We are pleased to welcome you to our team of extraordinary Instructors!
This presentation was designed to provide an in-depth New Instructor orientation that will supplement hands-on training.

Throughout the presentation you will be asked to participate in short quizzes and given the opportunity to print these slides for future reference.
CONTENTS

- AMC’s Mission
- AMC’s Institutional Goals
- Computer Usage
- Administrative Accountabilities
- Student Cohort Orientation
- Scheduling
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- Management Chain
- Annual Performance Evaluations
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- Classroom Observations
- Program and Instructor Evaluations
- Your Classroom
- Instructor as Professional Role Model
- Career Services
- Instructor as Coach
- Professional Certification Exams
- Maintaining Your Certifications and Licenses
AMC’s Mission
The mission of American Medical Careers is to make a difference by providing career training that leads to family sustaining employment.
INSTITUTIONAL GOALS
INSTITUTIONAL GOALS

- Cultivate a high-quality, student-centered environment.
- Promote academic excellence that provides students with knowledge and skills relevant to the local job market.
- Provide comprehensive student services that support and enable all students to be successful learners.
- Provide placement services that successfully move student graduates into jobs.
- Effectively promote the school to the community and develop cooperative community-based relationships.
- Attract and retain quality employees and provide for their personal and intellectual growth.
- Build financial stability.
COMPUTER USAGE
It is our expectation that all Instructors possess a fundamental level of computer literacy and a willingness to improve skills as necessary.

- Microsoft Outlook
- Microsoft Word
- Freedom Software - Student Data Base
Instructors possessing a less than satisfactory level of computer competency will be required to participate in computer training which may include tutorials available at AMC and/or other training done on the Instructor’s time.
Saving and Storing Documents

- Nothing other than in-process or personal documents shall be stored in “Documents” or on the desktops of AMC computers.

- All other documents must be stored on the company shared drive in the appropriate folder as designated by the Administrative Manager.
To Access the Shared Drive:

- Click on START on button at the bottom left of your screen.
- Click on COMPUTER
- Click on “SHARED ON ‘AMCSERVER01 (S:)”
Each Team Member will be instructed by the Administrative Manager where his or her files may be stored on the S-Drive.

Please see SAVING YOUR DOCUMENTS in your Supplemental Orientation Packet.
Email

- Since Instructors are busy in class the majority of time, a great deal of communication between the Administrative Team and the Instructional Team is done via email.

- All Team Members are responsible for checking email a minimum of twice daily - morning and afternoon.

- Email must be responded to within 24 hours unless otherwise indicated that an earlier response is necessary.
**Accessing Your Email**

- Please see USING YOUR AMC EMAIL ACCOUNT in the Supplemental Orientation Packet.
ADMINISTRATIVE ACCOUNTABILITIES
Instructors do not have administrative support.

Instructors are expected to do all of their own computer and administrative work.

Instructors are expected to make copies of exams or any other large quantities of documents during their prep time at the end of the day to prevent log-jams at the printer/copier station.
Instructors are responsible for maintaining grades and attendance on the Freedom student data base.

Please see MANAGING ATTENDANCE AND GRADES in your Supplemental Orientation Packet.
To facilitate thorough, quick, and easy communication between instructors and the administrative office, all instructors complete Daily Classroom / Clinical Event Forms on a daily basis.

These forms assist the Administrative Manager and Education Director in staying abreast of all programs’ attendance issues, behavioral issues, and students who may be struggling academically.

Please see DAILY CLASSROOM / CLINICAL EVENT FORM in your Supplemental Orientation Packet.
Student Study Guides

- Many programs require supplemental AMC Student Study Guides.
- Instructors are provided the binders and the three-hole-punched binder contents for their Student Study Guides.
- Instructors are responsible for putting their binders together. It is permissible to provide students these materials and have them prepare their own study guide.
Please complete quiz #1

In your Supplemental Orientation Packet
STUDENT COHORT ORIENTATION
Instructors are expected to thoroughly orient each new cohort including:

1. The Following Sections of the AMC Student Catalog. Please see AMC STUDENT CATALOG in your Supplemental Orientation Packet.
   - Drug and Alcohol Policy
   - Description of Facilities
STUDENT COHORT ORIENTATION

- Attendance Policies
  - Tardies
  - Excused Absences
  - Leaving the Building
  - Make-up Policy
- Termination
- Satisfactory Academic Progress
Student Cohort Orientation

- Rules for Student Conduct
- Random Drug / Alcohol Screening
- Use of Cell Phones and Pagers
- Eating and Drinking on Premises
- Dress Code
- Professional Hygiene Requirements
- Course Cancellation Policy
- Requirements for Graduation
2. Day one signature documents as appropriate to the program you are teaching. Please see DAY ONE STUDENT SIGNATURE DOCUMENTS found in your Supplemental Orientation Packet.

3. Instructors collect all signed documents and submit them to the Administrative Manager by the end of day one.
Instructors are responsible for ensuring students in their cohort are following AMC rules and standards.
SCHEDULING

Daily Hours

- Allied Health and Green Program Instructors are expected to be in attendance from 7:45 am – 4:15 pm, unless other arrangements are explicitly made with the Education Director or the Administrative Manager.

- PN Faculty follow the semester schedule created by the PN Director at the beginning of each semester.

- Instructors are required to arrive in their classrooms a minimum of five minutes prior to class starting and remain for ten minutes after class begins to ensure accurate attendance is kept and tardy students are noted.

- Part-Time Faculty will receive schedules as appropriate from the Administrative Manager. Specific program scheduling rules above apply.
Scheduling

- **Special Circumstances**
  - Green Program Instructors are expected to communicate *in advance* with the Education Director or the Administrative Manager when they will be off-site, in the field.
  - A Green Program Instructor must be actively engaged with students at all times when students are off-site.
  - PN Clinical Instructors are expected to communicate any and all scheduling changes to the PN Program Director.
Classroom

- *Attendance rules FOR ALL PROGRAMS at AMC are defined by the State of Michigan Proprietary School Division.*

- AMC’s programs are contact hour programs.
  - It is our responsibility to ensure our students are in attendance for the number of contact hours declared in our Student Catalog.
  - Instructors must be present, in classroom or at field site, for all contact hours.
<table>
<thead>
<tr>
<th>Program</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nurse</td>
<td>1040</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>720</td>
</tr>
<tr>
<td>Energy Efficiency Specialist</td>
<td>720</td>
</tr>
<tr>
<td>Comprehensive Nursing Assistant</td>
<td>300</td>
</tr>
<tr>
<td>Energy Auditor</td>
<td>300</td>
</tr>
<tr>
<td>Weatherization Technician</td>
<td>300</td>
</tr>
<tr>
<td>Certified Nurse Aide</td>
<td>75</td>
</tr>
</tbody>
</table>
Program Hours

- Allied Health and Green Technology
  - 8:00 am – 2:30 pm     Monday – Friday

- PN Program
  - Lecture Hours Vary by Semester
Breaks and Lunch

- All Instructors are required to provide students at least one brief morning and afternoon break and one thirty-minute lunch period.

- Lunch periods are to be no longer than 30 minutes in duration, as only 30 minutes per day have been built into the overall program schedule. Longer lunches would result in too few contact hours to maintain compliance with the Proprietary School Division.
SCHEDULING

- Scheduling Changes
  - All schedule changes must be approved in advance by either the Education Director or the Administrative Manager.
  - PN schedule changes must be approved by the School Director.
    - No changes may be made to the Semester Course Schedule without School Director Approval.
SCHEDULING

**Student Make-Up Time**

- **Allied Health and Green Technology**
  - All make-up time shall be completed between 2:30 pm and 4:30 pm Monday – Friday.
  - Students must schedule make-up time ahead of time and at the Instructor’s convenience. No drop in make-up time is permitted.
  - Students are not permitted to make up time on breaks, lunch periods, or before class begins in the morning.
  - Instructors are not permitted to allow students to make up time on the Instructor’s personal time.
Students must be actively engaged in an appropriate learning activity approved and monitored by the Instructor. For example:

- Remediation activities
- Supplemental worksheets, assignments, study packs
- Homework
- Supplemental research/writing assignments
Quiz Two

Please complete quiz #2

In your Supplemental Orientation Packet
Allied Health and Green Technology

- To ensure a consistent educational product, AMC supplies Instructors a full set of prescribed curricular materials including student texts, syllabi, study guides, lesson plans, tests, etc.

- Instructors must follow the prescribed curriculum and are not permitted to omit educational experiences.

- Instructors should feel free, however to supplement curricular materials with games, DVD's, handouts, etc.
Exams

- Exams are stored in the front administrative offices or in PDF form on the shared drive.
- Instructors are responsible for grading all exams and reviewing completed exams with students.
- Students are not permitted to keep copies of their exams.
- Completed and graded exams must be submitted to Student Support immediately following grading and student review.
- Instructors are not permitted to keep blank OR graded exams in their classrooms.
- All exams will be stored in the front administrative office until cohort graduation, at which time they will be destroyed.
Changes to Curricular Materials

- All curricula are reviewed on an annual basis at the Annual Curriculum Review Meeting.
- Instructors may make suggestions / requests for changes to any component of their curriculum.
- Career Services reports industry employment findings gathered from Advisory Board meetings and from Employer Surveys. The findings affecting new developments in the field are taken into consideration when making curricular modifications.
Other Opportunities for Curricular Modifications

- Instructors are permitted to make requests for curricular modifications at any time. The Education Director will take the request into consideration and make a determination as to the appropriateness of the changes and of the timing.
Curriculum

Reasons for Curricular Modifications

- Industry expectations for employment change
- Mistakes are found on student materials such as exams or syllabi
- New editions of textbooks are published
- Instructor requests additions or deletions to Student Study Guide
Curricular Materials for Which Changes Must be Tracked

- Course / Program Outline
- Syllabus
- Exam(s)
- Textbooks
- Student Study Guides
- Lesson Plans
How to Request a Curriculum Change

Please see CURRICULUM REVIEW PROCEDURE, CURRICULUM CHANGE FORM, and AMC CHANGE REQUEST FORM in your Supplemental Orientation Packet.
PN Program

- The PN program curriculum has been licensed and recorded with the Library of Congress. Therefore, any changes to the curriculum must be diligently tracked.

- The PN Program Director is responsible for choosing PN program textbooks and other curricular materials, and for ensuring the curriculum is sufficiently developed for student success in passing the NCLEX exam.

- Changes to course objectives may be made only by the PN Director with the approval of the School Director, and must follow the Curriculum Change Procedure.
PN Syllabus Changes

- Must be submitted according to the Curriculum Change Procedure a minimum of one month prior to implementation.
- Failure to submit changes timely, may result in syllabi being unavailable the first day of a course.
PN Exams

- Instructors are responsible for creating their own exams under the direct supervision of the PN Program Director.

- All exams must be clearly labeled and saved on the shared drive. Please see the example navigation path below:
  - Shared Drive
  - Master PN
  - 2009-2010 Cohort
  - Nursing Fundamentals: Nursing 101
  - Exams
Other PN Instructional Materials

- All other instructional materials used to teach a course shall be saved in the same manner.
- These items include: PowerPoint presentations, supplemental worksheets, rubrics, etc.
MANAGEMENT CHAIN

- PN Program
  - PN Director reports to School Director
  - PN faculty report to PN Director

- Allied Health and Green Technology
  - Allied Health Instructors report to Education Director
  - Green Program Director reports to Education Director
  - Green Program Instructors report to Green Program Director
All Team Members are formally evaluated on an annual basis, or more frequently if deemed necessary by their manager.
CLASSROOM OBSERVATIONS
Formal classroom observations are completed on an annual basis or as deemed necessary by the PN Director, School Director, or Education Director.

Informal classroom observations may occur at any time, at the discretion of the School Director, PN Director or Education Director.

The Education Director is responsible for all formal classroom observations with the exception of the PN Faculty, who are observed by the PN Director.

The PN Director is observed by the Education Director.
PROGRAM AND INSTRUCTOR EVALUATIONS

- Student surveys provide valuable feedback regarding areas including administration, instruction, and curriculum.

- Students complete Program / Instructor Evaluations on the following schedule:
  - PN Program: Mid-semester and semester end for all courses
  - MA Program: Mid-way through and at the end of the on-site portion of program
  - EES Program: Mid-way through and at the end of the on-site portion of the program
  - EA and WT Programs: End of program
  - Comp. Nursing: End of Nursing Skills and End of PCT
  - CNA Program: End of program
The Administrative Manager is responsible for facilitating all tasks related to evaluations.

Surveys are circulated via a folder and sign-off sheet to facilitate all Team Members reviewing all surveys.
Quiz Three

Please complete quiz #3

In your Supplemental Orientation Packet
Instructors are responsible for maintaining the cleanliness of their classroom from Monday through Friday.

Trash is the responsibility of the Instructor and must be taken to the dumpster in the loading dock area when necessary.

Custodial services are provided once weekly and include:

- Cleaning Tables / Desks
- Emptying Trash
- Sweeping / Vacuuming / Mopping Floor
Instructors are encouraged to decorate their classrooms with program appropriate posters and diagrams, and motivational / inspirational materials.
Your Classroom

- Allied Health program classrooms are supplied biohazard sharps containers as appropriate.
- Full sharps containers must be disposed of in the red plastic bio-hazard bin in the storage room in the south annex. There is a bio-hazard sign on the door.
Supplies and Equipment

- Instructors are responsible for maintaining necessary quantities and an appropriate inventory of supplies essential to teaching their courses.

- Please see CLASSROOM INVENTORY ORDER FORM, EQUIPMENT REQUEST FORM, and PROCEDURE FOR MAINTAINING CLASSROOM EQUIPMENT in your Supplemental Orientation Packet.
INSTRUCTOR AS PROFESSIONAL ROLE MODEL
INSTRUCTOR AS PROFESSIONAL ROLE MODEL

AMC Instructors are expected to provide their students with an exemplary example of professional dress, demeanor, and behavior.
Instructor as Professional Role Model

Instructors are expected to maintain an appropriate professional distance from their students - refraining from developing personal relationships outside the classroom including, but not limited to, eating meals with students, smoking with students, exchanging personal phone and email information, etc.
Instructors shall be held to the same standards as students regarding cell phone usage, timeliness, professional dress, language, behavior, etc.
Career Services
Finding a job is the number one reason students attend proprietary training schools.
The Career Services Department is just one cog in the wheel of finding our graduates jobs.

Each student’s professional development begins the moment they sit down on the first day of class.

Instructors play an integral part in modeling and cultivating the professional behaviors necessary for graduates to successfully find that new job.
Additionally, Instructors are responsible for observing and tracking their students’ professional behaviors and completing vital forms communicating their students behaviors to Career Services.

Students failing to demonstrate satisfactory professional behaviors during the course of their program may disqualify themselves for externships and job placement assistance.
Instructors are expected to fully support professional development to whatever level it is integrated into their curriculum. Including:

- Teaching Professional Development if integrated into curriculum
- Cooperating with Career Services to supply time for students to work on resumes, cover letters, and participate in mock interviews
All programs with the exception of the 75-hour CNA Program require students to work with Career Services and obtain a minimum of 90% satisfaction on their Professional Behaviors Checklist, cover letter, resume, and mock interview to be eligible for externships and placement assistance.

Please see PROFESSIONAL BEHAVIORS CHECKLIST sample in your Supplemental Orientation Packet.
Career Services

- Externships

  - The following programs require an externship as a requirement for graduation:
    - Energy Efficiency Specialist – 90 Hours
    - Medical Assistant – 180 Hours
    - Students failing to obtain 90% satisfaction on their Professional Behaviors Checklist, cover letter, resume, and mock interview will be ineligible for externships and therefore ineligible for graduation.
INSTRUCTOR AS COACH
INSTRUCTOR AS COACH

It is AMC’s goal to support students and encourage their every success.

Instructors are expected to actively mentor and coach their students in appropriate professional behaviors and strategies for academic success.
Students failing to follow AMC rules must be coached using the procedure outlined in the Student Catalog.

- **Verbal Warning** – Instructors must document the conversation with anecdotal notes placed in the student file. Although a verbal warning is technically verbal, and the first step in the disciplinary process, it must be signed by the student and the Instructor as an acknowledgement by both parties that the coaching took place.

- **Written Warning** – Must be signed by both the Instructor and the student and placed in the student’s file.
  - Refusal to Sign: Instructors should have a witness document a written statement indicating that the student refused to sign the written warning.
Instructors with questions about coaching should seek the guidance of the Administrative Manager or the Education Director.
PROFESSIONAL CERTIFICATION EXAMS
All AMC programs are built around the graduate’s ability to sit for one or more third-party professional certification or state licensing examinations.

These third-party certifications validate AMC’s offerings and are the rationale behind the highly prescribed curricula in many programs.

Some exams are proctored on-site; for others, students must travel to a testing location off-site.
### CERTIFICATIONS OFFERED ON-SITE

<table>
<thead>
<tr>
<th>Program</th>
<th>Certifying Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp. Nursing - Home Health Aide</td>
<td>Healthcare University</td>
</tr>
<tr>
<td>Comp. Nursing - CPR / First Aid</td>
<td>American Heart Association</td>
</tr>
<tr>
<td>Comp. Nursing - Patient Care Technician</td>
<td>National Healthcareer Association</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>National Healthcareer Association</td>
</tr>
<tr>
<td>EES and EA – Building Analyst</td>
<td>Building Performance Institute</td>
</tr>
<tr>
<td>EES and WT – Building Envelope Specialist</td>
<td>Building Performance Institute</td>
</tr>
</tbody>
</table>
### Off-Site Certifications / Licenses

<table>
<thead>
<tr>
<th>Program</th>
<th>Licensing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical Nurse</td>
<td>State of Michigan Board of Nursing</td>
</tr>
<tr>
<td><strong>Certified Nurse Aide</strong>: CNA and Comp. Nursing Programs</td>
<td>Prometric / State of Michigan Board of Nursing</td>
</tr>
</tbody>
</table>
MANAGING YOUR CERTIFICATIONS AND LICENSURE
It is the responsibility of each instructor to maintain the certifications and licenses necessary to teach at AMC.

Our expectation is that you will maintain the certifications and licenses with which you were hired.

Annual surveys and file audits are completed to ensure Instructors are in compliance and eligible to continue teaching at AMC.
Professional Development

- All instructors are expected to complete a minimum of 15 hours of professional development per year.
- Instructors often use Continuing Education Credits necessary for maintaining their certifications and licenses to meet this requirement.
- Please see PLAN FOR FACULTY IMPROVEMENT and INSTRUCTOR PROFESSIONAL CERTIFICATION SURVEY in your Supplemental Orientation Packet.
Personal Development

- AMC sees its Team Members as unique individuals possessing a variety of gifts, talents, and skills. All Team Members are expected to embark on an ongoing quest for personal development.

- The definition of personal development activities is wide ranging and varied. Examples include everything from participating in a webinar that will improve interpersonal interactions to reading a book specific to developing skills in your position at AMC.

- The School Director manages this initiative and participation is evaluated as part of the annual performance review for each Team Member.

- Please see PROFESSIONAL / PERSONAL DEVELOPMENT TRACKING FORM in your Supplemental Orientation Packet.
Quiz Four

Please complete quiz #4

In your Supplemental Orientation Packet