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# Learning Facilitator Handbook

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Kirkwood Continuing Education &  
Training Services

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Kirkwood Continuing  
Education Updated: 5/25/2023

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## **Welcome to Continuing Education**

### **Welcome**

Dear Learning Facilitator,

Thank you for choosing to share your talents and skills with the Kirkwood Community College Continuing Education & Training Services programs and learners. Learning facilitators are a vital part of achieving our goals and have played a key role in growing our programs. We welcome you to our team!

I hope that you find your teaching experience with us rewarding and positive. Please contact us, at any time, with questions or your ideas for education and training in Iowa's Creative Corridor.

The following information package includes details about our organization and the roles and responsibilities of our learning facilitators. If you have any questions, please feel free to contact myself or your Program Developer.

Once again welcome and thank you!

Sincerely,

Jasmine Almoayyed, Vice President  
Continuing Education & Training Services

Be sure to like us and follow us on social media at:

[www.facebook.com/KirkwoodCE](http://www.facebook.com/KirkwoodCE)

[www.twitter.com/KirkwoodCE](http://www.twitter.com/KirkwoodCE)

**Please read this Learning Facilitator Resource Guide in its entirety. If you have any remaining questions about Kirkwood Continuing Education or being a Learning Facilitator, please contact your Program Developer or the Learning Facilitator Support team (see Appendix for contact information).**

## **Mission, Vision, Principles and Values**

Kirkwood Community College makes learning our highest priority and we pride ourselves on the stellar quality of our learning facilitators. Every effort is made to create an environment that broadens and enhances the learning experience of both learners and facilitators.

### **Our Mission...**

- Identify community needs
- Provide accessible, quality education and training
- Promote opportunities for lifelong learning

### **Our Vision...**

To be the leader in regional, national, and global education

### **Our Principles and Values...**

Respect  
Excellence  
Responsibility  
Diversity

# Learning & Teaching

## Our Learners

The participants in our classes include learners seeking professional development, self-improvement, or leisure time enjoyment. Learners can range from pre-school age children to senior citizens; however, most of our learners are adults. Adults choose to be in a learning situation.

Characteristics of Adult Learners:

- They have a developed self-image
- They prefer a comfortable set up: tables as opposed to desks, moderate temperature
- They want to participate
- They come to the class with past experience and should be allowed to share their experience
- They are self-motivated
- They desire learning that is problem centered

## Engaging Your Classroom

There are many ways to start a class and keep students engaged throughout the time you spend together. Below we have provided some ideas for getting and keeping students engaged. This list is not intended to work for every class Kirkwood Continuing Education and Training Services offers but is a starting point for facilitators.

### Introductions

Depending on the length of a class there are different ways to do introductions. If the class is only one night you may want to do just a quick, what is your name and what do you want to learn. For a multi night class you may want to do introductions with an icebreaker, creating a more personal experience.

- Ask students why they are here or what do they want to learn then build extra pieces into the class to cover those items or point the class in that direction.
- Ask questions to make students feel at ease.
- Personalize your class to make it feel comfortable.
- Make students feel at ease with a story or start a conversation.
- Use an ice breaker or start-up activity to relax and learn about the students.

### Keeping students engaged

- Learn student names - use name tags & name tents when possible.
- Build relationships with students throughout class.
- Wear attire that is suitable for class and helps students feel comfortable.
- Do not instruct students but coach them. We are there to help. It is the student's class but still keep within the standards. Encourage them. Break the mold.
- Use good communication and teamwork.

- Change up class time between lectures, discussion and group time.
- Treat students like adults, honor their experience. Students will establish community.
- Treat students with respect.
- During KICK classes get kids to talk. This will engage them more rather than learning about the instructor.
- Put your contact info on board for students, accessibility is key.
- Create laughter in the classroom.

If you would like more information on any of these topics please contact your program developer.

## **Our Teachers**

We prefer to call you “learning facilitators.” This is because you assist with the learning process.

Three requirements for facilitating:

- A love for the subject
- A desire to share and learn
- A competence of the subject

Skills a Learning Facilitator should have:

- Good listening skills
- Ability to help insecure participants by focusing on what the student is doing correct
- Supportive actions
- Humor
- Good presentation skills
- Be respectful of the student’s privacy

Things a Learning Facilitator should not do:

- Focus on something a participant is doing wrong
- Not respect the student’s privacy
- Punish

Most complaints are that the teacher is not a good presenter! Knowledge of the subject generates the least amount of complaints!

The Magical Teaching Formula:

D - Discover Learners

I – Involve Learners

V – Vary Technique

E – Energize the Physical Environment



## **What is Continuing Education?**

### **What are Continuing Education Classes?**

The Continuing Education Division plans, develops, and administers more than 4,000 programs, workshops, short courses, re-licensure classes, skills upgrading, educational trips/tours, and leisure offerings each year.

Programs vary in length from a few hours to several months.

Many classes are designed by potential clients or advisory committees to ensure their effectiveness.

Programs are offered as the communities needs and interests are identified. *To explore the possibility of offering a new class, please contact your Program Developer.*

### **Where are Classes Held?**

Classes are held in a variety of locations. Some locations include, but are not limited to, the Kirkwood Community College Cedar Rapids main campus, Iowa City campus, county learning/regional centers, schools, businesses, churches, libraries, and online.

### **What is a CEU?**

A CEU (Continuing Education Unit) is a national recognition for participation in a formal non-credit course, program, or educational activity. One CEU represents 10 contact hours of participation in an approved educational program.

## **Learning Facilitators**

All facilitators will receive a packet from their Program Developer, which contains the required forms for Learning Facilitator Support to process. There are two types of Continuing Education Learning Facilitators and forms for each:

### Kirkwood Employed Learning Facilitator

A Kirkwood Employed learning facilitator works part-time teaching Continuing Education classes and is employed by Kirkwood. These instructors will be paid on a part-time payroll contract. All Kirkwood Employed learning facilitators will receive a payroll advice and receive a W2 each calendar year. These forms are viewable through EagleNet. Please note, payroll will NOT be processed until your class attendance sheet is returned after your class is held.

### Independent Contractor Learning Facilitator

An Independent Contractor learning facilitator also teaches part-time and is typically associated with a company, and will turn in invoices for payment. When sending us invoices for classes taught, all instructors must also return the class Sign In Sheet. Pay does not go through the regular payroll system; instead, you will be paid after your invoice and Sign In Sheet has

been received and processed. This type of facilitator may be required to provide proof of insurance.

**Learning Facilitator New Hire Paperwork**

Required paperwork included in the new hire packet for the Kirkwood Employed Facilitator and the Independent Contractor Facilitator are as indicated in the table below:

<b>Kirkwood Employed Facilitator:</b>	<b>Independent Contractor:</b>
W-4 Form	W-9
I-9 Form	Direct Deposit
Direct Deposit Form	Master Independent Contractor Agreement
Background Check - Online	Certificate of Liability Insurance if anything other than a "C" or "S" Corporation (see descriptions below)
Master Employment Agreement	
Confidentiality Agreement	
New Employee Status Form	

**Descriptions of Forms in Above Table**

*W-4*

This form allows your employer to withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year or when your personal or financial situation changes.

*I-9*

In 1986, in an effort to control illegal immigration, Congress passed the Immigration Reform and Control Act (IRCA). IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States. The employment eligibility verification provisions, and sanctions, of IRCA are found in Section 274A of the Immigration and Nationality Act (INA). While filling this form out, if you make a mistake, please draw one line through it rather than scribble it out, then make the correction next to it or above it.

*Direct Deposit*

Kirkwood Community College will direct deposit your paycheck to your bank of choice. If your bank account changes, please be sure to contact your Program Developer and he/she can arrange for a new form to be filled out and sent to Human Resources. Extra forms can also be obtained from our Payroll Office by calling 319-398-5407.

*Background Check*

A background check is required of all Kirkwood employees, including Continuing Education Learning Facilitators. The Background Check is completed online, with the assistance of the Program Developer or the Facilitator Support Specialist.

W-9

This form is used so that we can report the proper payments to the IRS when needed.

*Master Employment Agreement/Master Independent Contractor Agreement*

Your Program Developer will go over this contract with you and answer any questions you have before you sign it.

*Certificate of Liability Insurance*

Independent Contractors who are an individual sole proprietor, single member LLC or partnership/partnership LLC will need to provide one of these.

*Confidentiality Agreement Form*

This form is an agreement in which you, a Kirkwood Community College employee, will keep all information pertaining to students, staff and community partners, confidential.

## **Payroll**

### **Payroll (pay advices) for Kirkwood Employees**

Learning facilitators will use MyHub to view payroll and access their W2 information for taxes. Colleague is used by all of Kirkwood Community College. The credit side of Kirkwood uses the system for registering and tracking students. In addition, it is used for all of the financials at Kirkwood Community College, including payroll.

Learning Facilitators will not use the desktop version of Colleague. Rather you will use the web based version which is called MyHub. Please note Kirkwood Community College requires login passwords to be changed every 6 months and this is done through MyHub

Listed below are instructions for accessing MyHub, setting up your password, and how to access your tax documents.

### **Setting Up Your Password in MyHub**

Facilitators need to have their Colleague ID# for these instructions. Their User Name will be their Kirkwood ID# with a lower case k in front of it.

- Open your Internet Browser and go to the following link:  
<https://hub.kirkwood.edu/sign-in?redirect=%2>. For go to Kirkwood's home page ([www.kirkwood.edu](http://www.kirkwood.edu)) and click the MyHub link

- Set Up Account

Sign in

k-number  
K0000000

Password

[Forgot Account?](#)

Sign In

New to Kirkwood?

After you've applied and received your k-number you need to set up your Kirkwood account to establish a password. [Learn more](#)

Set up Account

- Click on “Set up account”

Use this form if you are a first-time user to setup your Kirkwood password, you have forgotten your password, or your password has expired and you need to reset it.

If you know your existing password, it is still valid and you need to change it, you should use the [Change My Password](#) page instead.

[Click here to change or add a security question.](#)

All the fields listed on this form are required.

### More

- [Change My Password](#)
- [Change Security Question](#)
- [Establish or Forgot My Password](#)
- [Student Help Desk](#)

k-number: (What is my k-number?)

First Name:

Last Name:

Birthdate

Month:

Day:

Year:

Next

- Complete the information requested. FYI - This information must match what is already in the EMyHub system. If your birth date is not in Kirkwood’s system, you will need to leave this field blank.

- If your name is listed as William, you may not enter Bill. The password should be a minimum of 8 characters (see all requirements below).
- Click “submit” to finish the process. If you need help establishing your password, please contact the IT helpdesk at 319-398-1264.

Password Requirements:

- A minimum of 8 characters
- A maximum of 20 characters
- It must contain one number
- It must contain one lowercase letter
- It must contain one uppercase letter
- You may use any following special characters  
@ # \$ % ^ & \* - \_ ! , . ? / ~ ( ) + = [ ] { } | :
- Your password can not contain a space, semicolon, backslash or quotation marks
- Your password may not contain any part of your name or k-number.
- Make sure you choose a password that you haven't used before.

[Tips on creating a good password](#)

New Password:

Confirm New Password:

Submit

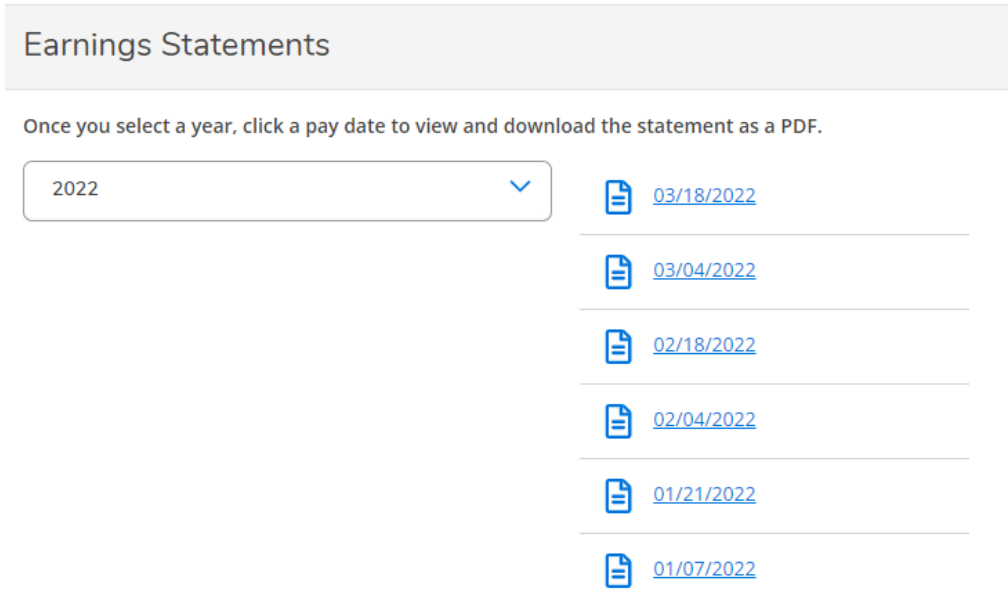
### Viewing Payroll for Kirkwood Learning Facilitators (Pay Advice)

A “pay advice” is your pay check information. Pay advices will display withholding information as well as other deductions that are taken out of your pay. This screen will show you the amount that is to be deposited into your account on pay day. Your pay advice information will be available two days prior to pay day so you can view the information before pay day.

Remember that funds are not deposited with your financial institution UNTIL the actual pay date. Pay dates are every other Friday. To look at your pay advices, you can follow the steps below:

- Login to MyHub using your k Number and Password. Use a lower case k in front of the number.
- Click on “Earning Statements.”

- Once you click on Earning Statements, your screen will look similar to the image below.



- You can click on any of the dates below “current year” and see the pay information for that pay period. You can select a previous year under the “Select Other Year” dropdown and see more pay information from previous years. To view your current pay information, you can click on the date you will be paid next, and the pay information will display.

- Your pay information will look like the image below. Your withholding and deduction information will be in the blanked out areas. Below the withholdings and deductions, you will see your check with your pay amount.

490791

DEPT. NO.	EMPLOYEE NO.	SOC SEC NO	PAY PERIOD
CONT		XXXXXXXXXX	12/24/2016

CURRENT EARNINGS			TAXES WITHHELD			DEDUCTIONS		
TYPE	HOURS	AMOUNT	CODE	CURRENT	YEAR TO DATE	DESCRIPTION	CURRENT	YEAR TO DATE
CEDU		56.25	MEDI	6.53	44.67			
CEDU		393.75	FICA	27.90	190.96			
			FWHS	20.77	182.00			
			IAS1	9.46	81.84			


DEPOSITS	ACCOUNT NO.	AMOUNT
Linn Area Credit Union	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	385.34

CURRENT	GROSS	TAXES	DEDUCTIONS	NET	EARNED VAC	USED VAC	BALANCE VAC	EARNED OTHER	USED OTHER
Y.T.D.	3,080.00	499.47	0.00	385.34	N/A	N/A	N/A	N/A	N/A

Kirkwood Community College  
6301 Kirkwood Blvd SW  
P O Box 2068  
Cedar Rapids, IA 52406-2068

12/30/16490791  
**PAY THIS AMOUNT**  
385.34

Pay Amount - Spelled Out      THREE HUNDRED EIGHTY-FIVE AND 34/100\*\*\*\*\*

PAY TO THE ORDER OF 

NON-NEGOTIABLE  
VIEW ONLY

CLOSE WINDOW

- To print your Pay Advice, once the pay advice is opened in the browser window, click on File, Page Set Up. Set the orientation to Landscape and click OK.
- Once you are finished looking at your pay information, you can click the Close Window button at the bottom of the screen.
- If you have any problems after following these steps and still cannot view your pay stubs, you can call the IT helpdesk at 319-398-1264.

### Viewing W-2 Information

- To view your W-2 statements you will first need to fill out the W-2 Electronic Consent. This only needs to be done one time.
- Log into MyHub
- Click on "Tax Information".

6. Now you can click on W-2 Statements to view it.

W-2 Statements

Tax Year	Notation
2021	<a href="#">2021 W-2 Statement</a>
2020	<a href="#">2020 W-2 Statement</a>
2019	<a href="#">2019 W-2 Statement</a>
2018	<a href="#">2018 W-2 Statement</a>

Electronic W-2 Consent History

Date	Consent Status
6/14/2018 4:26:47 PM	Consent Given



# **Information for CE Learning Facilitators**

## **What is the Tuition for the Classes?**

The tuition for Continuing Education classes varies according to the number of class hours, facilitation cost, and materials. Every effort is made to keep fees affordable.

## **How are Classes Planned/Scheduled?**

Our staff will contact you several months in advance of a new catalog about your interest and availability in facilitating upcoming classes. You will be sent a contract and have the option to keep your courses as is, rework them, or do something entirely different. Sometimes a staff member will contact you with ideas for new classes.

When your class contract is sent back to us, we review it to determine if we will offer it or not. If we decide to offer the class, we then reserve a location for your class. Next, we enter the class contract into our learning management system. Once your class is in the system, a letter will be mailed to you, asking you to proof what has been done. If you're not happy with the description or need to change the schedule, please let our staff know as soon as possible.

Additional error proofing will take place before the catalog goes to print. The catalog is sent out six weeks before the start of the first class.

## **The Catalog**

Continuing Education has multiple methods to market your classes. The biggest emphasis is our Continuing Education catalog, which is distributed approximately six weeks before a term begins.

We print four catalogs per year:

- Fall: September-December
- Winter: January-March
- Spring: March-June
- Summer: June-September

Brochures, flyers, and other marketing methods are sometimes created and mailed to a specific target audience along with advertisements in our local newspapers. In addition, all of our classes are listed online at [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce).

## **How Do Learners Register for a Class?**

There are several ways to register for Continuing Education classes. Learners may enroll through our Phone-In Registration team, by calling (319) 398-1022 or (800) 332-8833, or students may come to a Kirkwood location to register in person. Registrations may also be completed online by visiting our website at [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce). In addition, a pre-printed enrollment form is published in the back of each catalog and learners may complete the form and mail or fax it to be enrolled. Payment is required at the time of registration. The College accepts VISA, MasterCard, Discover and American Express credit cards, check, and cash payments.

## What to do with Students not listed on the Sign-In Sheet?

Students not listed on the class Sign-in Sheet will need to complete an Enrollment Form. Please note, instructors should not be collecting payment. If payment is still due, please submit this form to your Instructor. A Kirkwood staff member will reach out to you by phone to collect payment.

Once the Enrollment Form is completed, you will return it with the rest of your class paperwork (Sign-in Sheet and Evaluations) in the envelope provided.

## How is the Class Status (Run/Cancel) Determined?

On Monday and Thursday of each week prior to your scheduled class start date, Continuing Education staff will determine if there are enough learners enrolled in the class for it to be held.

**Class Running** – If there is sufficient enrollment and the class runs as scheduled, you will receive a class packet in the mail. Packets will contain your class Sign-in Sheet, Enrollment Forms, Evaluations, and a return envelope. Classes with a start date occurring Thursday – Sunday will have packets mailed out on Mondays, the week of the class. Classes with a start date occurring Monday – Wednesday will have packets mailed out on Thursdays, the week prior. A class reminder email will be sent to you two days prior to your class.

**IMPORTANT NOTE:** Your class Sign-in Sheet contains confidential learner information. Due to FERPA laws, please do not pass the Sign-in Sheet around the room for learners to check their name off or for any other reason. If anything is missing in your packet, please contact Learning Facilitator Support at 319-398-1022.

**Class Cancelled** – If there is insufficient enrollment for your class, the class will be cancelled on Monday or Thursday, depending on what day it falls (see above under Class Running). Staff will contact you and your learners by phone. If we are not able to get in touch via phone, we will send an email notification. Paid learners will have the option to receive a full refund or transfer into another Continuing Education class. If enrollment is borderline, we may contact you to see if you will teach for a reduced rate.

**Please note:** The contact phone number and email you provide your Program Developer during the hire process, needs to be current. If your contact information changes, please inform your Program Developer immediately.

## Lumens

Lumens is a separate web based learner management system for Continuing Education. This system allows students to register and instructors to view their class information and rosters.

All learning facilitators will use their k number for the username and will need to set up a password. Please note, Lumens is a different system than EagleNet. The two systems do not communicate; so, if you change your password in EagleNet (Colleague) that does not automatically change your password in Lumens and vice versa.

## How to Sign In to Lumens

- Go to [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce)
- Click on sign in

The screenshot shows the top navigation bar of the Lumens website. It features three tabs: "Getting Started", "FAQ", and "Short-Term Career Training". Below the navigation bar, the "Getting Started" section is active, displaying a list of links: "Search for a Class", "Register Online", "Register by Mail", and "Tuition Assistance". To the right, the "Continuing Education" logo is prominently displayed, along with a "Sign In Here" button for existing users.

On this next page, add your user name (always your k number with a lower case k) and your password. Once your paperwork is submitted and processed, your login information is sent to you via two separate emails. One will contain "PROFILE notice from Kirkwood Community College" in the subject line, and the other will contain "PASSWORD notice from Kirkwood Community College" in the subject line. In the event that you do not receive these emails, please contact Learning Facilitator Support at 319-398-1022. If you forget your password, but know your username, you can use the "forgot your password" link and a new one will be sent to you.

Welcome back!  
If you do not remember your username or case sensitive password, please contact us at [contactce@kirkwood.edu](mailto:contactce@kirkwood.edu), call us at 319-398-1022 or Text us. We will be happy to assist you Monday through Friday between the hours of 8 and 5. When submitting your request, please let us know if you are a returning instructor or student.

The "Sign In" form includes a title "Sign In" and instructions: "Use your username and password to sign in here. Please note that the password is case sensitive." It features two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot your username?", and below the "Password" field is a link "Forgot your password?". A blue "Sign In" button is positioned at the bottom of the form.


### New Students

Click Create New Profile to create your own username, password and profile.


A blue button labeled "Create New Profile" is centered on the page.

## How to View Your Class Roster

To view your roster, select the “current rosters” link found on the left side of the page.

**BROWSE** 

---

**MENU** 

- LEARNING FACILITATOR RESOURCES >
- CONTACT US >
- MY PROFILE >
- PAST ROSTERS >
- FUTURE ROSTERS >
- CURRENT ROSTERS** > ←
- INSTRUCTOR WELCOME >

---

Select the radio button found to the left of the title for the class that you are interested in and then choose the appropriate action. PLEASE NOTE: at this time we are not recording attendance using this feature. Once the class is over, you must send in the paper Sign-in Sheet (which will be sent to you a few days prior to the class start date), to the Kirkwood office (a prepaid envelope will be provided.)

Select	Class Name (Class ID)	Start Date
<input type="radio"/> Action ▾	Access Level 1 2019 (123554)	01/25/2022
<input type="radio"/> Action ▾	Keyboarding for Computers (123547)	11/30/2021
<input type="radio"/> Action ▾	Primetime 55+: Windows 10 Basics (123512)	10/04/2021

Show 10 entries

Search:

Select	Class Name (Class ID)	Start Date
Action	PowerPoint Level 1 2019 (125527)	08/02/2022
E-mail Students	Word Level 1 2019 (125525)	07/19/2022
Print Roster	Keyboarding for Computers (125522)	06/28/2022
Sign In Sheet	Excel Level 1 2019 (123490)	05/31/2022
View Roster	PowerPoint Level 1 2019 (125560)	04/04/2022

Showing 1 to 5 of 5 entries

Previous 1 Next

### How to View the Classes Assigned To You

Log into Lumens, by going to [www.kirkwood.edu/ce](http://www.kirkwood.edu/ce), then click on “sign in”

Getting Started      FAQ      Short-Term Career Training

We make registering and paying for Continuing Education courses easy!

- [Search for a Class](#)
- [Register Online](#)
- [Register by Mail](#)
- [Tuition Assistance](#)

You can pay for CE classes with a credit card (Visa, MasterCard, Discover, American Express) or by check.

# Continuing Education

Already have an account?

[Sign In Here](#)

- On the next screen, enter your user name (your k number), and enter yourpassword

**Welcome back!**

If you do not remember your username or case sensitive password, please contact us at [contactce@kirkwood.edu](mailto:contactce@kirkwood.edu), call us at 319-398-1022 or Text us. We will be happy to assist you Monday through Friday between the hours of 8 and 5. When submitting your request, please let us know if you are a returning instructor or student.

### Sign In

Use your username and password to sign in here. Please note that the password is case sensitive.

[Forgot your username?](#)

[Forgot your password?](#)

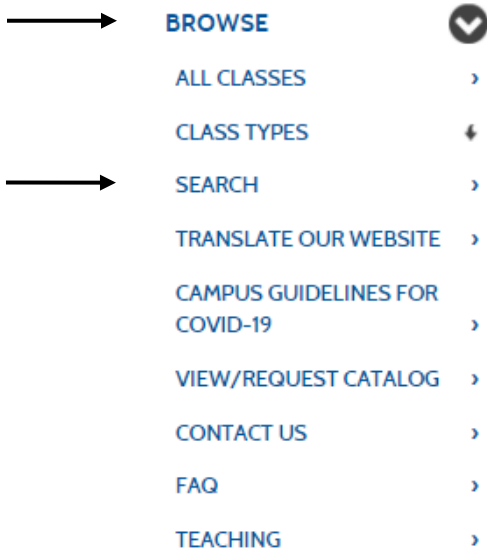
**Sign In**

### New Students

Click Create New Profile to create your own username, password and profile.

**Create New Profile**

- On the left side of the screen, click on Browse, and then “search”



- In the “instructor” field, start typing your LAST name until it comes up in the drop down, then select it
- At the bottom click on “Go”
- Your upcoming classes should all appear on the screen in order of date

If you have any problems with trying to log into Lumens to view your rosters, you can contact Learning Facilitator support at 319-398-1022.

# Class Policies & Procedures

## Starting a Class

Once it has been determined that your class will run, you will receive a class packet in the mail. Please be sure to review it in case changes have been made. The class packet will include:

- Sign In Sheet
- Evaluation Forms
- Enrollment Forms
- Return Envelope

These other important documents can be viewed online by going to [www.kirkwood.edu/lfresources](http://www.kirkwood.edu/lfresources).

- Class Procedure Notes
- Kirkwood Contacts
- Learning Facilitator FAQs
- Learning Facilitator Handbook
- Main Campus Map
- Program Developer Contact Information
- Student/Visitor Illness and Injury Report

## Sign In Sheet

Please use the pre-printed Sign-in Sheet to record attendance. Mark an “X” for each learner who is present. Leave the box blank if the learner is absent. Please do not pass the attendance sheet around the room as it includes personal student information.

Students not listed on the class Sign-in Sheet will need to complete an Enrollment Form

## CEU Certificates

If your Program Developer requested CEU certificates, these will be in your packet. All learners must attend at least 70% of the class(es) to earn a CEU certificate.

- If you do not receive a certificate for a learner, please note this on your Sign-In Sheet so a certificate may be mailed to the student.
- If a student did not attend, please shred the unused certificate or return with your Sign-In Sheet, Enrollment Forms, and Evaluations.

## Class Evaluations

To ensure the needs of our students are met, please have each student complete an evaluation form at the end of class, such forms will be included in your class packet. It is encouraged that the instructor leave the room or busy themselves while students are completing. Evaluation Forms must be collected and returned with your Sign-in Sheet and Enrollment Forms. Evaluation Forms for computer classes, will be completed electronically, via a link on the computer desktop.

## **Class Procedure Notes**

This contains specific details on how to prepare, run, and finish your class.

## **Kirkwood Contacts**

This includes the main contacts for Kirkwood.

## **Inclement Weather Policy**

Kirkwood Community College and off campus locations may close due to weather or other emergency situations. The decision to cancel Continuing Education classes will be made by 6:30 a.m. for daytime classes and by 3:00 p.m. for evening classes. You are expected to share this policy with students on your first night of class

To find out if your particular Continuing Education class is affected by this notice, please visit [www.kirkwood.edu/ceweather](http://www.kirkwood.edu/ceweather).

## **Enrollment Forms**

Students not listed on the class Sign-in Sheet will need to complete an Enrollment Form. Please note, instructors should not be collecting payment. If payment is still due, please submit this form to your Instructor. A Kirkwood staff member will reach out to you by phone to collect payment.

Once the Enrollment Form is completed, you will return it with the rest of your class paperwork (Sign-in Sheet and Evaluations) in the envelope provided.

## **Student Illness and Injury Report**

If an illness or injury should occur in your class, please fill out this form completely and turn in to your Program Developer. This should also be reported to your Program Developer immediately.

## **Return Envelope**

Use this envelope to return all class materials. You can put all paperwork back into the manila folder and return it all, including informational sheets, Sign-in Sheet, Enrollment Forms, Evaluation forms, etc.

## **How to Arrange for Materials for Class?**

Please provide the handout requests and documents to your Program Developer at least 2 weeks prior to the start of your class. For easier processing, an e-mailed electronic file is preferred. If you are unable to reach your Program Developer and you have a time sensitive need, please contact 319-398-1022.

## **Solicitation Policy**

No students are to be solicited for in any manner while attending class or later. Only those students who initiate a contact shall be approached.

## **Ending a Class**

At the end of your class please have all students complete an Evaluation form and return to you before leaving.



Use the return envelope to return the following: Sign-in Sheet, Evaluations, Enrollment Forms, CEU certificates that were not handed out, and any injury/illness reports

Important Note: Payroll will not be processed until the Sign-in Sheet has been completed, signed and returned.

Please leave all classrooms and equipment as you found them. It is expected that all facilitators and students clean up after themselves. Any damage to supplies/equipment should be reported to your Program Developer.

# **Emergency Reference Guide**

*The information below was taken from the Kirkwood Emergency Reference Guide.*

## **Introduction**

This manual is designed as a quick reference to guide Kirkwood faculty and staff through emergency situations such as fire, tornado, bomb threat, evacuation, medical emergency, and more.

Faculty and staff have a responsibility to know how to respond to various types of emergencies. The safety of everyone around us depends on that knowledge and our ability to respond appropriately to emergency situations.

Faculty and staff should become familiar with the emergency procedures outlined in the following pages. This manual should be used for both actual and practice sessions.

This manual should remain in its designated location so it may be referred to quickly when necessary. Do not place this in a drawer or on a shelf to be forgotten or misplaced.

Updates to these pages will be made on an as needed basis. Individual pages may be printed and distributed as replacements for this manual.

This manual was prepared by Public Safety. If you have questions, please contact us at 319-389-7777.

Revised: 11/2/2022

## Emergency Numbers

(On Campus phones – Dial “9” first)

<b>Emergencies (Ambulance, Fire, Police)</b>	<b>911</b>
<b>Public Safety (24/7)</b>	<b>389-7777</b>

## Other Important Numbers

Facilities (x5561)	398-5561
Campus Health (x5588)	398-5588
President’s Office (x5500)	398-5500
Cedar Rapids Police/Fire Department (non-emergency)	286-5491
Linn County Sheriff Department (non-emergency)	398-3911
Linn County Emergency Management	363-2671
Iowa City Police/Fire Departments (non-emergency)	356-5275
Johnson County Sheriff Department (non-emergency)	356-6020
Johnson County Emergency Management	356-6028
Site Specific Phone Numbers (instructors please add important numbers for your area):	

Revised: 5/25/2023

## **Public Safety**

- Contact Campus Security by dialing 319-389-7777 if you witness or are the victim of a crime or any criminal activity on Kirkwood property or at any Kirkwood sponsored event. The Public Safety cell phone is answered 24 hours a day.
- Dial 911 for emergencies or to report a crime in progress. Follow immediately with a call to Public Safety.
- When a situation may pose a serious threat to students, faculty or staff, campus safety alerts are issued through the web, email, Kirkwood Alert, and a variety of other sources.
- Call Public Safety if you observe a demonstration or a protest on Kirkwood property.
- Please advise Public Safety immediately if you learn of the death or serious injury of a student, faculty, or staff member.
- The reporting of incidents or crimes to Public Safety is a federal requirement.

Revised: 5/25/2023

## Bomb Threat/Suspicious Item/Mail Threat

When a bomb threat is received, do and complete the following:

1. \_\_\_\_\_ Keep the caller on the line as long as possible.
2. \_\_\_\_\_ Do not be abrupt, speak in a normal tone.
3. \_\_\_\_\_ Record the caller's phone number, if you have caller ID.
4. \_\_\_\_\_ Record exact time of call.
5. \_\_\_\_\_ Record every word exactly as spoken by the caller.
6. \_\_\_\_\_ Attempt to have the caller disclose:
  - a. What does the object look like \_\_\_\_\_
  - b. Exact location of the object \_\_\_\_\_
  - c. Expected time to detonate \_\_\_\_\_
7. \_\_\_\_\_ Listen closely to:
  - a. Sex of the caller \_\_\_\_\_
  - b. Young or old, age \_\_\_\_\_
  - c. Odd expressions or slang, any accent? \_\_\_\_\_
  - d. Speech patterns, talking fast or slow \_\_\_\_\_
  - e. Background noise, or lack of \_\_\_\_\_
  - f. Other information \_\_\_\_\_
8. \_\_\_\_\_ Notify Public Safety (319-389-7777) immediately after caller hangs up.

Suspicious Item Discovered Without Warning:

1. \_\_\_\_\_ Do not touch, move, or disturb the item.
2. \_\_\_\_\_ Call Public Safety (319-389-7777) immediately.
3. \_\_\_\_\_ Keep people away from the area until help arrives.

Threats by Mail:

1. \_\_\_\_\_ Put item down, do not handle letter, envelope, or page.
2. \_\_\_\_\_ Call Public Safety (319-389-7777) immediately.
3. \_\_\_\_\_ Do not allow anyone to handle or look at the item.

Revised: 5/25/2023

## **Building/Campus/College Closing**

College closings will be communicated through the web, email, radio/TV, Kirkwood Alert, and a variety of other sources.

**All Campus closings, including individual sites, will be coordinated through the President's office and Facilities.**

Generally, if on-campus classes are cancelled, classes at the Iowa City campus and all off-campus locations will also be cancelled. This will apply to both credit and most continuing education courses and programs. Some programs and functions may continue (Truck Driving, KCCE, Hotel, Kirkwood Kids, and Iowa Equestrian Center) with the approval of the President and/or responsible Vice President.

Announcements will indicate whether the cancellations apply to day or evening classes. If Kirkwood Kids closes, parents will be contacted and asked to pick up their children as soon as possible.

If advised the College is closing, while you are at work:

1. Complete immediate task/classbusiness.
2. Shut down computers and other equipment.
3. Gather personal belongings quickly (keys, purses, backpacks, etc.)
4. Close doors as you leave.
5. Leave campus by the specified time. At home:
  1. Monitor the news, internet and other sources for opening information.

Revised: 5/25/2023

## Emergency Notification

Notification in an emergency will be through a variety of means depending on the emergency. Examples are:

- **Fire Alarm** – If the fire alarm system activates, leave the building immediately. Never assume it is a false alarm. Do not call others to ask if it is real. Do not attempt to re-enter the building until advised by officials it is safe.
- **Kirkwood Alert** – Sends emergency information and alerts to your smartphone, & email. Sign up at [www.kirkwood.edu/alert](http://www.kirkwood.edu/alert).
- **Desktop Notification** - Sends emergency messages to faculty/staff computers logged into the Kirkwood network. If an emergency message appears on the computer screen when you are logged into the Kirkwood network, take immediate action, following the directions in the message.
- **Outdoor Warning** sirens/speakers – Operated by the county or the city, providing outdoor notification of emergencies. Examples are severe weather, nuclear alert, etc., and may be siren or voicenotification.
- **Radio/TV** – Provides a variety of information on emergencies and college closing information.
- [www.kirkwood.edu](http://www.kirkwood.edu)

Revised: 5/25/2023

## **Building Evacuation**

It is the responsibility of each faculty and staff member to be familiar with the emergency manual and the location of the nearest exit.

The decision to evacuate is made by the Incident Commander and/or College President, in **conjunction with the appropriate law enforcement or fire officials.**

### **Do:**

- Keep students together for the duration of the emergency. Listen to and follow all instructions.
- Gather personal belongings quickly (keys, purses, backpacks, etc.). Close doors as you leave.
- Leave the building by the closest exit or as directed. Use stairwells for evacuation.
- Notify Public Safety or emergency officials of anyone needing assistance.  
Once outside, do not block exits or emergency vehicle access, move away from the building.
- Wait for "All Clear" from campus officials before re-entering.

### **Don't:**

- Use the elevators
- Attempt to return once you have left your area.
- Attempt to re-enter the building until advised by officials it is safe to do so.



## Fire

To **report fire**, or if you see or smell significant smoke:

1. Pull the fire alarm pull station closest to the problem.
2. Call 911, and then call Public Safety (319-389-7777).
3. Close doors as you leave.
4. Leave the building by the closest exit or as directed. Do not use the elevators.
5. Notify Public Safety or officials of anyone needing assistance.
6. Once outside, move away from the building, do not block exits or emergency vehicle access.

If the **alarm sounds**:

1. Close doors as you leave.
2. Evacuate the building immediately. Do not use the elevators.
3. Call Public Safety if you believe they are not aware of the alarm.
4. Notify Public Safety or officials of anyone needing assistance.
5. Once outside, move away from the building, don't block exits or emergency vehicle access.

**Note:** Do not attempt to extinguish the fire unless you have: 1) reported it 2) can do so safely without putting yourself or those around you in greater danger.

To use a fire extinguisher, use the P.A.S.S. system:

1. Pull the pin
2. Aim the extinguisher at the base of the fire, or side closest to you.
3. Squeeze the handle
4. Sweeping motion across the fire.

Don't

- Assume it's a false alarm.
- Don't ask if you should evacuate – just evacuate.
- Gather around the exits.

## Hazardous Materials

A hazardous materials release or spill could involve a variety of materials (liquids, powders, gas, chemicals). It is the responsibility of each student, faculty, or staff member to be aware of the chemicals and other products they work with, and the characteristics of those products.

Materials Safety Data Sheets (MSDS) must be readily available for all chemicals within depts.

### For any chemical spill:

1. Identify the chemical spilled
2. Determine if you or Facilities are capable of cleaning up the spill safely.
  - a. Small amount spilled
  - b. Only one chemical
  - c. You know exactly what's spilled
  - d. You have the proper training and correct spill and personal protective equipment
3. Immediately report the spill, regardless of the quantity, to Public Safety (319-398-7777) if the chemical or product is:
  - a. Extremely flammable
  - b. Extremely corrosive
  - c. Extremely toxic
  - d. All uncontrolled compressed gas release
  - e. All leaking chemical container
4. Evacuate the area immediately if necessary. If at all possible, take the MSDS with you.

**First Aid:** Any spill resulting in personal exposure should be treated immediately according to the medical information of the MSDS.

1. **Eyes:** Assist the person to the sink/eyewash and flush eyes thoroughly with water for a minimum of 15 minutes. Call x911 and Public Safety (319-398-7777). Send the MSDS for the chemical with the patient.
2. **Inhalation:** Assist moving the person to fresh air. Call x911 and Public Safety (319-398-7777). Send the MSDS for the chemical with the patient.
3. **Skin:** Remove soaked clothing and flush thoroughly with water. Call x911 and Public Safety (319-398-7777). Send the MSDS for the chemical with the patient.

## Loss of Utilities

If you experience a loss of utilities (electrical, water, etc.), do the following:

1. Attempt to quickly assess the extent of the outage in your area.
2. Call Facilities at 319-398-5561 during regular business hours, and Public Safety, 319-398-7777 during all other hours.
3. Advise Facilities of anyone that may be stuck in an elevator.
4. If at all possible, remain in your area if the utility loss is not accompanied by another emergency.
5. Have a flashlight available in office areas in the event emergency lighting fails.
6. Check unlit areas to see if anyone needs assistance.
7. Continue routine where feasible.
8. Report non-functioning emergency lighting and emergency exit signs to Facilities.

**Note:** Information about the loss of utilities will be communicated through a variety of means (word of mouth, web, email, cell phone, etc.) Once the loss of utilities has been reported, do not call Facilities for information unless it's an emergency.

## Medical Emergency

For a medical **emergency**:

1. Call **911**.
2. Contact Public Safety at 319-389-7777, who will direct emergency responders to location. Campus Security also carries an AED.
3. Provide as much information as possible about the ill or injured patient, and the location of the emergency to the above responders.
  - a. If possible have someone remain with the patient while the calls for assistance are being made.
4. Do not move the person who is ill or has been injured unless they are in imminent danger.
5. Keep the area clear and have someone watch for emergency responders to help direct them to the patient.

## **Nuclear Accident**

In the event the Duane Arnold Nuclear Center issues an Area/General Evacuation, this will be communicated through the web, email, Kirkwood Alert, and a variety of other sources. If the outdoor warning sirens sound, on the radio, tune to the Emergency Broadcast Network (AM 600 or 96.5 FM) for immediate emergency information.

In most cases, you will not be permitted to drive to the northwest or northeast parts of Cedar Rapids.

In the event of a General Evacuation, evacuate immediately in the following directions: ● Hwy 30 East, W6E Ely Rd S.E. or I-380 South are the primary routes.

Note: This could be modified according to weather conditions, and the location of the incident.

Revised: 5/25/2023

## Severe Weather/Tornado

A **TORNADO OR THUNDERSTORM WARNING** is issued by the National Weather Service, and means a tornado or severe thunderstorm has been sighted or indicated by weather radar.

Persons close to the storm should take shelter immediately, and remain there until the danger is past. Others should be prepared to take cover if threatening conditions are sighted.

It is the responsibility of all faculty and staff to become familiar with the following procedures and to advise all individuals of the procedures required, and of their suggested shelter area. Individuals should be instructed to seek shelter in building interiors, preferably lower levels such as hallways, or in rooms without windows and with doors that close. Avoid windows and large open areas such as gymnasiums, lobbies, and atriums. In most buildings, tornado signage designates shelter areas.

In the event that weather conditions deteriorate and time permits, a "take shelter" warning will be issued. Notification will be as follows:

- Outdoor warning sirens/speakers will be activated by the county or city. Students, faculty, and staff will be notified via Kirkwood Alert. In some instances, emergency alerts may not be sent late night or on weekends.
  - Administrative offices shall ensure that all personnel in their areas have been notified. It is important that every room on every floor of every building be notified of threatening weather conditions.
  - Students, staff and faculty should move into designated shelter areas during both a tornado and severe thunderstorm warning.
    - 1) Seek shelter in building interiors, preferable hallways.
    - 2) Avoid windows, and large open areas.
- If the outdoor warning sirens activate, take shelter immediately.
- Faculty who teach in the evening should be aware of emergency information, and will take responsibility to know where their students should take emergency shelter. Faculty should also take responsibility to be aware of potentially severe weather. This is especially important of those involved in outdoor programs.

Revised: 5/25/2023

## **LOCK DOWN/SHELTER IN PLACE**

If you become aware of a shooter, hostage, or other similar threatening situation, or are notified via Kirkwood Alert, do the following immediately:

1. Refrain from going to “check out” what is happening.
2. Secure the door to your classroom or office immediately.
  - a. Always carry assigned keys.
  - b. If door won’t lock, block door with furniture.
3. Turn off lights.
4. Close any interior blinds to the room.
5. Stay away from doors and windows.
6. Stay in your area until notified by officials it is safe to leave, or otherwise directed.

## **THREAT ON CAMPUS**

If you become aware of a critical threat on campus, or are notified via Kirkwood Alert, do the following immediately:

1. Follow the directions given in the emergency alert message.
2. Do not call others to ask about the emergency.
3. If the message advised of cancellation or closing, follow the information under the Evacuation or Closing tab of this guide.
4. Notify Campus or Emergency Officials of anyone needing special assistance.

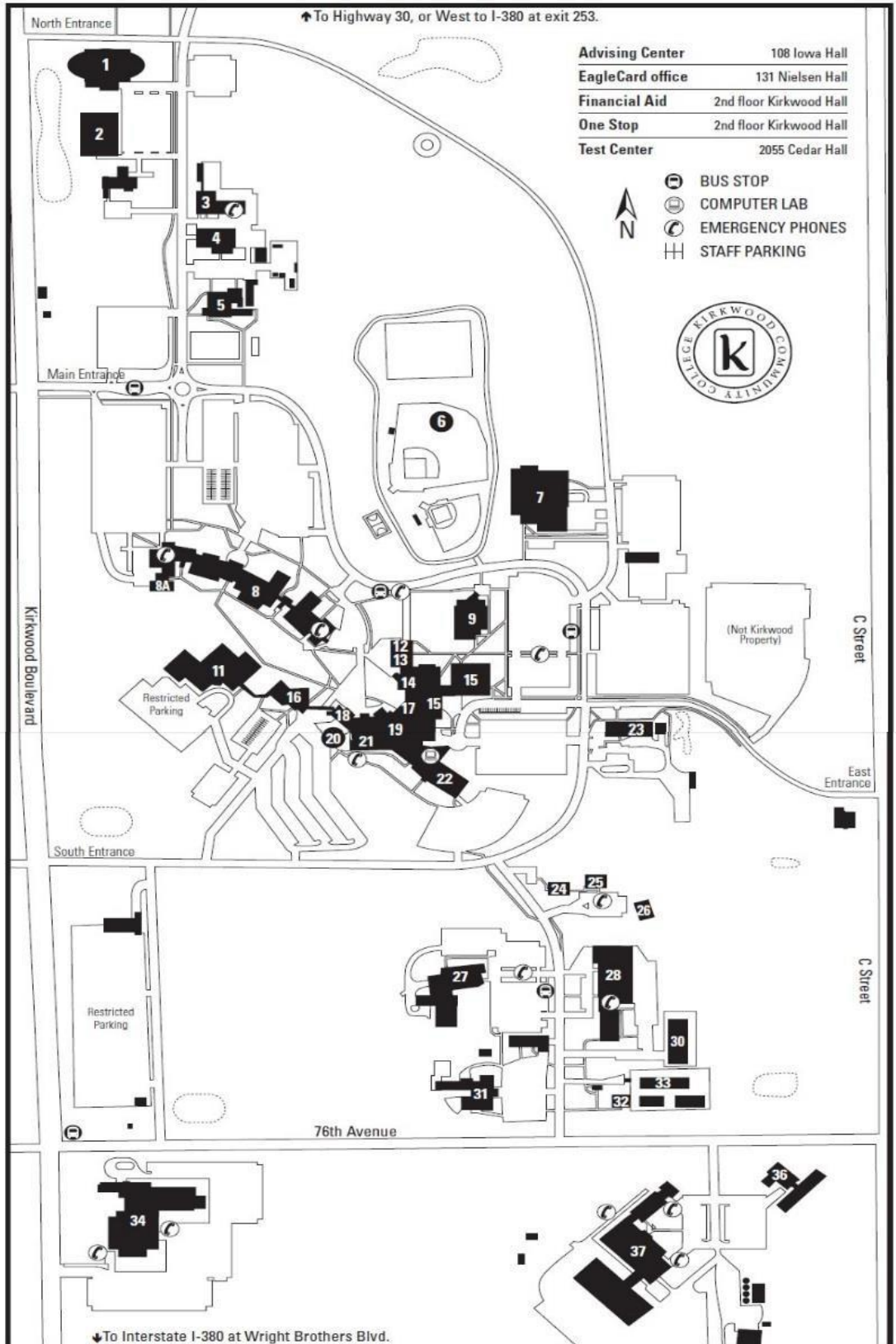
Revised: 5/25/2023

# Campus Map

## KIRKWOOD MAIN CAMPUS LOCATOR MAP

Admissions, Iowa Hall	18
Animal Health Technology	31
Arts & Theatre Annex	23
Automotive Collision Repair	4
Automotive Technology	3
Ballantyne Auditorium, Iowa Hall	19
Baseball/Softball Fields	6
Benton Hall	12
Bookstore, Benton Hall	13
Building 32, 32A & 32B	25
Campus Health	18
Campus Security	5
Cedar Hall	15
Cedar Rapids Animal Control	30
Continuing Education	2
Diamond V	31
EagleTech, Benton Hall	12
Facilities and Security	5
Heritage Agency on Aging East	26
Heritage Agency on Aging West	24
Horticulture/Floral Careers	27
Iowa Equestrian Center	37
Iowa Hall	17-21
Johnson Hall	9
Jones Hall	7
Katz Family Healthcare Sim. Center	8A
Kirkwood Center for Lifelong Learning	2
Kirkwood Hall	16
Library	14
Linn County Emergency Management Agency	5
Linn Hall	8
Mail Services, Iowa Hall	20
Mansfield Center	21
Mansfield Swine Education Center	33
Michael J Gould Recreation Center	1
Nielsen Hall	22
Raptor Center	32
The Hotel at Kirkwood Center	34
Tippie Beef Education Center	36
Transamerica	11
Washington Hall	28

**North of main campus (.6 mile)**  
 Kirkwood Continuing Education Training Center  
 Transportation & Driving Programs  
 Environmental Health & Safety





# ROUTES TO KIRKWOOD MAIN CAMPUS

[www.kirkwood.edu](http://www.kirkwood.edu)

**Admission Services**  
319-398-5517 or 800-363-2220

**Campus Security**  
319-389-1774

**Iowa Equestrian Center**  
319-398-7107

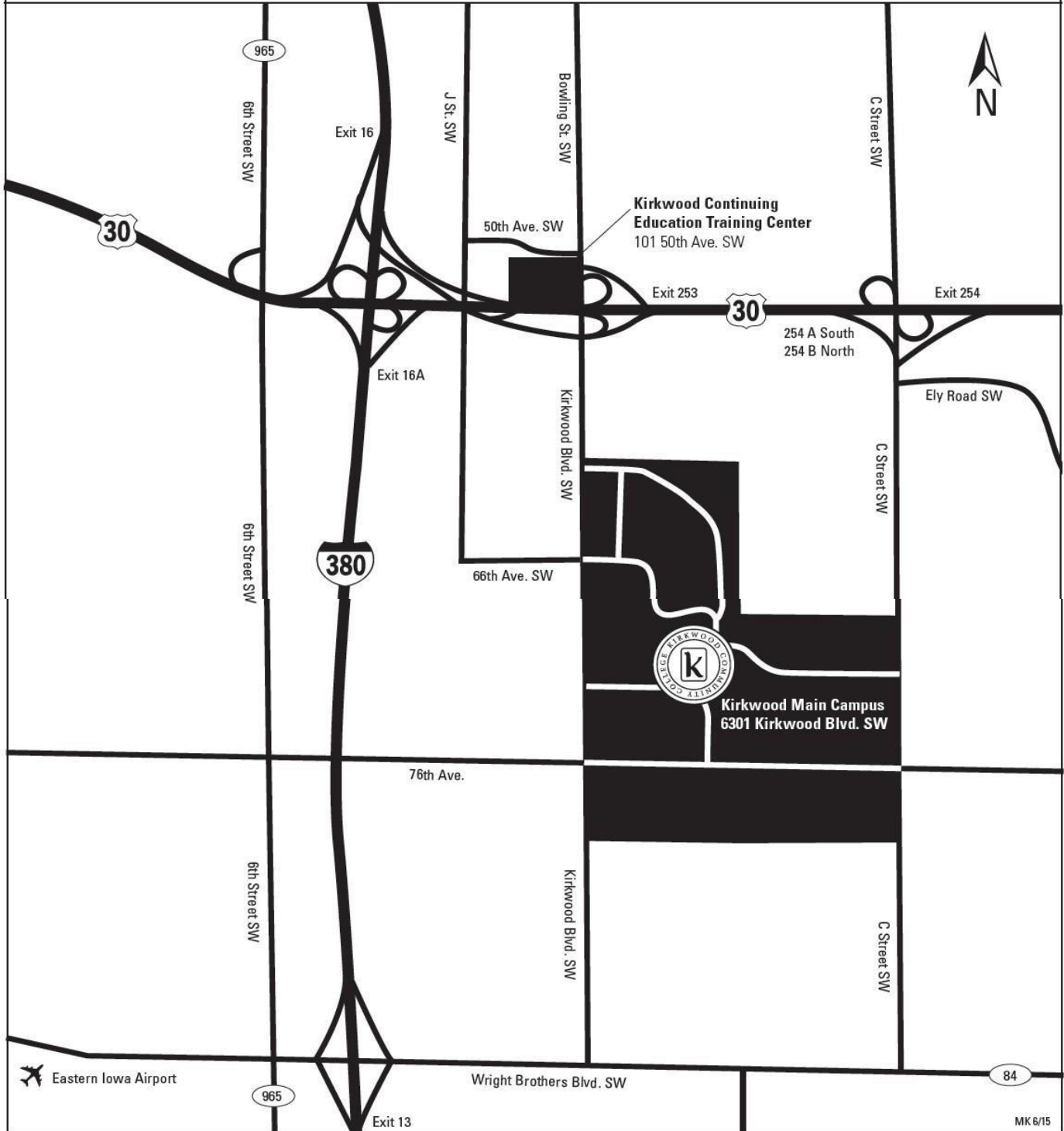
**Johnson Hall/Athletics**  
319-398-4909

**Kirkwood Bookstore**  
319-398-5469

**Kirkwood Continuing Education**  
319-398-1022

**Michael J Gould Recreation Center**  
319-398-5596

**The Hotel at Kirkwood Center**  
319-848-8700



## Kirkwood Contacts

### Main Campus

Admission Services	<a href="tel:319-398-5517">319-398-5517</a>
Athletics	<a href="tel:319-398-4909">319-398-4909</a>
High School Completion	<a href="tel:319-784-1510">319-784-1510</a>
Kirkwood Bookstore	<a href="tel:319-398-5469">319-398-5469</a>
Kirkwood Hotel	<a href="tel:319-848-8700">319-848-8700</a>
Continuing Education	<a href="tel:319-398-1022">319-398-1022</a>
Recreation Center	<a href="tel:319-398-5596">319-398-5596</a>

### Emergency Numbers

Public Safety	<a href="tel:319-389-7777">319-389-7777</a>
Off Campus Locations	<a href="tel:911">911</a> (after contacting 911, contact Public Safety)

### IT Assistance

Faculty/Staff Service Desk	<a href="tel:319-398-1264">319-398-1264</a>
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Assistance Available:  
Monday – Thursday, 7AM–6PM,  
Fridays, 7AM–5PM

### County Locations

Benton County	<a href="tel:319-472-2318">319-472-2318</a>
Cedar County	<a href="tel:563-886-2950">563-886-2950</a>
Iowa County	<a href="tel:319-668-2461">319-668-2461</a>
Jones County Regional	<a href="tel:319-465-2302">319-465-2302</a>
Linn County Regional	<a href="tel:319-398-1052">319-398-1052</a>
Regional Center at the U of I	<a href="tel:319-358-3100">319-358-3100</a>
Tippie-Mansfield Center	<a href="tel:319-444-2549">319-444-2549</a>
Washington County Regional	<a href="tel:319-653-4655">319-653-4655</a>

### Kirkwood Telecommunications System

#### (KTS)

Master Control	<a href="tel:319-398-4961">319-398-4961</a>
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Assistance Available:  
Monday – Friday, 6:30AM – 10:30AM,  
Saturday 7AM – 3PM

### Other Service Centers

Iowa City Learning Center	<a href="tel:319-887-3565">319-887-3565</a>
Kirkwood Cont. Ed. Training Center	<a href="tel:319-398-5678">319-398-5678</a>
Kirkwood Training & Outreach Services	<a href="tel:319-398-5623">319-398-5623</a>
The Kirkwood Center	<a href="tel:319-848-8700">319-848-8700</a>