delegating, and ethical decision-making.

Course Objective: To prepare new or aspiring line supervisors with the basic leadership and management skills needed to be effective first-line leaders in their agencies.

Method of Instruction: This is a participative classroom, lecture-style course using audio-visual presentations, case studies, reading and writing assignments, and role-playing exercises. You are expected to take notes and participate.

Attendance Policy:

- Attendance at all class meetings is mandatory. There are no unexcused absences, only approved absences.
 - **A student is not allowed to miss 10% or more of the total class hours. There are NO exceptions to this rule.**
- Students incurring an excused absence will be required to submit a "Request for Excused Absence" form and commensurate, written make-up work as assigned by the Instructor or Coordinator. All absences and proposed make-up work must be authorized ahead of time by the Director or their designee.
- Students must list the reason(s) for the absence on a "Request for Excused Absence" form and submit a signed version to the Instructor or Coordinator. The Coordinator will review and sign before recommending it to the Director.
- For every hour of classroom time missed, a student must write 500 original words on the missed topic. The make-up work will be reviewed for acceptability by the respective Coordinator and approved by the Director.
- Both the form and make-up work must be turned in by the end of the course as it will be attached to the applicable Sign-in Sheet and stored in the FDLE course audit file. If a student fails to submit the make-up work in the required time frame, they will earn an "Unsatisfactory" course grade and not receive a certificate of completion.

- You must sign in for each class. Failure to sign-in will be considered an absence requiring make-up work or a possible failure for the course. Signing-in for another student will result in immediate dismissal.

Evaluation and Grading Methods:

- End-of-course exam (100 points). Must score a **MINIMUM OF 80% TO PASS THE COURSE**, per FDLE; Instructor Courses are held to a higher standard.
- Quizzes (100 points). Quizzes for the night's lesson will be at the beginning of each class. Be prepared!
- Project with presentation (100 points). Read *How to Win Friends and Influence People* and present how you will apply your biggest take-away from the book as a new Sergeant (10-minute minimum – 15 minute maximum).
- Grading Scale – S = 300-180 points or U = 179-0 points

Class Rules:

- All work must be original. Sources used must be properly cited and referenced using the APA format (7th edition). Plagiarism will result in a failure for the course. Email make-up work in MS Word.
- No food or drinks allowed in the classroom except for water in a container with a spill resistant lid.
- Cell phones must be kept on vibrate mode and only answered for work or family emergencies.
- Dress appropriately for class; no t-shirts or shorts. Agency uniforms or business casual is expected.

Course Schedule:

Class 1	Wednesday	1/8/14	Lesson 1: Role of Supervisor	J. Henderson
Class 2	Monday	1/13/14	Lesson 2: Human Interaction	D. Smith
Class 3	Wednesday	1/15/14	Lesson 1: Role of Supervisor	J. Henderson

	NO CLASS	1/20/14	MARTIN LUTHER KING DAY	NO CLASS
Class 4	Wednesday	1/22/14	Lesson 2: Human Interaction	D. Smith
Class 5	Monday	1/27/14	Lesson 2: Human Interaction Elective: Personality Style Inventory	D. Smith
Class 6	Wednesday	1/29/14	Lesson 3: Leadership Development	D. Smith
Class 7	Monday	2/3/14	Lesson 3: Leadership Development	D. Smith
Class 8	Wednesday	2/5/14	Lesson 4: Time Management	D. Smith
Class 9	Monday	2/10/14	Lesson 4: Time Management Elective: Stress Recognition & Management	D. Smith
Class 10	Wednesday	2/12/14	Lesson 5: Planning, Staffing, Assigning, & Delegating	J. Henderson
Class 11	Monday	2/17/14	Lesson 5: Planning, Staffing, Assigning, & Delegating	J. Henderson
Class 12	Wednesday	2/19/14	Lesson 5: Planning, Staffing, Assigning, & Delegating Lesson 6: Personnel Management	J. Henderson
Class 13	Monday	2/24/14	Lesson 6: Personnel Management	J. Henderson
Class 14	Wednesday	2/26/14	Lesson 6: Personnel Management	J. Henderson
Class 15	Monday	3/3/14	Lesson 9: Supervisor's Role in Critical Incidents Lesson 10: Media & Public Relations	J. Henderson
Class 16	Wednesday	3/5/14	Lesson 7: Legal Issues	J. Lyons
Class 17	Monday	3/10/14	Lesson 7: Legal Issues	J. Lyons
Class 18	Wednesday	3/12/14	Lesson 7: Legal Issues	J. Lyons
Class 19	Monday	3/17/14	Lesson 8: Ethical Decision Making	D. Smith
Class 20	Wednesday	3/19/14	Review and Exam	D. Smith

Instructor Handbook Acknowledgement Receipt

Print Name:

Signature:

Agency Name:

Date:

Item: Instructor Handbook