

# Contractual Agreement Non-credit Courses

This document will serve as an agreement between the Utah Valley University Community Education Partnership, hereafter referred to as Community Education, and \_\_\_\_\_, hereafter referred to as Non-credit Course Instructor.

The terms and conditions of the agreement are as follows:

1. The Non-credit Course Instructor agrees to teach a non-credit course and to provide biographical information, a detailed course outline, and a course description with the understanding that it will be used by Community Education for the purpose of validating credentials and course development.

2. Community Education will sponsor the following course:

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

Dates / (Sessions): \_\_\_\_\_

Day / Time: \_\_\_\_\_

Location: \_\_\_\_\_

Brief description of the class that will be taught:

3. Course fees will be collected by UVU Community Education.
4. Attendance must be recorded each time the course meets. Please return attendance rolls to the Coordinator when the course is completed.
5. It is agreed that Community Education will pay \$\_\_\_\_\_ per hour or \_\_\_\_\_ per \_\_\_\_\_ for \_\_\_\_\_ total hours of instruction services performed by the Non-credit Course Instructor for a total of \$\_\_\_\_\_. The course will have no less than \_\_\_\_\_ students and no more than \_\_\_\_\_ students registered.
6. Community Education will reimburse the Non-credit Course Instructor for material fees included in the course fee not to exceed \$\_\_\_\_\_ per student. All receipts for material fees related to the course must be submitted for reimbursement.
7. Community Education agrees to prepare the materials needed to promote and advertise the Non-credit course. Instructors must receive content approval from Community Education to circulate any additional advertising.
8. Community Education agrees to reproduce the necessary instructional material for the course if it has been previously agreed to and included in the course budget. Material to be copied must be submitted seven days prior to the first course meeting.
9. Community Education reserves the right to develop/modify marketing collateral using the information provided by the Non-Credit Course Instructor.

**Release and Indemnity:** The Non-credit Course Instructor agrees to assume all risk of loss and to indemnify and hold Community Education and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines, or judgements, including costs, attorney's fees, and expenses incident hereto, for injuries to person (including death) and for loss of, damage to, or destruction of property arising out of or in connection with these courses unless caused by gross negligence or willful misconduct of Community Education, its officers, agents, or employees.

This agreement sets forth, in full, the entire agreement of the parties in relation to the subject matter hereof, and any other agreement, representation, or understanding, verbal or otherwise, relating to the services, of Community Education, or otherwise dealing in any manner with the subject matter of this agreement, not stated herein, is hereby deemed to be null and void and of no force and effect whatsoever. This agreement may be waived, changed, or amended only by written agreement.

I understand and agree to the terms stated above.

Non-credit Course Instructor

Date

Community Education Coordinator

Date

\_\_\_\_\_  
I am a Utah Valley University Employee    Yes    No

# Welcome!

Our mission is to enrich lives and enhance careers by extending lifelong learning opportunities to the community. Our noncredit course offerings include a wide variety of classes to meet these needs—from Aviation to Ceramics, Woodworking to American Sign Language, and Computers to Dance—taught by instructors with varied skills, backgrounds, and ages.

As an instructor, you become an important member of the noncredit Community Education team. You may be the only contact our patrons have with Utah Valley University and its programs. We hope that you will help us provide positive learning experiences for everyone.

The information provided in this packet will help you get started with your noncredit course and will give you general, as well as specific, guidelines to follow. We look forward to adding to the quality of our team.

- Dress in a manner appropriate to the subject you are teaching.
- Please be in your classroom as students are arriving and start your class on time.
- Teachers should not bring their own children to the class.
- You will receive a class roll on the first night of class. You will be responsible for taking roll each time your class meets and returning the roll when the class is completed. Please return rolls to the Community Education Coordinator or mail to the following address:

*Community Education-147  
800 W. University Pkwy  
Orem, UT 84058-5999*

*Phone 801.863.8012  
Fax: 801.863.8968  
E-mail: [ce@uvu.edu](mailto:ce@uvu.edu)*

- After the first class meeting, direct any student who is attending class but whose name does not appear on the roll to speak with the Community Education Coordinator or to call the registration office at 801-863-8012 so that payment arrangements can be made.
- Notify the Coordinator at least 24 hours in advance if you must miss a class. You will be responsible for notifying the students that class is being rescheduled or for providing a substitute. Missed class time must be made up. Please clear all changes as the makeup night often requires scheduling of a classroom.

- Excuse your class on time unless prior arrangements have been made to extend the class period with the students as well as our staff.
- Do not discuss any religious doctrines or make reference to religious beliefs except in an established world religion or history class.
- Avoid making political statements.
- Class materials may be included in the course fee or students may contact the instructor to obtain a supply list and be responsible for purchasing materials on their own. The desired arrangement will be published in the brochure. If you plan to furnish the materials (without exceeding the published amount) you will be required to submit all receipts for reimbursement. UVU cannot reimburse you for costs over and above the amount previously agreed upon.
- Teacher recommendations for student supply purchases should include more than one business.
- If you own or are affiliated with another business, you may not make or encourage sales, give discount coupons, distribute business cards, or refer people to your business while on school premises.
- Teachers may not advertise or have news articles printed without prior content approval from Community Education.
- Class members register through the mail, over the phone with a credit card, or in person at the Community Education office. If students call you, please encourage them to register prior to the first night of class.
- Non-credit students are not required to take tests. These courses are designed for students who are self-motivated to learn.
- Teachers may not transport students in personal cars.
- This contract does not provide any employee benefits from UVU.