



# INSTRUCTOR HANDBOOK

*October 18, 2018*



*Graduate School USA  
Washington, DC 20024  
(888) 744-GRAD  
[www.graduateschool.edu](http://www.graduateschool.edu)*

#### **DISCLAIMER**

**This Handbook applies to all instructors tasked to deliver classes administered by Graduate School USA. The contents of this publication provide guidance but do not create contractual rights and do not create any legal obligation on the part of the reader or Graduate School USA. The information provided may be changed by the School at any time with or without notice.**



Dear Graduate School USA Instructor,

Thank you for choosing to be part of Graduate School USA (GSUSA), where every day you support our mission of servicing today's workforce with the professional training and development they need to enhance their performance, advance their career and achieve their organization's missions.

Our staff has a tradition of passion and devotion for empowering adult learners with the tools they need to achieve their goals. We help public-sector professionals do their jobs more efficiently.

This handbook has been developed as a resource for you—to help you more effectively carry out your teaching responsibilities that make a difference in adult professionals who attend GSUSA to meet their professional training and development needs. The handbook is relevant to both those employees who have recently joined GSUSA as well as those who have been here for some time. We hope you find the handbook useful.

Sincerely,

A handwritten signature in black ink that reads "Jack Maykoski". The signature is written in a cursive, slightly slanted style.

John Maykoski  
President and CEO

## INSTRUCTOR RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of Graduate School USA (GSUSA) Instructor Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Instructor Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written contractual agreement with GSUSA that provides otherwise, I have the right to resign from my employment with GSUSA at any time with or without notice and with or without cause, and that GSUSA has the right to terminate my employment at any time with or without notice and with or without cause. I have read, understand and agree to all of the above. I have also read and understand the Handbook and agree to return it upon termination of my employment.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFIDENTIALITY POLICY AND PLEDGE** - Any information that an instructor learns about Graduate School USA, or its members, as a result of working for GSUSA that is not otherwise publicly available constitutes confidential information. Instructors may not disclose confidential information to anyone who is not employed by GSUSA or to other persons employed by GSUSA who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of GSUSA's confidential information is prohibited. Any instructor who discloses confidential GSUSA information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

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## INTRODUCTION TO GRADUATE SCHOOL USA

Graduate School USA has a long and distinguished history of providing high quality training services to the federal government and private sector, servicing organizations and individuals. Please visit our website and review the information there so you can discuss with students the Graduate School USA's products and services. <http://www.graduateschool.edu/>

## HISTORY, MISSION AND VISION OF GRADUATE SCHOOL USA

### Who We Are

Graduate School USA is an independent, not for profit educational institution based in Washington, DC. Graduate School USA offers workforce training and services across the U.S. and around the world. We are a leading provider of professional development and training courses for the public and private sectors, serving organizations and individuals with courses and programs designed to support organizational missions, career and occupational development, and the personal goals of adult learners.

### History

The first U.S. organization founded with the mission of providing continuing education to federal employees, we opened our doors in October 1921 as the USDA Graduate School. We were established by the Secretary of Agriculture with the express purpose of offering professional development courses for USDA scientists, most of whom had graduate degrees—hence the term “Graduate School.” From the beginning, our focus was on developing individuals and making government more efficient and effective.

In the years after World War I, more organizations began to recognize the value of workforce development and by 1935 School enrollment had expanded beyond the USDA to other agencies. Since then, we have grown to serve an audience that includes state and local governments, the private sector, and individuals in our local community.

Shortly before our 90th anniversary, the School moved from our parent agency to become an independent, not for profit organization known as Graduate School USA. We also acquired most of the assets of Southeastern University, enhancing our portfolio through the creation of academic and community workforce development programs designed to prepare local residents for fast-growing careers and further professional development.

Today, we are still dedicated to helping government become more efficient and effective, and to supporting working adults as they achieve occupational success and personal growth. Whether we are helping public and private sector professionals do their jobs more effectively or helping members of the community better position themselves to enter the workforce or move ahead in their careers, our mission remains consistent.

## **Mission**

Graduate School USA supports today's workforce with the professional training and development they need to enhance their performance, advance in their careers and achieve their organizations' missions. Our comprehensive programs and expertise also enable learners around the world to achieve success at every stage of their careers and professional development. As a long-standing, trusted learning partner, we deliver the superior workforce solutions that promote positive individual and organizational results.

## **Vision**

Graduate School USA (GSUSA) will be recognized as the worldwide leader in professional development, empowering adult learners with the tools they need to achieve their goals. Our innovative approaches and expertise will inspire individuals and organizations to reach unprecedented levels of success through programs designed to provoke thinking that produces new ways to enhance their skill sets and to solve complex issues. GSUSA's tailored solutions will transcend physical borders, providing anytime, anywhere learning access.

# **EMPLOYMENT POLICIES AND PROCEDURES**

## **Equal Opportunity Employer**

It is the intent of GSUSA to ensure equal opportunity in the conduct of all employment practices, including, but not limited to hiring, promoting, training, transfer, termination, compensation and benefits decisions. This policy prohibits discrimination on the basis of race, color, creed, religion, ancestry or national origin, sex, sexual orientation, age, marital status, physical or mental disability, personal appearance, family responsibilities, matriculation, political affiliation or any other characteristic protected by law. GSUSA hires and promotes the most qualified, interested, competent individuals whose qualifications best meet GSUSA's mission, vision and values. If you have any questions about equal employment opportunity or the employment practices at GSUSA, please contact the Office of Human Capital Management.

### **Employment-at-Will**

Offers of employment are for no specific duration of time. Any or all verbal or written statements, agreements, or promises to the contrary are disavowed and should not be relied upon by a prospective or current instructor. Any individual may voluntarily leave employment with GSUSA or be terminated by the School at any time for any reason. GSUSA has complete discretion to determine whether and when an instructor may be discharged. All personnel decisions will be made in compliance with existing applicable laws.

## **Confidentiality of Information**

Information is part of what makes GSUSA competitive. During employment here, instructors will periodically have access to sensitive information, either because they help to develop that information or because they need that information to do their job. It is the responsibility of each instructor to safeguard for the School and for the well-being of both school employees and other instructors that information learned through employment be kept confidential.

Instructors who improperly disclose confidential, sensitive, or proprietary, personal, or trade secret information to anyone outside of GSUSA may face disciplinary action, up to and including termination. No employment action will bar any other legal remedies GS USA may have against the instructor for damages resulting from the breach of this provision.

## **Benefits**

Instructors who are employees receive all legally mandated employment benefits (i.e., Social Security and Worker Compensation Insurance).

## **Defined Contribution Benefit Plan**

GSUSA offers a Defined Contribution Retirement Plan, managed by TIAA-CREF, to all full-time and part-time employees including instructors who are at least age 21 and one year of service with the School.

## **Vesting**

On the attainment of a full-time and part-time employee's three-year anniversary with GSUSA, they are considered 100% fully vested for any discretionary School contributions that may be provided.

## **Employee Contribution**

An employee instructor may make contributions to the Defined Contribution Retirement Plan at any time, up to the IRS determined annual contribution limit. Contributions are available to the instructors upon leaving GSUSA, regardless of the number of years of service, pursuant to applicable law and regulation.

If employment with GSUSA is voluntarily terminated and the instructor becomes re-employed by GSUSA at a later date, for vestment purposes only, and an instructor completes one year of service following a one-year break in service, the Plan restores the instructors pre-break service retroactively to the first day of eligibility. Specifics about the Plan's funds are available from the Office of Human Capital Management or can be obtained by calling TIAA-CREF directly at (800) 732-8353.

## YOUR JOB

Instructors work primarily with the Curriculum Products and Service (CP&S) teams, who are responsible for all work required to successfully conduct or deliver a class. The CP&S staff members:

- Provide Scope of Work for approved fees and travel authorization for instructors to deliver specific classes
- Arrange for onsite contract classes requested by customers
- Obtain and assign classrooms
- Obtain course materials and related supplies and equipment for each class
- Provide rosters and post-course participant evaluation forms, and
- Perform other delivery-related duties, such as providing support to students and instructors.

You also may work with Curriculum Directors, Program Managers and Office of Human Capital Management, who:

- Determine what courses will be offered within a curriculum area
- Manage the development of new and revision of existing courses
- Recruit, screen and on-board new instructors
- Notify instructors when course materials have been revised or updated
- Develop customized courses for onsite customers
- Track trends and customer needs that may have an impact on curriculum offerings
- Assist with the marketing of curriculum offering
- Issue Instructor Agreements and Task Orders for course development work

**Faculty Liaison** is a part-time position. This person is responsible for building and maintaining relationships between GSUSA and our instructors. An integral part of this role is following GSUSA requirements and enabling faculty to perform in ways that benefit GSUSA and our mission. The Faculty Liaison will be the point of contact for instructors and focus on increasing faculty engagement through close collaboration and communication with our instructors. This person will serve as liaison for a diverse pool of government training instructors. The major duties will be to coordinate annual scheduling and review, recruitment and hiring needs, and course approvals. In addition, this person drives instructor guidelines, implementation, updates, and oversees the instructor feedback processes and is responsive to faculty needs. Finally, this person will handle concerns and/or recommendations and bring them first to the attention of the VP, Curriculum Products and Services, and as appropriate to the HR Director, Director of Training Management, or other leadership.

## INSTRUCTOR EMPLOYMENT STATUS

The following information describes your employment or contractual agreement with GSUSA and the scope of work used to assign you work. If you are an instructor with the School, you work in one of the following statuses:

- **Part-time Employee:** For part-time instructors, the terms and conditions of your part-time FLSA exempt status are explained in your part-time instructor Agreement. This category of employee receives all legally mandated benefits (i.e., Social Security and Workers' Compensation insurance). You may also be eligible for other GSUSA benefit programs subject to the actual terms, conditions and limitations of such benefit program.
- **Contractor:** These are instructors who have their own business (e.g., LLC, S Corporation) and are compensated through an IRS Form 1099. These Instructors are not treated as employees of GSUSA. They are not eligible for GSUSA employee benefits. Contractors who provide training services to GSUSA under a contractor Agreement must have a current Agreement on file to perform the following services:
  - Instructional services using GSUSA course materials
  - Instructional services using course materials developed by the contractor (onsite sessions only)
  - Course development and/or revision services
  - Technical assistance services

Contractors are not partners, agents, or employees of GSUSA. Accordingly, they do not receive GSUSA employee benefits, and tax withholdings are not deducted from their compensation payments.

## COURSE DELIVERY & ASSIGNMENTS PROCEDURES

The following information summarizes Graduate School USA Course Delivery Procedures. For more specifics, contact your Curriculum Director or Program Manager.

### Approval to Deliver Specific Courses

Some courses are scheduled and requested more frequently than others, based on demand. Graduate School USA **makes no guarantee regarding a minimum number of classes you will be tasked to deliver**. Similarly, instructors are expected to honor commitments upon acceptance of offered teaching assignments.

## **Teaching Assignments**

Instructors can access our School's registration system, Higher Reach, to view their current teaching schedule and the enrollment status of assigned classes.

Instructors may log-in to Higher Reach at <https://register.graduateschool.edu/modules/instructor/>. Your username is the email address you have on record with the School. Please reset your password upon entering the site. If you experience trouble accessing the system, please contact our Higher Reach System Administrator, at [HiRSystemAdmin@graduateschool.edu](mailto:HiRSystemAdmin@graduateschool.edu).

If you have any questions about the information on a teaching assignment, contact your Curriculum Director or Program Manager.

## **Training Management's Role in Teaching Assignments**

Training Management enters the instructor's name only into Higher Reach for each teaching assignment and notifies instructors of relevant issues and information. This authorizes the instructor to deliver the specific class or program. Instructors may not sub-contract or informally arrange with someone to deliver a class on your behalf, or to co-deliver the class. If you cannot deliver the entire assigned class, please contact the Curriculum Director or Program Manager who made the assignment as soon as possible. The Curriculum Director or Program Manager will notify Training Management that another approved instructor will teach the class.

## **Assignment Adjustments**

Class assignments may be subject to change for various reasons. For example:

- An open enrollment class may be rescheduled or cancelled,
- The dates of an onsite contract class may be changed by the customer, agency, or
- Circumstances may require that we reassign you to deliver a different class due to your experience and qualifications.

Graduate School USA may cancel a teaching assignment up to five calendar days prior to the start of class without penalty.

# **PAYMENT PROCEDURES AND SCHEDULE**

## **Employees**

Instructors will be paid on a bi-weekly schedule. Payments will be made every other Thursday for work performed during the previous two-week pay period ending on the previous Friday. For example, payments for work performed during the pay period of June 16-29, 2018 were made on Thursday, July 5, 2018.

For direct deposit participants, payments are sent directly to the instructor's bank account. Those receiving payments by check via US Postal Service, will receive payment based

on the Post Office's delivery schedule. All instructors are encouraged to request for direct deposit to prevent any delays in payment, only for those considered to be employees.

### **Contractors**

Payments to contract instructors are made by check on a bi-weekly basis. Payments are processed every other Tuesday for work performed during the previous two-week pay period. For example, payments for work performed during the pay period of July 16-29, 2018, were processed on Tuesday, July 3, 2018. Payments made by check will be delivered based on the Post Office's delivery schedule.

## **DOMESTIC TRAVEL PROCEDURES**

The following information summarizes Graduate School USA procedures on instructor travel.

### **Travel Expenses for Part-time Employee Instructors and Contract Instructors**

Payment for lodging, meals, and incidental expenses are based on federal government travel regulations. Federal government per diem rates and related information are found at [www.gsa.gov](http://www.gsa.gov). Check with your Training Management representative if you have questions regarding per diem and incidental expenses. As stated in the federal travel regulations, it is expected that travelers will use the most economical and reasonable means and scheduling available.

You are responsible for monitoring your schedule in Higher Reach to determine when a class is confirmed that you are scheduled to teach. If travel is required, use the class number for class and the appropriate cost center to make your travel arrangement with World Travel Service (WTS), GSUSA's contract travel agency, (refer to more information below). Your Graduate School USA contact will provide you with the appropriate cost center or access this information on the Instructor Portal at: <http://www.graduateschool.edu/content/instructors/documents>.

Major items of expense, such as hotel and car rental expenses, must be preapproved by your Training Management contact, on a Pre-Approved Travel Authorization Form. Supplemental insurance purchased from a car rental agency is not an approved reimbursement expense. If travel is required and you do not receive the Pre-Approved Travel Expense Report, immediately call your Training Management representative.

### **Lodging**

Teaching assignments that require overnight lodging are approved up to the government per diem rate for the training location. Club Quarters hotel has a long-standing relationship with Graduate School USA and is a preferred destination for instructors lodging in DC.

If you are unable to obtain lodging at the government per diem rate, please notify your Curriculum Director through your Training Management Representative to obtain approval for an increased lodging rate.

Club Quarters reservations cannot be made through World Travel Service. Please make reservations for Club Quarters at [www.clubquarters.com](http://www.clubquarters.com) or call 203-905-2100 for specifics on each facility. When booking a Club Quarters reservation online, use the password Staff Graduate School (not case sensitive; space between each word).

All lodging expenses are made using your personal credit card and are reimbursed through the Travel Voucher process after completion of your travel.

### **Classes in Cities Other than Listed Under Lodging**

For classes in cities other than listed under the Lodging section or when a room at Club Quarters is not available, please have World Travel Service make your hotel reservation. If no rooms are available at the government rate and you must book a room at a higher rate, please contact a Training Management staff member for approval.

### **Rental Cars**

Rental cars will be approved only when necessary to reach the destination for a class and public transportation is not available. Authority to rent a car will be specified in your scope of work agreement. Additional insurance purchased from the car rental agency is not authorized.

### **Local Travel, Short Distance vs. Common Carrier**

Travel within 50 miles of your home is considered Local Travel and generally not eligible for travel expenses or per-diem. Travel beyond 50 miles is eligible for travel expenses and may be eligible for per-diem if you are in a travel status for more than 12 hours. Travel beyond 50 miles, but within 3 hours of driving time, it is expected that the instructor will use a privately-owned vehicle (POV) or rental car. Travel exceeding 3 hours, or when the cost of a POV or rental car plus parking and tolls will exceed the cost of a common carrier, is eligible for booking travel with a common carrier (typically rail or air transportation). An instructor may choose to use a POV, even if it is more expensive than a common carrier and will only be eligible for reimbursement of the lesser of the cost of the POV including parking and tolls, compared to the cost of a common carrier.

### **Airline and Train Travel Reservations**

Graduate School USA conducts classes in many U.S. cities, as well as internationally. (International travel guidance is covered in a separate GSUSA document.) If your class requires travel by airline or train, you must use WTS for your airline or train reservations. The airline or train fare will be paid by the School. As noted below, the itinerary must be approved in advance by the appropriate Graduate School USA official before WTS issues the ticket.

### **Most Economical and Reasonable Travel Cost Available**

Consistent with the federal travel regulations, School instructors are expected to use the most economical and reasonable means and schedule available. Instructors are expected to be in per diem status no more than one day prior to the start of class or meeting and return the same day of the last class/meeting, as long as transportation is available for return that same day. Classes should not be shortened to accommodate preferred transportation arrangements. Travel at greater cost than coach, or the least expensive and practical means, at the discretion of the

instructor will be borne by the instructor unless explicitly approved because of extraordinary circumstance, by the Curriculum Director. For example, if an instructor chooses to fly business or first class, or to use a POV at greater expense than the coach air/train fare, the instructor will only be entitled to reimbursement for the cost of the coach air or train fare.

First class or business class airline or Acela train seats are not authorized. While some instructors may like to personally pay the additional charge to upgrade their travel seating, at present that is not permitted.

### **Confirmation Notification of Your Teaching Assignment**

Confirmation of your teaching assignment will be sent to you two weeks in advance via email from your training Management representative. You may monitor your teaching schedule and enrollment for your classes in your online Higher Reach portal. All Open Enrollment classes confirm with eight students enrolled. Classes with less than eight students require a decision by the Curriculum Directors to confirm or cancel two weeks prior to the start date.

When you receive confirmation notification of your teaching assignment with your cost center and class ID number, make your reservations through WTS. Seek the most reasonable cost and itinerary. Do not make travel or commuting plans that could prevent you from adhering to the stated class start and end times.

To make reservations, call WTS during its normal business hours (9:00 a.m. to 5:30 p.m. Eastern Time, Monday through Friday) at 202-728-4040 or 800-633-8822. Identify yourself as a Graduate School USA instructor and provide the following information:

- Travel dates and times.
- Cost center to be charged
- Class ID Number, if applicable
- The Graduate School USA point of contact
- The reason for travel, that is, typically to teach a Graduate School USA class or, if applicable, to present at a conference or conduct consultation.

When your itinerary is electronically approved, WTS purchases the ticket and you receive an email confirming approval.

### **Reimbursement for Travel Expenses**

Instructors must submit a completed Domestic Travel Voucher and applicable receipts within 14 days of completion of the training session to be reimbursed for travel expenses. Receipts are required for hotel expenses and any item that exceeds \$75. However, please note you must itemize all expenses (including those under \$75) on the Travel Voucher to receive full reimbursement.

Instructors should submit the travel voucher and receipts electronically to the School's Accounting and Finance office at [apravel@graduateschool.edu](mailto:apravel@graduateschool.edu) with a copy to your Training Management contact. You may also fax the documents to the School's Accounts Payable department at 202-479-4895. Instructors' travel expense reimbursements are not taxable.

## DELIVERING CLASSES FOR GRADUATE SCHOOL USA

The following actions are the instructors' responsibility when delivering classes for Graduate School USA. We have summarized these responsibilities in a checklist at the end of this section.

### Before Class

- Carefully review the teaching assignment in Higher Reach when notified that the section/class is confirmed. The teaching assignment in Higher Reach includes the address of the training site. If for any reason you cannot adhere to its stated dates and class start and end times, or you have questions about the information provided, immediately contact your Training Management representative.
- Follow the procedures described in the previous section to book your travel.
- **Be sure you have the most current version of the course materials, including any GSUSA PowerPoint presentation.** Your GSUSA contact can verify the course version that will be provided in the classroom and/or will send you an advance copy of the current course materials.
- Verify the location of the class and whom to contact if you have any problems.
  - **Open enrollment classes in Washington, DC**, usually are held in Graduate School USA classrooms at our main office (in the Capital Gallery building, at 600 Maryland Avenue, SW, Washington, DC).
  - **Open enrollment classes in cities where there is no GS office** usually are held at hotels, federal agency classrooms or other facilities.
  - **Onsite contract classes** are usually held in the customer agency' classroom at a federal building or military installation, or any other designated location identified by the contract agency.
- **Determine and confirm your Audio Visual (AV) needs** with your Training Management representative. If the course requires AV equipment (LCD projector, GS-owned video cameras, a lavalier microphone, etc.) make sure it has been arranged, you know how to operate the equipment, and whether you are responsible for securing, storing, and returning it at the end of each day of class. Inform your Training Management representative of any special needs no later than **one week** prior to the first day of the class. Your Training Management representative will coordinate and mail the requested equipment along with a pre-addressed return envelope and packing supplies.

### First Day of Class

If you are teaching at the Capital Gallery building in Washington, DC, first check in with the Graduate School USA Customer Service Representative in the Graduate School lobby on the first floor by 8:15 am to verify the room number and location. During peak season, some classes are relocated to overflow locations. You will be notified no later than the week prior to teaching if your class has been relocated to an overflow location.

It is especially important to arrive early if you are delivering a class at a hotel or a contract customer's facility because you will not have a GS staff member on site to assist you.

In some instances, **you may need to clear security**. Onsite contract classes (and some open enrollment classes) are often held in federal government or military buildings/bases that require security screenings. Allow extra time for your ID to be checked and your bags to be screened. Most federal facilities will soon begin to require credentials, which meet the Real ID requirements. Please work with your GS contact to be sure that you will be able to access the facility on the first morning of class.

**Locate your assigned classroom.** Whether you are delivering a class in a GS classroom, a hotel, or a customer's facility, never move independently to a different classroom without first talking to your GS contact. When teaching in a Graduate School USA classroom, keep in mind that we may need to change your original room assignment to meet unforeseen needs.

Once you have arrived at your assigned classroom or hotel meeting room or contract customer facility, **make sure all the necessary course materials and related equipment is in the room.** (See "Managing Unexpected Events" if items are not at the training site.) You should have:

- All printed course materials (Participant Guides, Solution Guides, Resource Guides, etc.)
- DVDs or other multimedia, assessment instruments, exercise tools (role-play instructions, for example) and other items used in the course
- Student supplies (gummed pad containing a tent card, Student Information Form, lined notepaper, etc.), usually found inside the GS canvas tote bag
- Class roster
- Participant evaluations to distribute on the last day of class (for onsite classes and open enrollment classes at facilities with no GS staff onsite.)

If necessary, **unpack and distribute course materials.** Check the classroom equipment to make sure it is working properly. Load the Graduate School USA course PowerPoint presentation and make sure it displays through the LCD projector.

Wherever you are assigned to teach, **always leave your classroom in neat and satisfactory condition** at the end of the teaching day. Other instructors may be using the same classroom later that evening or early the next day, so it is important to return the furniture to its original location at the end of each teaching day.

At the Capital Gallery, find out if participants are allowed to leave their course materials in the room overnight. Many classrooms have storage closets where participants can stow their materials; the GS tote bag is provided so participants can carry their materials with them, since the School is not responsible for items left unattended.

Take time to review the **posted emergency evacuation instructions.** Be familiar with the proper exits and any procedures related to fire drills or actual emergencies, including the assigned assembly or designated location in the event of an evacuation. At the Graduate School USA location, **please notify your Graduate School USA contact if you observe participants who may require assistance in the event of an emergency evacuation.**

Determine how the classroom temperature is controlled. If you are at Capital Gallery, notify the receptionist or Graduate School USA contact if your room is too warm or too cold.

**Greet participants as they arrive**, and indicate where to find the coat racks, restrooms, coffee machines, and so forth. Remind them not to leave valuables unattended in the classroom. Remind them also that cell phones should be turned off or set to vibrate mode during class to minimize disruption.

### **Security Measures**

Instructors are responsible for locking doors when equipment is exposed, for ensuring that equipment is properly secured, and for taking appropriate precautions to protect property.

### **Class Roster and Student Information Form**

When delivering an open enrollment class, **check the class roster for participant walk-ins and substitutions.**

- If you are delivering an open enrollment class in a Graduate School USA classroom outside Washington DC, and participant names are not listed on the class roster, please inform your GS training management contact during the first class break.<sup>1</sup>
- If you are delivering an open enrollment class in a hotel meeting room or other facility where GS staff members are not onsite, follow these four steps:
  - *Step 1.* Ask the participants not named on the class roster if they are substituting for someone else. If so, record the changes on the roster, including who is substituting for whom.
  - *Step 2.* If participants are walk-ins (not substituting for someone else), ask them for a copy of registration paperwork (SF-182, purchase order, credit card receipt, or other registration document). If they do not have their registration paperwork, record their name, telephone number, and the name and telephone number of their training officer/supervisor on the class roster.
  - *Step 3.* Call your Graduate School USA contact as soon as possible (preferably during the first class break) with the information for all substitutes and walk-ins, and whether you need extra copies of course materials.
  - *Step 4.* During lunch on the first day of class, sign the annotated class roster and fax it plus any registration paperwork to your Training Management contact. GS staff will contact the participants' supervisors and obtain their registration paperwork. There are occasions in which the facility will not have fax capability or the POC is not available. Faxing is the preferred method, but other ways are acceptable.

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<sup>1</sup> For the course, Suitability Adjudication, all students must bring to the course OPM's Suitability Handbook. If students do not have the Handbook, they are not permitted to be in the classroom. If you have this situation for this course, contact Curriculum at 215-667-9478

**Have participants complete the Student Information Form.** If participants question the need to complete the Student Information Form, explain that the requested information helps Graduate School USA serve its customers better by maintaining student records and enables the student to:

- Obtain replacement Certificates of Course Completion
- Obtain confirmation that all requirements for a Certificate of Accomplishment have been met
- Obtain an accurate transcript of courses completed at Graduate School USA.
- Verify to the student's employer that the student attended the course

Emphasize that Graduate School USA will not make public any personally identifiable information for any student's educational records without written consent of the student. The Social Security Number field may be left blank (or the student's date of birth may be entered) if students are unwilling to provide this information.

Onsite contract officials and the supervisors of open enrollment participants can and do ask us for copies of the completed class roster to verify full attendance, so remember to distribute the class roster twice each day. Every morning, the instructor circulates the class roster for participants to initial next to their names (only initials are acceptable, not check marks). If you observe that a participant is missing (or likely to miss) an hour or more of class, document on the sign-in sheet next to the participant name and time missed. For an onsite session, the agency provides its own roster. The participants **must complete both rosters each day**. Make sure you also obtain a copy of the agency's roster.

## **Special Needs**

**Welcome special needs participants and spend a few minutes discussing how to maximize his/her learning experience.** Graduate School USA complies fully with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. We ask agencies/participants that we be notified one month before class if special accommodations are required. When Graduate School USA receives this notification, we inform you; in most cases, you receive the information one to two weeks before class. Some examples of accommodations that may be needed include:

- Rearrange the classroom set-up to accommodate a guide dog
- Locate a private space for a lactating mother to use during breaks
- Provide space for a hearing interpreter/signer(s) or electronic materials that can be read by screen-reader software provided by registrar's office.

Call your Training Management representative right away if you feel a participant's special needs cannot be accommodated.

## **Hours of Instruction**

Graduate School USA is required to ensure that all students receive the learning units (described in Appendix C). Recognized learning units such as these are based on prescribed hours of training. Furthermore, their employer has likely paid for them to attend the class and expects to receive full value for their money. In today's highly competitive training and education

marketplace, it is critical that we meet both student and agency expectations. Therefore, **it is essential that you adhere to the established and required class times (typically, 8:30 am – 4:00 pm) to provide the full hours of instruction necessary for the Graduate School USA to award established learning units.** *Failure to following this policy may result in loss of future teaching opportunities.*

**Some participants may pressure you to adjust the class hours for various reasons. Inevitably, when class hours are reduced, disappointed participants and their employers call and write us to complain.**

To avoid being pressured to end class early, open your class with a quick review of the class hours and your class attendance expectations. Be sure to mention that to receive a certificate of completion students need to attend every class session.

Follow these guidelines to ensure that all participants in your class receive the required hours of instruction.

- You are expected to adhere to the official class start and end times. Do not change official class times or conclude class before the established end time.
- If you become ill or have an emergency while delivering a class, immediately inform your Graduate School USA Curriculum Director or Program Manager.

### **Classroom Conduct**

Disruptive behavior is behavior that interferes with normal learning and classroom functions. Examples include persistent interruption of other speakers, behavior that distracts the class from the subject matter or discussion, physical threats, harassing behavior or personal insults, or refusal to comply with the instructor's direction. Should behavior problems occur, instructors should discuss with the participant, in private, the specific behavior expected while in class. If the participant does not comply, notify your Training Management contact so the participant's employing agency can be contacted.

You should not voice divisive opinions on any manner of subjects. In addition, you should avoid discussion with regards to your private life—information about your dating life, excessive description of your family life, complaints about previous or current employers, sexual orientation, political views, etc., are inappropriate subjects for the classroom. Students and agencies often submit complaints to us when instructors digress into such topics. **DO NOT** use profanity or vulgar language while delivering a class for Graduate School USA.

Always demonstrate respect for the students, any government institutions, the Graduate School USA and the course subject matter.

### **Promote Graduate School USA Programs and Services**

Students will often have questions regarding courses and certificate programs related to the course they are taking. When you are teaching an on-site course, agency officials will frequently raise similar questions. You should promote related Graduate School USA services whenever possible. Information describing our Certificate of Accomplishment programs, if applicable, will be included with your course materials. During appropriate times during presentation of course

materials and in closing remarks, always identify other related or appropriate Graduate Schools courses.

The Graduate School USA website <http://www.graduateschool.edu/content/accreditation> provides a description of the list of accreditation and approvals that Graduate School USA and their required hours of instruction.

As a Graduate School USA instructor, it is your job to represent the School at all times to the best of your ability and to be an advocate for Graduate School USA programs and courses. Handing out or mentioning accessibility to course catalogs and schedules is highly encouraged. Using a Graduate School class to promote a personal business or other a competing vendor is strictly prohibited and may invalidate the terms of your agreement with the School or result in loss of future teaching opportunities.

### **Administer Learning Outcomes Assessments**

To assess whether students have learned the course material and key course concepts, and to facilitate ongoing improvement, selected Graduate School USA daytime classroom courses now have pre- and post-course assessments. The results of the assessments are used to improve course content and delivery. Course descriptions, found at [www.graduateschool.edu](http://www.graduateschool.edu), contain the learning outcomes for each course.

### **Last Day of Class**

Participant evaluations are critically important in determining if course learning outcomes have been achieved and if we are meeting student's needs. Graduate School USA now uses, when available, electronic evaluations. When electronic evaluations are not available, you are provided written participant evaluation forms for you to distribute to students on the final day of class. If you have not received the participant evaluation forms by lunchtime of the last day of an open enrollment class in DC, contact your Training Management contact. Instructors conducting onsite contracts or open enrollment classes outside of DC should make sure they have the evaluations on the first day of class.

On the final day of class, **distribute the participant evaluations and ask all students to complete them.** Please do not rush the process; students appreciate having ample time to thoughtfully complete the evaluation. This feedback is critical for ensuring quality, currency, and effectiveness of our courses.

- Remind students to use a black or dark blue ink pen or a #2 lead pencil and to fill in the circles on the form completely.
- Encourage students to be candid and include written comments on the form.
- Collect participant evaluations—including blank ones—put them in the provided envelope, and either give them to the appropriate Graduate School USA staffer or return them as soon as possible in the provided envelope (via US mail or FedEx if off site).

Once the class ends, **return these items to Graduate School USA:**

- Class Roster (with your signature).

- Participant Evaluations.
- Student Information Forms.
- Videos/DVDs, AV equipment, unused assessment instruments/tests. It is essential that all these items be returned to the School. You should never keep DVDs “for the next time”; DVDs are expensive to copy, and we therefore have only a certain number of them. They are needed for the next class, which may be taught by another instructor. Timely return of DVDs has been a significant issue in the past and we would appreciate your cooperation.

If you are delivering a class in a Graduate School USA classroom facility, our staff will collect the leftover printed course materials. If you are *not in* a Graduate School USA classroom facility, please recycle or discard the printed course materials.

### **Provide Post-Course Instructor Feedback**

After class, as part of our evaluation process, we ask you to please provide feedback to us by phone or email. If your comments relate to the delivery of your course session, please contact your Training Management contact. If your comments relate to the course content and materials, please contact the appropriate Curriculum contact. Your input and comments are extremely helpful in our continuous efforts to improve the quality of the courses and quality of the service we provide to you and our students.

Also, to ensure that the Graduate School course content materials are accurate, complete and up-to-date, as you prepare and present any course, please note any gaps, errors or out-of-date information that needs to be edited, corrected deleted or added. Notify the Training Delivery Manager or the curriculum Director. If you have made the needed corrections, please share that so the materials can be updated as soon as possible. Also, please identify if the course materials are obsolete and need to be substantially revised. This is an important part of your role as an instructor.

## Checklist for Delivering Graduate School USA Classes

| <b>Before Class</b>       |  |
|---------------------------|--|
| <input type="checkbox"/>  | Review Higher Reach (HiRe) for class confirmation. Receive email from Training Management with course reporting information. |
| <input type="checkbox"/>  | Book your travel following approved procedures (if applicable).  |
| <input type="checkbox"/>  | Be sure you have the most current version of the course materials, including the GS PowerPoint presentation.                 |
| <input type="checkbox"/>  | Verify the location of the class and whom to contact if you have any problems.   |
| <input type="checkbox"/>  | Determine and confirm your AV needs with your delivery point of contact.   |
| <b>First Day of Class</b> |  |
| <input type="checkbox"/>  | Arrive early.  |
| <input type="checkbox"/>  | Locate your assigned classroom.  |
| <input type="checkbox"/>  | Make sure all of the necessary course materials and related equipment is in the room.  |
| <input type="checkbox"/>  | Unpack and distribute the course materials for the class (if applicable).  |
| <input type="checkbox"/>  | Test all equipment, (computer, AV, etc).   |
| <input type="checkbox"/>  | Review the posted emergency evacuation instructions.   |
| <input type="checkbox"/>  | Greet participants as they arrive.   |
| <input type="checkbox"/>  | Check the class roster for participant walk-ins and substitutions. Follow procedures where these exist.                      |
| <input type="checkbox"/>  | Have participants complete the Student Information Form.   |
| <input type="checkbox"/>  | Welcome any special needs participants and spend a few minutes discussing how to maximize his or her learning experience.    |
| <input type="checkbox"/>  | Ensure that all participants in your class receive the required hours of instruction.  |
| <input type="checkbox"/>  | Adhere to the required hours of instruction.   |
| <input type="checkbox"/>  | Circulate the class roster so students can verify their attendance each morning and afternoon.                               |
| <input type="checkbox"/>  | Take normal security measures.   |
| <input type="checkbox"/>  | Control the classroom.   |
| <input type="checkbox"/>  | Avoid controversial topics.  |
| <input type="checkbox"/>  | Promoted Graduate School USA programs and services.  |
| <b>Last day of class</b>  |  |
| <input type="checkbox"/>  | Encourage participants to complete course evaluations (electronic).  |
| <input type="checkbox"/>  | Return course roster, Videos/DVDs, AV equipment, and any unused course documentation.  |
| <input type="checkbox"/>  | Other.   |
| <input type="checkbox"/>  | Other.   |

## **OTHER ESSENTIAL ISSUES WHEN TEACHING A GRADUATE SCHOOL USA COURSE**

The following issues **must** be adhered to by Graduate School USA instructors.

### **Required Use of Graduate School USA Course Materials**

We expect you to deliver a class using Graduate School USA course materials. Although you may prefer a different approach or different content, you are tasked to deliver the Graduate School USA course content and learning outcomes, using the course materials provided. **You may not use your own materials or add handouts, including those in the public domain, which have not been approved in advance by the appropriate Curriculum staff.**

Graduate School USA respects intellectual property belonging to others and complies with copyright law in all its endeavors. For that reason, you must always obtain advance approval from the appropriate Curriculum staff before supplementing Graduate School USA course materials with someone else's work, whether that is print or web, published or unpublished.

We appreciate that you enrich your classes with your unique presentation style, real-life work experience, and humor. We often hear that instructors make material come alive for students and appreciate that fact. We also know that no matter how hard we try to keep courses updated, we cannot always be as current as we might wish. We appreciate when you reference legal or regulatory content that has not been integrated into the course.

However, it is required that you stay true to Graduate School USA course learning outcomes and content. When instructors skip content of any kind or segue into subjects not directly related to the course outline, we invariably receive complaints from students and their employers.

Training Management staff have been informed that they may not make copies of handouts you provide to them unless those handouts have been pre-approved by Curriculum. *Please do not ask them to do so—they will have to tell you “No”.*

### **Competition with Graduate School USA**

**While teaching for the Graduate School, you are obligated to represent only the Graduate School and its interests.**

Instructors may not:

- Use Graduate School USA products or services without written permission outside of GSUSA.
- Promote their own or any other entity's products while fulfilling a Graduate School USA teaching assignment.
- Use their business information on course materials or PowerPoints

- Solicit business for themselves or any other entity while on a Graduate School USA scope of work.

### **Classroom Protocol**

Graduate School USA strives to provide an excellent classroom experience for both our students and our instructors. If you feel that we are not meeting that goal, please discuss the issue with your Training Management or Curriculum contact.

In *no case* should instructors talk in a derogatory manner about Graduate School USA in the classroom. **Violation of this requirement may result in the loss of future teaching assignments.**

## **MANAGING UNEXPECTED EVENTS**

When encountering unexpected problems or issues, use the following guidance.

### **Missing Course Materials**

If you are delivering a class at a Graduate School USA classroom facility and the course materials are not provided, check with Training Management staff right away so they can correct the problem.

**Course materials are shipped from either our designated print shop or the Graduate School USA copy center.** If the materials were printed by Office Depot, you may need to look for FedEx boxes or regular shipping boxes that display “Impress/Office Max” as the Sender or the “Graduate School” as the sender. **Graduate School USA ships the class roster, participant evaluations, DVDs** and other items that must be returned to us, usually by FedEx.

### **Onsite Contract Class or other Facility**

If you are delivering an onsite contract class, bring the name and phone number of the customer agency contact with you to class. (Graduate School USA staff will share the onsite contract customer’s name and phone number with you when the delivery assignment is arranged.) If you are delivering a class at another facility and cannot locate the course materials, call your Graduate School USA contact so that we can start working on the solution right away. We strongly recommend that you always bring a clean copy of the course materials with you to class.

### **Open Enrollment in a Hotel or other Training Facility**

If you are delivering a class at a hotel (or somewhere other than a Graduate School USA classroom), and the course materials are missing, alert your Training Management contact and talk with the hotel staff. You may need to personally search for the boxes of course materials. Your Training Management contact can determine exactly when and where the materials were shipped. Most course materials are sent using Federal Express, so they can be quickly tracked and located. If the materials cannot be found, Training Management staff will work with you to resolve the issues.

## **Inclement Weather and Emergency Closures**

**For full-day closings** caused by inclement weather or other emergencies, Graduate School USA mirrors the federal government. Timely information about full-day closings in particular cities will be provided on the home page of our website. If your students miss a portion of the class due to a full-day closing, they are permitted to make up that day of class at no additional tuition cost by arranging to attend the relevant portion of a future offering of the class.

**With late or delayed openings**, Graduate School USA delays the start of sessions if the federal government declares a late or delayed opening. Therefore, if federal government offices where you are teaching announce a delayed opening, your session will begin according to the federal work schedule in that city on that day.

If you have any questions about emergency full-day closures or delayed openings, talk with your Training Management contact.

## **Medical Emergencies**

If a medical emergency occurs in class:

- Call 911 immediately for emergency medical help.
- If you are delivering an onsite contract class, check with your host agency security or training unit staff.
- Note the name of the injured or ill participant, and phone or email your Training Management contact with the information. Ask that the Training Management representative send you an Incident Report, which you should submit to Curriculum Director or Program Manager within 24 hours of the emergency.
- If you become ill or injured while delivering a class, immediately notify your Training Management representative. Complete an Incident Report Form.

Make sure students understand, if they must leave due to illness or injury, they can attend another session of the class at no additional cost. Instructors should provide the Training Management representative with the student's name. The Training Management representative can provide the participant with the name and contact information for the Graduate School staff member who can arrange for the future session.

## **Evacuation**

In the event you must evacuate the Capital Gallery building for health and safety reasons, each office and classroom has an evacuation map posted on the door or exit. For more information visit: <http://www.graduateschool.edu/content/health-safety#Section4>

## **DELIVERING CLASSES AT GRADUATE SCHOOL USA'S CLASSROOMS IN WASHINGTON, DC**

All Graduate School USA classes are held at our main office, located in the Capital Gallery building at 600 Maryland Avenue, SW, in Washington, DC. If you are assigned to deliver classes at this location, make sure you are familiar with the following.

- Our offices in Washington, DC are located at the L'Enfant Plaza Metro stop, 7<sup>th</sup> Street and Maryland Avenue, SW exit.
- Paid parking is available at personal expense at the Capital Gallery garage, at the Holiday Inn across of Capital Gallery, or at meters on surrounding streets. Please note that most on street metered parking ends at 4:00 pm and vigorous towing is enforced.
- Classrooms are open and available to you by 7:00 am on weekdays.
- All classrooms have internet capability.
- If you need any special AV/computer equipment, please call your Training Management contact at least one week before the class start date.
- If you find unclaimed personal items in a classroom, please give them to a GS USA staff member.
- Please do not leave unattended any items of value in the classroom.

## **DISABILITY SERVICES AND FACILITIES ACCESS**

The following individuals can be contacted for disability services, employment information, and facilities access.

### **Disability Services**

Graduate School USA does not discriminate on the basis of disability in admissions or employment processes or in access to programs, facilities, or activities. The person below coordinates compliance with the nondiscrimination requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended:

Graduate School USA Special Accommodations Coordinator (202) 314-3349; 600 Maryland Avenue SW, Suite 180, Washington, DC 20024.

Persons with disabilities who require alternative means for communication of program information (interpreters, Braille, large print, audiotope, etc.) should contact the Graduate School USA Special Accommodations Coordinator, at (202) 314-3349. They must complete an ADA Accommodation Form to be submitted to the Graduate School. The form is accessible from the Graduate School USA website.

## **Facilities Access**

For information on facilities access, contact our facilities manager on (202) 314-3367 or at 600 Maryland SW, Suite 130, Washington, DC 20024.

## **CHANGES IN INSTRUCTOR DATA**

Employee Instructors must report changes of name, address, telephone numbers, or email in writing to Caelether Matthews, caelether.matthews@graduateschool.edu, 202-314-3305; 600 Maryland Avenue SW, Suite 130, Washington, DC 20024; immediately upon change. Contractors must also report such changes to their Training Management and Curriculum Director or Program Manager contact.

## **Official Communication with Instructors**

Official correspondence from the School to Instructors will typically be sent to the instructor's email address of record.

Instructors are always welcome to communicate with their Training Management and Curriculum Director or Program Manager contact points with questions, concerns or suggestions.

Often to meet the needs of prospective on-site clients or to fill instructor vacancies, make changes in scheduled classes or course content, instructors may be contacted with a need for a quick response or short notice adjustment.

## **CODE OF CONDUCT**

### **Workplace Behavior**

Graduate School USA expects instructors to act in professional manner whenever you are on School property, conducting School business or representing the School at a business or social function.

Although it is impossible to give an exhaustive list of everything that professional conduct means, it does, at a minimum, include the following:

- Follow all School rules in this Handbook
- Refraining from rude, offensive or outrageous behavior
- Refraining from ridicule and hostile jokes
- Treating coworkers and students with patience, respect and consideration
- Being courteous and helpful to others
- Communicating openly with staff and students

Individuals who act unprofessionally may be disciplined, up to and including termination. If an instructor has any questions about this policy, please contact your Curriculum Director or Program Manager.

### **Conflict of Interests**

Graduate School USA's success depends on the hard work, dedication and integrity of everyone who works here.

Because the School depends so much on its instructors, and because they depend so much on the School, it is expected that all instructors will devote their energies and loyalties to the School. Graduate School USA does not allow instructors to engage in any activities or relationships that create either an actual conflict of interest or the potential for a conflict of interest. This may include volunteer activities and the acceptance of gifts or discounts from anyone doing business with Graduate School USA. Using Graduate School proprietary information, intellectual property, information or contacts for personal gain may also likely create a conflict of interest and be in violation with Graduate School policies. If an instructor is unsure about whether an activity might violate this policy, or if an employee has questions about this policy, please contact the Curriculum Director or Program Manager.

### **Workers' Compensation**

Worker's Compensation is insurance providing benefits to employees (not contractors) involved in work-related accidents, injuries and occupational diseases or illnesses. The schedule of benefits is regulated according to the District of Columbia Worker's Compensation Law. Generally, benefits cover loss of wages up to two-thirds of average weekly pay (with an established weekly maximum). Benefits also cover hospital, doctor, prescriptions or other expenses incurred due to a work-related injury. The cost of insurance is paid by the School.

Worker's Compensation will pay for lost work after three consecutive days of an approximately documented Worker's Compensation illness or injury. Any employee (not contractors) may use accrued annual leave during the first three (3) days of time missed from work due to a work related illness or injury.

To project your compensation benefits and prevent delays in payment, employee instructors are required by law to report all work-related injuries immediately to your supervisor or to the Office of Human Capital Management (OHCM) and fill out appropriate injury or illness report forms (available from OHCM) no matter how minor the on-the-job injury or illness might appear.

### **Drug and Alcohol – Free Workplace**

The School is committed to providing a safe workplace. In keeping with this commitment, the following rules regarding alcohol and drug abuse have been established. The following rules apply during working hours to all instructors of the School while they are on School premises or elsewhere on School business.

Unlawful manufacturing, distribution, dispensing, possession or use of a controlled substance is prohibited in the various workplaces of Graduate School USA. Violation of this prohibition will result in immediate dismissal of the violating instructor.

Being under the influence of illegal drugs, alcohol or substance of abuse on School property or while conducting School business is prohibited.

### **Anti-Harassment**

Graduate School USA is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, GSUSA expects that all relationships among all applicants, employees or instructors in the work locations of GSUSA or any work-related setting outside of the locations of GSUSA, will be business-like and free of bias, prejudice and harassment.

Actions, words, jokes, comments, written or graphic material based on an individual's race, color, religion, sex, sexual orientation, national origin, age, disability, material status, citizenship or any other characteristic protected by law will not be tolerated.

Any employee who observes or is subjected to sexual or other harassment should report the matter to their supervisor or the Office of Human Capital Management. All reports of harassment will be investigated in a timely and appropriate manner. If your Curriculum Director or Program Manager is unavailable or if you believe it would be inappropriate or uncomfortable to contact that person, the employee should contact the Office of Human Capital Management.

Threats or acts of physical assault also will not be tolerated and may lead to immediate dismissal. Physical assault, fighting and other acts of violence are considered gross misconduct. Anyone engaging in sexual or other unlawful harassment may be subject to disciplinary action up to and including termination of employment.

Unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual;
- such conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; or
- participating in coercive or repeated unsolicited and unwelcome verbal comments, gestures or physical contacts of a sexual nature or by using implicit or explicit coercive sexual behavior in the process of conducting GSUSA business or to control influence or affect the career, salary or job of an employee.

In simple terms, sexual harassment includes, but is not limited to, such unwelcome behavior as verbal abuse, insults, whistles, suggestive comments, jokes, notes or picture displays; touching and physical aggressiveness; pressing for dates; or threats and sexual insults.

## **Reporting an Incident of Harassment, Discrimination or Retaliation**

Graduate School USA encourages the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Graduate School USA policy or who have concerns about such matters should contact the Office of Human Capital Management before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of the Office of Human Capital Management.

## **Violence and Threatening Behavior**

Graduate School USA is committed to providing a safe, healthful workplace that is free from violence or threats of violence. The School does not tolerate behavior, whether direct or through the use of School facilities, property or resources that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression; or,
- Disrupts the workplace, the learning environment or the School's ability to provide service to the public.

Violent or threatening behavior can include physical acts, oral or written statements, harassing email messages, harassing telephone calls, gestures and expressions or behaviors such as stalking. Individuals who engage in violent behavior may be removed from the premises and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution. Violence in the workplace includes relationship violence that intrudes into the workplace, endangering a person in the relationship or others in the workplace. Relationship violence is physically, sexually, and/or psychologically abusive behavior that a household member or dating partner uses to establish and maintain control over another person.

This policy applies to all Graduate School USA work locations including offices, classrooms, work sites, vehicles, and field locations.

The School has established procedures that staff must follow to report incidents of violence in the workplace, or to report concerns about situations that could become violent. These procedures have been created to ensure that incidents receive an appropriate and timely response.

An urgent threat is where the actual violent behavior, or where it appears that violent behavior is likely to take place, such as a verbal altercation, appears to be escalating. If you witness this type of behavior, call 911.

**Appendix A**  
**Domestic Travel Reimbursement Voucher and**  
**Instructions**



## DOMESTIC TRAVEL VOUCHER INPUT INSTRUCTIONS

This form is used to summarize your travel expenses and to submit to Accounting & Finance for reimbursement of the expenses. The Domestic Travel Voucher is found in the ADJ\_TVL excel file. The file contains three worksheets.

The data for the travel reimbursement is input into the first worksheet titled INPUT\_DATA.

The second worksheet, REPORT, is the one that will be printed and forwarded to Accounting & Finance. The third worksheet, VARIABLES, contains the current mileage reimbursement rate.

To ensure that you are completing your travel reimbursement with the correct mileage rate, use the version of the form that is on the Graduate School USA website. That form will be updated when the Graduate School USA makes changes to the mileage rate for use of a personal vehicle.

### **Required Input Fields:**

All of the fields listed below are found in the INPUT\_DATA sheet of the file.

- Name: Instructors name- payment will be made to the person listed in this field
- Address: Instructors address
- Phone: Phone Number or email address where we can reach you, if we have questions
- TOY Location: Location of Course
- Course/Purpose: Course Title of the course you are traveling to teach
- Course Reg 10: Registration ID for the course you are teaching. This will be provided to you by the Training Management staff.
- Cost Center: The cost center that the travel will be charged to. This will be provided to you by the Training Management staff.
- State Date: The day that travel began
- End Date: The day that travel ended
- Start Time: The time that your travel began (input in 24-hour format ie-4PM = 16:00) End Time: The time that you travel ended (input in 24-hour format ie-4PM = 16:00) Type of Class: Indicate if the class is On-Site or Open Enrollment

**APPENDIX B**  
**INSTRUCTOR ASSIGNMENT FORM**



## Instructor Assignment Form

| Training Management Division |
|------------------------------|
| Contact:                     |
| Contact Telephone:           |
| Contact Email:               |

| Assignment Information |  |
|------------------------|--|
| Course Title           |  |
| Section ID             |  |
| Location               |  |
| Start Date             |  |
| End Date               |  |
| Class Time             |  |

| Instructor/Contractor Information |                          |            |
|-----------------------------------|--------------------------|------------|
| Name:                             |                          |            |
| Status (Check One):               | <input type="checkbox"/> | Employee   |
|                                   | <input type="checkbox"/> | Contractor |
| Company Name:                     |                          |            |
| Address:                          |                          |            |
| Email Address:                    |                          |            |
| Telephone No.:                    |                          |            |
| Company Fax:                      |                          |            |

| Expenses (Contract) |      | Cost Center |               |
|---------------------|------|-------------|---------------|
| Item                | Days | Amt         | Total         |
| Instruction Fee     |      |             | \$0.00        |
| Prep                |      |             | \$0.00        |
| Hotel               |      |             | \$0.00        |
| MIE                 |      |             | \$0.00        |
| Mileage             |      |             | \$0.00        |
| Taxi/Parking        |      |             |               |
| <b>Total Fees</b>   |      |             | <b>\$0.00</b> |

**Notes:**

- 1.) Instructor confirmation must be received within three (3) business days, or assignment will be revoked.
- 2.) Please note, assignments may be cancelled by GSUSA or agency up to five days prior to training start date.
- 3.) Any instructor expenses detail on this form above require the approval signature of Director or above.

| Signatures and Approvals    |  | Date |
|-----------------------------|--|------|
| Instructor                  |  |      |
| Faculty Liaison             |  |      |
| Director (Expense Approval) |  |      |

# **Appendix C**

## **Recognized Learning Units**

Our daytime classroom students are working professionals who come to us for relevant career-specific courses and certificates that will advance their career and personal goals. To meet their needs, Graduate School USA secures reputable accreditations and approvals from recognized external bodies.

These are highlighted below and further explained on our website at [www.graduateschool.edu/sub/AccreditationApprovals.php](http://www.graduateschool.edu/sub/AccreditationApprovals.php). We are committed to meeting the standards and requirements set by the following professional organizations and accrediting bodies and expect our instructors to share this commitment by adhering to class start and end times.

### **CONTINUING EDUCATION UNITS (CEUS)**

Continuing education units provide an internationally recognized permanent record of students' lifelong learning experiences. Many Graduate School USA daytime training courses offer CEUs, which may satisfy some of the requirements for our Certificate of Accomplishment programs. Students receive one CEU for every ten hours of instruction (excluding lunch and breaks).

### **CONTINUING PROFESSIONAL EDUCATION CREDITS (CPE)**

Many Graduate School USA daytime training courses related to acquisition, auditing and financial management offer continuing professional education (CPE) credit. States and various professional associations, as well as federal government standards (such as Generally Accepted Government Auditing Standards) require certain professionals (such as Certified Public Accountants) and those doing or managing work in compliance with government standards, to earn CPEs and document their progress annually to maintain their professional qualifications. Graduate School USA is an approved CPE program sponsor, meeting the standards set by the National Registry of CPE Sponsors, offered by the National Association of State Boards of Accountancy (NASBA) and Government Accountability Office Guidance on CPE Requirements. Students receive one CPE for every fifty-minute hour of instruction.

### **NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY (NASBA)**

Graduate School USA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education of the National Registry of CPE sponsors. State Boards of Accountancy, which have final authority on the acceptance of individual courses of CPE credit, refer to the National Registry of CPE Sponsors to identify approved CPE program sponsors. In addition, Graduate School USA has sponsorship agreements with the following

boards of accountancy that recognize us as an approved source for continuing professional education credit for licensing purposes.

Sponsor and ID No.

- National 103183
- New Jersey 20CE00214500 New York 000762
- Texas 009368

## **PROFESSIONAL DEVELOPMENT UNITS (PDUS)**

The Professional Development Unit (PDU) is the measuring unit used by the Project Management Institute (PMI), Inc., to quantify approved learning and professional service activities of individuals who have earned their PMI certification. The Project Management Institute mandates that in order to maintain their PMI certification, Project Management Professionals must participate in professional development activities that offer PDUs. Many Graduate School USA daytime training courses related to project management and business analysis offer PDUs. Typically, students receive one PDU for every sixty-minute hour spent in a planned and structured learning experience or activity.

We are a Global Registered Education Provider (REP) with the Project Management Institute, Inc., and also offer project management training designed by other REPs. REPs are organizations approved by PMI to offer project management training for PDUs.

## **CONTINUING DEVELOPMENT UNITS (CDUS)**

Graduate School USA is an Endorsed Education Provider of the International Institute of Business Analysis ([www.theiiba.org](http://www.theiiba.org)) and provides CDUs for business analysis training.

## **DEFENSE ACQUISITION UNIVERSITY**

Graduate School USA an approved Equivalent Provider of the Defense Acquisition University. The partnership provides a continuum of coursework to support the consistent and continuous development of the Defense Acquisition Workforce's capabilities as they relate to effectively and efficiently implementing the Defense Acquisition System.

**APPENDIX D PRE-APPROVED TRAVEL  
EXPENSE FORM FOR ADJUNCT  
INSTRUCTORS**

<http://www.graduateschool.edu/content/instructions/documents>



**Pre-Approved Travel Expense Form for Adjunct Instructors**

Instructor name: \_\_\_\_\_

Cost Center: 7906

Course Title: Project Cost Management

Dates: August 17-18, 2016

Location: Washington, DC

Per Diem Rates for this delivery location: \$204 Lodging and M&IE \$69

(Note: 3/4 M&IE for the first and last day of travel)

**The following expenses have been pre-approved for your trip:**

\_\_\_\_\_ Air Travel - *arranged through World Travel Service*

\_\_\_\_\_ Train or Bus travel

\_\_\_\_\_ Rental Car

2 Number of Nights at Hotel (Club Quarters if available)

2.5 Number of Days of M&IE

Typical out-of-area travel expenses will be reimbursed (e.g. baggage fees, ground transportation, parking at airport, fuel for rental car & parking for rental car, hotel taxes). Note: local mileage and parking will only be reimbursed if the class location is more than 50 miles from your residence.

Describe any other expense requiring pre-approval or other special travel needs relating to this class delivery:

Miles to/from home: 310 x .54 = \$167.40

\_\_\_\_\_  
**GS Delivery Staff**

\_\_\_\_\_  
**Date**

When you return from your trip, please submit both this **Pre-Approved Travel Expense Form** and the **Reimbursement of Travel Expenses** voucher, along with required receipts and itemization of expenses via email to [aptravel@graduateschool.edu](mailto:aptravel@graduateschool.edu). Please also copy your above delivery support contact. The **Reimbursement of Travel Expenses** form and instructions for completing the form can be found at:

<http://www.graduateschool.edu/content/instructors/documents>

Questions can be directed to Natasha Motley at 202.314.3370 or [natasha.motley@graduateschool.edu](mailto:natasha.motley@graduateschool.edu).