

## ISEA Academy Instructor Guidelines

*Here are some guidelines for instructors as they hold their classes:*

- **Daily Evaluation forms:** These are for the instructor's information so **do not** send them to ISEA.
- **Reflection Journal & Implementation Plans – ISEA** has now combined these documents and does not require for these to be mailed back to participants but are used for formative information for instructor and participant knowledge and skill development. These forms may vary depending on course.
- **Grades:** Grades are inputted electronically into the ISEA website electronic transcript site: <https://www.iseatranscripts.org/> at the instructor only hyperlink: <https://www.iseatranscripts.org/Account/Login.aspx> - each lead Academy instructor will be provided a username and password. It is very important to remember to use the course grading rubric and assign grades according to the rubric that is the contract between the instructor and student. Students taking the course for License Renewal Credit receive a Pass or Not Pass (NP) (equals an A or B) and those taking it for Graduate Credit for Drake University get a Letter Grade of an A, B, C, D or F according the rubric and then those grades are automatically transferred to Drake University and are issued a transcript directly through US Mail from Drake University. Those students taking classes for License Renewal credit through ISEA Academy may download their transcript through the automated transcript system as soon as the grades are submitted by the instructor.
- **Your expenses:** You can be reimbursed for your mileage to your teaching site, any candy, etc. and if you purchase any meals for participants if the class is over 4 hours long. You must submit the original receipts that show itemization of expenses with your ISEA vouchers or the ISEA Academy invoice. ISEA Academy attempts to coordinate meal reimbursement with local associations if they help with costs. The ISEA Academy attempts to limit meals to \$10.00 maximum per person or less and only 2 meals per class offering. This usually means a group pizza or some type of sub sandwich. If you need a voucher, contact Rhonda Plimmer and these may also be sent electronically You can also have your Unit office make the copies, mail, and maybe pay for the treats/meals and they can get reimbursed from ISEA.
- **Instructor Payment:** Total ISEA instructor payment per class, per credit, is \$700 so frequently instructors split that fee various percentages depending on the amount of work each co-instructor does. ISEA staff does not get paid outside of staff time for their work but their share of course time is typically considered 50% when they teach unless it is unique circumstances. If you have not been paid within four weeks after submitting an invoice or voucher, please contact Rhonda Plimmer to inquire. You also need to take care of expenses and instructor pay as soon as the course is done. ISEAS has the right to refuse to payment of expenses if later than 90 days after the last class has elapsed.