

# Instructor Guide



**Adult Education Programs**  
**Division of Community Services**  
**Community College of Philadelphia**  
Fall '02

## NOTE TO INSTRUCTORS:

This guide provides you, the instructor, with some basic information about the administrative and educational policies and procedures of teaching a class for the Adult Education Programs department of Community College of Philadelphia.

The guide is designed to be updated with revised or new information periodically.

The front of the guide contains information for all instructors. It is followed by a section containing information specific for each of the department's programs: ABE, ABLE, ESL and GED.

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# OVERVIEW

**ADULT EDUCATION PROGRAMS** is a department within the Division of Community Services. The department is responsible for GED, Adult Basic Education (ABE) and English as Second Language (ESL) classes as well as other projects designed to improve the basis educational skills of adults.

## **Mission Statement for Adult Education Programs**

The Adult Education Programs, within the College's Division of Community Services, provides academic foundation skills that are goal-oriented. We provide student-centered services to an adult population of diverse backgrounds. The Adult Education Programs is committed to meeting individuals' needs so students can participate more fully in a changing society.

**The Division of Community Services** offers a wide variety of credit and noncredit courses for adults who may not be ready for or choose not to participate in traditional degree programs. The Division believes that access to higher education is best achieved through a philosophy that places the highest priority on meeting the changing economic, cultural, civic and educational needs of individuals, both in the workplace and in the neighborhood.

## DESCRIPTION OF ADULT EDUCATION PROGRAMS

- **Adult Basic Education (ABE)**

The College offers Adult Basic Education (ABE) classes at no cost to all Philadelphia residents who wish to improve their basic reading, writing and math skills to a level of competency that would permit them to lead more productive lives. Basic education classes are available to adults 17 years of age and older.

- **English As A Second Language (ESL)**

The College offers English as a Second Language classes at no cost to all Philadelphia residents who wish to improve their basic reading, writing and speaking skills to a level of competency that would permit them to lead productive lives. The program provides three ESL levels of instruction. Placement is accomplished by oral/written evaluations. ESL classes are available to adults 18 years of age and older

- **General Educational Development (GED)**

The College offers GED preparation classes to help prepare adults for the battery of General Educational Development (GED) Tests. Classes are at no cost to those who are unemployed or on public assistance; otherwise, there is a \$30 per class fee. Students must be at least 18 years of age and not enrolled in high school. Students must buy their own textbooks.

- **Adult Basic and Literacy Education Grant (ABLE)**

Programs funded by the Pennsylvania Department of Education, Bureau of Adult Basic and Literacy Education (ABLE), provide a full range of instructional services that address the basic educational needs of adults within the guidelines of our mission. The objective of the programs offered is the improvement of the literacy skills of educationally disadvantaged adults to levels of proficiency necessary for them to meet their needs and goals in their roles as citizens, workers, and family members.

## INSTRUCTOR RESPONSIBILITIES

The Adult Education Programs Instructor is responsible for making knowledge accessible to all students, establishing a safe environment to promote learning, developing students' cognitive capacity and respect for learning and fostering students' self esteem, motivation and sense of civic responsibility.

The Adult Education Programs Instructor:

- Plans and guides the learning process to help students achieve program objectives, group and individual needs and goals.
- Instructs students, using various teaching methods, such as lecture and demonstration, and uses audiovisual aids and other materials to supplement presentations.
- Prepares course objectives and outline for course of study following curriculum guidelines or requirements of state and school.
- Assign lessons and corrects assignments.
- Administers diagnostic and progress assessment measures, records results, and prepares reports.
- Keep attendance and other records and submits paperwork, data and documentation on time.
- Establishes a cooperative relationship with all assigned students.
- Maintains discipline in the classroom.
- Counsel students in adjustment and academic problems.
- Engages in professional growth activities.
- Works collaboratively to achieve the overall purposes of the program.
- Performs related duties as required.

## REPORTS- FORMS- RECORDS

The Adult Education Programs, like all areas of the College, has the responsibility for various reports, forms and records that must be completed or maintained for the College and several funding sources, as well as to track student progress. You are responsible for maintaining and/or submitting the following reports:

**Community College of Philadelphia requires that all of its Adult Education Programs classes maintain and/or submit the following:**

- Roll Book
- Class Sign-In Sheets
- Non Credit Attendance Report
- Student Evaluation
- Instructor Evaluation

It is CCP policy that attendance records are kept for all students and be made available upon request by the College. Attendance is to be kept using a **Roll Book and Class Sign-In Sheets.**

**Several reports are sent directly to you from the Office of Student Records. Please read and follow the directions carefully. Keep a copy and use the provided stamped envelope.**

# GENERAL INFORMATION

## **CLASS SCHEDULE**

All Instructors are to hold class for the entire period. Only the Administration can change class-meeting times, days or rooms. Start, end and vacation dates often differ from the main campus. Consult the appropriate administrator for the schedule at your teaching location.

## **CANCELLATION OF CLASS**

It is your responsibility to be punctual and present at every class meeting. In the event that you must cancel a class meeting due to illness or an emergency,

- Call the department secretary at 215-751-8531.
- In the event that you cannot talk to or leave a message at this number you must contact the administrator of the class you are teaching.
- Notice of any such absence must be made at least one (1) hour prior to the start of class.
- No instructor may take it upon him/herself to arrange a different class schedule or substitute to cover an absence.
- On returning from such an absence, the instructor must complete the bottom of a Class Sign-In Sheet for that date(s).

If you anticipate that you will be absent for an upcoming class, it is your responsibility to notify your students with ample time for the students not to come to class.

## **CANCELLATION OF CLASS DUE TO INCLEMENT WEATHER**

In the event of inclement weather, the College makes the decision to close school or cancel classes from the President's Office. Instructors may not independently make this decision. CCP snow closing emergency numbers are aired on local radio stations:

Day classes	238
Evening classes	2238

Emergency closing announcements will also be aired on the CCP cable television station Channel 53.

Classes held at neighborhood sites should follow that site's decision.

## DUPLICATING SERVICES

Central Duplicating is located at the Main Campus in MG-28. Window service (100 copies or less) is available and large volume jobs require a Request Form. CCP is required to adhere to federal copyright law. All material for classroom or general distribution must show reprint permission according to the requirements of the Copyright Law of 1977. A summary of CCP Copying Rules and procedures for obtaining reprint permission is available from Central Duplicating. Office copiers at the main campus and regional centers are for office use only.

## TEACHING ASSIGNMENTS

Future teaching assignments will be made only through an Availability Notice, which must be completed for each semester you wish to be considered for an assignment. All assignments for classes will be made on the basis of seniority and availability. Also note that the submission of an Availability Notice does not constitute an employment commitment.

Availability Notices are included in this guidebook and are available in the office of the Division. There are separate notices for ABE, ESL and GED classes.

## AVAILABILITY NOTICE DUE DATES

An Availability Notice must be submitted by the due date to the Adult Education Programs office. There are separate notices for ABE, ESL and GED. Submission of an Availability Notice does not constitute an employment commitment

<u>Semester</u>	<u>Due to the Department</u>
Fall	July 20
Spring	December 1
Summer I	April 1
Summer II	May 15

If any of the dates fall on a weekend use the following Monday; and if on a holiday, use the next regular working day.

## STAFF ID CARDS

You may obtain a Photo ID Card at the Security Office M1-23.

## TEXTBOOKS

Textbook adoption is determined prior to the start of each semester. Do not substitute from the book list.

## STUDENT ATTENDANCE

**Do not tell students that they will be dropped after a certain number of absences.** You must be positive about attendance. Emphasize to students to study in their textbooks if they are absent. Give textbook assignments that

span several days. Spot poor attendees early and encourage them not to dropout again.

## **CONDUCT**

Everyone at CCP is expected to obey all public laws and act in a responsible manner at all times. Smoking, eating and drinking are not permitted in any classroom at CCP. Children are not to be brought to class. Disruptive behavior in the classroom is not permitted. Possession or keeping of a dangerous weapon or dangerous instrument or use of any object with intent to harm another is prohibited. CCP prohibits the possession, use or sale of illegal drugs and alcohol on its premises. Violators of this policy will face disciplinary action including expulsion or termination and may be referred for prosecution.

# TELEPHONE NUMBERS

**ADULT EDUCATION PROGRAMS OFFICE.....(215) 751-8531**  
.....**fax..... (215) 751-8954**

**Asst. Director ABE.....751-8311**  
**Asst. Director ESL.....751-8374**  
**Asst. Director GED.....751-8371**  
**Asst. Director ABLE.....751-8250**

**GED PREPARATION CLASSES (Info-line).....751-8376**

**ABE CLASSES (Info-line).....751-8832**

**CCP ASSESSMENT CENTER..... 751-8006**

**CCP INFORMATION CENTER.....751-8010**

**CCP BOOK STORE.....751-8150**

**CCP WELCOME CENTER.....751-8230**

**CCP FINANCIAL AID OFFICE.....751-8271**

## **GED TESTING CENTERS**

**Community College of Philadelphia.....751-8848**

**District 1199C.....568-2220**

**Temple University.....204-8613**

**NORTHEASTREGIONAL CENTER..... 972-6372**

**NORTHWEST REGIONAL CENTER.....751-8773**

**WEST REGIONAL CENTER.....764-1050**

# Adult Basic Education (ABE) Program

# ABE

COMMUNITY COLLEGE OF PHILADELPHIA  
DIVISION OF COMMUNITY SERVICES

**AVAILABILITY NOTICE ABE INSTRUCTOR**  
**(This does not constitute an employment commitment)**

SS# \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ day: \_\_\_\_\_ evening: \_\_\_\_\_

E Mail \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

The College schedules classes from 8am to 10pm. Write next to each day the times you are available for the period 8am through 10pm. I am available to teach on the following days and at the times specified.

Day	Hours Available
MONDAY	_____
TUESDAY	_____
WEDNESDAY	_____
THURSDAY	_____
FRIDAY	_____
SATURDAY	_____

I am available for the following locations/areas:

- |                  |                     |                           |
|------------------|---------------------|---------------------------|
| ___ MAIN CAMPUS  | ___ NORTH PHILA     | ___ FAR NORTHEAST PHILA   |
| ___ WEST RC      | ___ SOUTH PHILA     | ___ LOWER NORTHEAST PHILA |
| ___ NORTHWEST RC | ___ WEST PHILA      |                           |
| ___ NORTHEAST RC | ___ NORTHWEST/OLNEY |                           |

Signature \_\_\_\_\_ Date \_\_\_\_\_

# English as a Second Language (ESL) Program

# ESL

COMMUNITY COLLEGE OF PHILADELPHIA  
DIVISION OF COMMUNITY SERVICES

AVAILABILITY NOTICE ESL INSTRUCTOR  
(This does not constitute an employment commitment)

SS# \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE day: \_\_\_\_\_ evening: \_\_\_\_\_

E Mail \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

The College schedules classes from 8am to 10pm. Write next to each day the times you are available for the period 8am through 10pm. I am available to teach on the following days and at the times specified.

Day	Hours Available
MONDAY	_____
TUESDAY	_____
WEDNESDAY	_____
THURSDAY	_____
FRIDAY	_____
SATURDAY	_____

I am available for the following locations/areas:

- |                                       |                                          |                                                |
|---------------------------------------|------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> MAIN CAMPUS  | <input type="checkbox"/> NORTH PHILA     | <input type="checkbox"/> FAR NORTHEAST PHILA   |
| <input type="checkbox"/> WEST RC      | <input type="checkbox"/> SOUTH PHILA     | <input type="checkbox"/> LOWER NORTHEAST PHILA |
| <input type="checkbox"/> NORTHWEST RC | <input type="checkbox"/> WEST PHILA      |                                                |
| <input type="checkbox"/> NORTHEAST RC | <input type="checkbox"/> NORTHWEST/OLNEY |                                                |

Signature \_\_\_\_\_ Date \_\_\_\_\_

General Educational Development (GED)  
Program

**GED**

COMMUNITY COLLEGE OF PHILADELPHIA  
DIVISION OF COMMUNITY SERVICES

**AVAILABILITY NOTICE GED INSTRUCTOR**  
**(This does not constitute an employment commitment)**

SS# \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE        day:        evening:       

E Mail \_\_\_\_\_

TERM \_\_\_\_\_ YEAR \_\_\_\_\_

SUBJECT: READING/WRITING \_\_\_\_\_ MATHEMATICS \_\_\_\_\_  
One class only \_\_\_\_\_

The College schedules classes from 8am to 10pm. Write next to each day the times you are available for the period 8am through 10pm. I am available to teach on the following days and at the times specified.

Day	Hours Available
MONDAY	_____
TUESDAY	_____
WEDNESDAY	_____
THURSDAY	_____
FRIDAY	_____
SATURDAY	_____

I am available for the following locations/areas:

- |                  |                     |                           |
|------------------|---------------------|---------------------------|
| ___ MAIN CAMPUS  | ___ NORTH PHILA     | ___ FAR NORTHEAST PHILA   |
| ___ WEST RC      | ___ SOUTH PHILA     | ___ LOWER NORTHEAST PHILA |
| ___ NORTHWEST RC | ___ WEST PHILA      |                           |
| ___ NORTHEAST RC | ___ NORTHWEST/OLNEY |                           |

Signature \_\_\_\_\_ Date \_\_\_\_\_

ABLE Grant

**ABLE**

## **ABLE RECORDS**

ABLE funded classes have the responsibility for various reports, forms and records that must be completed or maintained for the College and the PA. Department of Education. You are responsible for maintaining and/or submitting the following ABLE reports:

### **ABLE Funded classes also require:**

- Staff Data Form
- Student Intake Data Form
- Student Income Verification Form
- Individual Educational Plan
- Student Exit Data Form

It is CCP policy that attendance records are kept for all students and be made available upon request by the College. Attendance is to be kept using a **Roll Book and Class Sign-In Sheets**.