

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 these to be mailed back to participants. They are to be used for formative information for instructor and participant knowledge and skill development only. 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 which is considered the contract between the instructor and student. Students taking the course for License Renewal Credit receive a Pass (P) or Not Pass (NP) (equaling 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 to the rubric. If a student is not attending class or not submitting passing course work and going to be receiving an F, please contact the Teaching & Learning Dept. immediately before assigning an Incomplete or an F into the system, as documentation must be completed before doing so. **Grades are automatically transferred to Drake University and students 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 and the instructor presses the button indicating "Grading Complete". Once that button is pushed, there is no changing GRADES with Drake University!**
- **Your expenses:** You can be reimbursed for your mileage to and from your teaching site and any meals purchased 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 for payment. ISEA Academy attempts to coordinate meal reimbursement with local associations if they can 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. We are no longer reimbursing meals for the **Ethics for Educators** class as we have reduced the registration fee for our members. If you need a voucher, contact Rhonda Plimmer. These may also be sent electronically but original receipts must be mailed. Instructors are also able to have their Unit office make copies, send out any mail, and possibly pay for the treats/meals in which they can get reimbursed for from ISEA. This must be decided on between the instructor & Unit Office before the start of class.
- **Instructor Payment:** Total ISEA instructor payment per class, per credit, is \$700.00. Instructors split this fee between each other by various percentages depending on the amount of work each co-instructor does. ISEA staff does not get paid outside of staff salary 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 need to take care of expenses and instructor pay as soon as the course is done. All expenses need to go through the Teaching & Learning Department before the ISEA Business Office. Please do not include expenses in both the Travel & Expense Voucher & the Submission of costs for course/class Statement as it becomes confusing. (You can use one or the other – whichever one you're comfortable with.)