UNIVERSITY OF Cincinnati

Communiversity Instructor Manual

Revised: July 1, 2017

About UC

Founded in 1819, the University of Cincinnati serves its students through 14 different colleges, five campuses and has hundreds of academic programs, many nationally ranked. UC is "Among the top tier of the Best National Universities," according to U.S. News & World Report. Ranked as one of America's top 30 public research universities, UC attracts students from all 50 of the United States and from 100 countries outside the U.S. Evidenced by record-setting enrollments each year and more than a quarter million living alumni around the world, UC has become a premier academic institution and a public research powerhouse.

The University Mission

The University of Cincinnati serves the people of Ohio, the nation, and the world as a premier, public, urban research university dedicated to undergraduate, graduate, and professional education, experience-based learning, and research.

We are committed to excellence and diversity in our students, faculty, staff, and all of our activities. We provide an inclusive environment where innovation and freedom of intellectual inquiry flourish.

Through scholarship, service, partnerships, and leadership, we create opportunity, develop educated and engaged citizens, enhance the economy and enrich our university, city, state and global community.

About Communiversity

Mission

We extend the university's resources to the community by serving as a pathway to lifelong learning and the improvement of the quality of life for all individuals.

We encourage people in the community to continue their education by providing personal enrichment or professional development opportunities in an informal, non-competitive environment as they further their careers or broaden their horizons.

We help adults cope more effectively with today's rapid economic and societal changes by offering classes which sharpen professional skills and enrich personal growth with special interest topics.

Program Description

Communiversity is based on the premise of community engagement—its very name is a meld of the words "community" and "university".

Our noncredit, short-term courses are open to adults of all ages. The philosophy is one of lifelong learning, where education is balanced with real life experience for the purposes of enrichment, enjoyment, career enhancement, and the development of new interests and knowledge. No papers or examinations required – just an inquiring mind!

We feature an ever-changing array of classes in areas such as avocational and leisure offerings, work-related and professional development offerings, health and fitness, finance, language and travel, music and dance, sports and adventure, test preparation, technology and other special interest areas. In addition to our many face-to-face classes, we offer online courses and certificate programs.

Communiversity offers classes at UC's Victory Parkway campus, UC's main campus and at locations throughout the Greater Cincinnati area which are convenient for adults. The program delivers a powerful public relations message on behalf of the university by promoting learning for learning's sake and serving those who look to UC to continue their education in this very special way.

Organization and Staffing

Administrative Leadership: Communiversity is part of the Office of Distance Learning & Continuing Education. The Director of that office reports to the Asst. Vice President of eLearning within IT@UC at the University of Cincinnati. They provide constant encouragement and support for our mission.

Program Director: Communiversity is headed by a Program Director who is responsible for maintaining and setting program policies, reviewing course proposals, planning the curriculum, interviewing and hiring instructors, scheduling and designing courses, writing and producing the catalog, generating the marketing plan, establishing good business practices, and compiling budget summaries and final reports.

Executive Staff Assistant: This position has two major responsibilities: providing student services for Communiversity (giving class information, registering students, processing their payment, sending confirmations); and handling business operations, including processing income, refunds, and payment for instructors. This position also fulfills business functions for Osher Lifelong Learning Institute.

Contact Us
Our office is open Monday – Friday from 9:30 am – 6:30 pm.
2220 Victory Parkway, Suite 208, Cincinnati, Ohio 45206

Janet Staderman, M.Ed.
Program Director
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513-556-4354

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Executive Staff Assistant
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513-556-6932

Communiversity Instructors

Duties and Responsibilities
We ask that every instructor teaching for Communiversity:

- Assume primary responsibility for the instruction and evaluation of the assigned class, guiding students by precept, example, and experience, as needed, so that they acquire the knowledge or skills described in the Communiversity catalog's course description.

- Be responsible for curriculum and course content; the teaching and learning process is up to the teacher and participants.

- Work in a professional manner while acting in any official capacity whether in or out of class.

  Instructors shall be governed by law, academic decorum, and good manners in their dealings with each and every student, colleague, and member of the college and university staff, especially with regard to sensitivities about race, sex, age, and differing enablements.

- Respect the standards for class time set by scheduling and by meeting their classes for the full, allotted time.

- Cooperate with Communiversity staff.

  Each instructor should read carefully all correspondence sent from the Communiversity office; contact the office in case of absence or deviation from scheduled meeting time or place, and request textbooks and duplication of class materials in a timely way.

- Attend at least one Instructor Orientation prior to teaching at the Victory Parkway campus, as required.

Compensation

Terms
Instructors receive 25% of total instructional income collected for their class. They agree in advance to teach all classes with the equivalent of at least 4 full-paying students. (Note: Discount and refund policies may affect compensation.)

Options for Payment

- **Volunteers:** For those who are interested in volunteering, we are extremely grateful to you for your service.

- **Companies:** If we pay your company or organization, we will initiate a requisition. It is sent to UC's Purchasing Department; who in turn sends a purchase order to you. Once you receive the purchase order, your class has finished and your salary confirmed; then

our executive staff assistant will contact you about invoicing. You should receive payment by check about 4 weeks after we contact you. (We are also able to pay companies with credit card, if requested.)

- **Individuals/ Independent Contractors:** A *Personal Service Contract* (PSC) must be signed by individually-paid, non-University employees. We mail contracts prior to each fiscal year; a new PSC must be signed every year. You may not begin your teaching assignment until you sign a PSC and it is fully executed with UC. Your compensation cannot be authorized until your teaching assignment has been completed. Please allow about 15 days after that date to receive your check.

  As an Independent Contractor, all income related taxes (i.e., federal, state and city taxes) and all employment related insurance (i.e., Workers' Compensation) are your responsibility. To protect yourself in their work with us, you may visit www.bwc.state.oh.us to see how to obtain coverage. You should check your personal homeowners insurance which may provide you coverage.

- **UC Faculty/Staff:** This applies to current UC employees. The key to your payment process is the Payroll Office. Only requests for payment received by them before the 15th of the month will be added to your check on the first of the following month. So, it's all in the timing. If your class is finished, enrollment and revenue stabilized, verified, and processed before the 15th, you should see your Communiversity pay included in the following month's payroll.

  NOTE: Communiversity Program Director must be notified, immediately, if there is any change in your employment status at UC, as this may affect how you are paid.

Payment Verification
Compensation depends upon class revenues (we verify 8 days after class finishes). It's always a good idea to confirm your class roster with our official one; do so by mailing your roster in the return reply envelope we provide as soon as possible.

Communiversity Classes

Development and Selection
Initial determination of classes to be offered is made by the Program Director. Classes are repeated and scheduled in subsequent quarters at the invitation of the Director.

The policy for selection of courses is:

> *"Proposals for offerings will be reviewed by the appropriate levels of the university. Classes that are inconsistent with the mission or goals of the university or of Communiversity will be subject to modification, rejection or cancellation at any time. All courses are subject to cancellation without notice whenever the university deems there is sufficient reason. The university reserves the right to change or cancel any course, offering, instructor or schedule."*

The specific guidelines used for selecting Communiversity classes are:

1) Experience and education in the subject area. This may be documented in several ways: portfolio, job status, examples of work, education acquired, training received and previous teaching.

2) Presentation of a completed program proposal form, including syllabus and resume: http://www.uc.edu/ce/commu/apply_to_teach.html.

3) Ability of the instructor to relate to adults and adhere to Communiversity's policies and procedures.

4) An instructor cannot be discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, physical or mental handicap, disabled veteran, veteran of the Vietnam Era or age.

5) The class cannot be discriminatory in nature other than for personal safety factors.

6) If a topic is suggested from more than one source, we reserve the right to select the one we deem to be able to offer the best class for the students.

7) The class should have an identifiable market of participants.

8) The unit has the ability to provide appropriate space.

9) Classes can be scheduled at times best fitting availability of the potential participants and the instructor.

10) Classes promoting specific religious beliefs or commercial products will not be approved.

Instructor Absences

Because of the concentrated nature of most Communiversity classes, every effort should be made to ensure that classes meet as planned, regardless of weather conditions or health problems. Students come from some distance to attend and make special arrangements to do so. They expect and deserve a full return on their investment.

Therefore, in the event of illness or an unavoidable need to be absent, we ask that you:

1. Immediately notify Communiversity (556-6932) of the problem and any arrangements that you may have made.

2. One option you may consider is to secure a qualified substitute and provide them with the information required to conduct the class. If you need help doing this, the Program Director may assist you.

3. Another option would be to cancel class and schedule a make-up session. The Program Director will be responsible for notifying your students of the change and in securing the room for your alternate date.

Approvals & Cancellations
Once a class is accepted into Communiversity and the instructor and Program Director agree upon the description, time, dates and fees; the class will appear as a catalog listing. Once catalogs are distributed, the Program Director monitors enrollments. Seven days prior to your first class, you will be notified of the current enrollment; typically, any decision to cancel (due to low enrollment) is only made 48 hours prior to the start date. If you are curious about your enrollments before that time, you are welcome to call the program director for current figures or view your class roster online (see below).

Class Rosters
It is in your best interests to have each student sign the class roster. You may use the forms (see sample Appendix) provided in the classrooms or print your roster from the website (see below for instructions). Due to the Right of Privacy Act, communicating with your students is limited to use in conjunction with your Communiversity class only). For physical classes requiring Release Forms, we ask that you also obtain an emergency contact name and number. If you mail the roster back immediately after your second class meeting (use the return reply envelope we provide) we can verify registrants.

Discount Policies

- **Senior Citizens:** Golden Buckeye Card holders are eligible for a 20% discount on many of our classes (exceptions noted in catalog).

- **UC Faculty/Staff**: Full-time faculty and staff members of UC may take **one** Communiversity class per quarter at one-half the normal instructional fee (some restrictions apply). This also includes Communiversity teachers.

- **Exceptions to Class Discounts**: Exceptions to these discount policies are possible and are usually made if rental costs or lab fees are included as part of the course fee or if the class budget cannot bear the cost of discounted students.

Discounts will not affect your instructor salary.

Duplicating Class Materials
We can duplicate class materials for you (up to 20 pages) for each student enrolled. If your course requires more than that, let the Program Director know *before* the catalog goes to layout so that an additional supply fee may be charged to students.

To request duplicating materials, contact Communiversity's Program Director at least ***one week in advance***; class enrollments will be monitored and the appropriate number of copies will be prepared by the specified deadline. Make arrangements to pick up your copies; and be sure to adhere to the Federal Copyright Law restrictions (see "Copyright Law" in the Forms Appendix.)

Emergency Procedures
Should an emergency arise during your class, please follow these procedures:

1. Locate the nearest phone. If it's a *campus phone,* **dial 911**. If using either a *pay phone or cell phone*, **dial 556-1111.** (If using a *blue help phone on campus*, **just pick up** receiver; it's a direct connection to the campus police.

2. In the event of fire, vacate immediately (via nearest stairwell); then call for help. You are responsible for vacating your area and may be held liable for a failure to do so. *Note: Alarm boxes located inside buildings sound individual alarms only, and are not connected to the fire department alarm system.*

3. Once a fire alarm has sounded, do not re-enter a building until the all-clear message has been given by emergency personnel.

Equipment Needs (A/V)
Our Victory Parkway classrooms include state of the art A/V equipment. Each Communiversity is required to attend an Instructor Orientation session to review how to use the equipment.

Lock Doors
All Victory Parkway classrooms are locked. You must obtain a key from the Communiversity office prior to your class start time. Then, at the conclusion of your class, return the key.

Our office is open until 6:30 pm. Please come to Suite 208D, or call Janet (556-4354) or David (556-6932), to announce your arrival. We will unlock your classroom doors and present you with the key to lock the door when you leave. The classroom key must be returned to our Communiversity lock box at the end of your class.

Instructions:
1. Opening the lock box:
2. Press the "clear" button between the 0 and * buttons
3. Enter the 4 digit key code (get from Janet or David)
4. Pull down on the silver open tab.
5. Look for your specific classroom key

Closing the lock box:
1. Enter the 4 digit key code and pull down the silver open tab.
2. Close the front face and release the silver open tab.
3. Make sure the box is secured in the locked position.

If a key is not returned before the start of the following business day, you may be charged for the costs of its replacement.

Evaluation of Instruction
The feedback our participants share about their experience in the program is important to all of us. We ask that you cooperate at the last class by having your students complete the evaluation forms we supplied and place them in a folder on a desk by the door. After they leave, you may review their comments; then return all forms to us in the reply envelope by placing them on the basket outside our office. (See sample Program Evaluation the Forms Appendix.)

Students may also complete a class evaluation online at http://www.uc.edu/ce/commu/Class-Evaluation.html.

Inclement Weather Policy
If the University of Cincinnati *closes*, all Communiversity classes are cancelled. Instructors and students should check local media for school closing announcements (or the www.uc/edu site) or call 513-556-6932 to hear a class status message.

If the University *does not close* but an individual instructor chooses *not* to hold their class, they must notify us and make arrangements to have all of their students notified.

Make-up classes will be available, typically by extending the course series by one week (arrange with Program Director at 513-556-4354).

Refund Policy
A refund of the registration fee can be made up to 48 hours before the first session. Note that this may affect your compensation.

Registration for Students
Do not register students in class. Have them call (513) 556-6932. Students may register online, in person, by phone, or by mail. The most popular way to enroll is online via our website http://www.uc.edu/ce/commu, click ***Current Courses***.

Release Forms
It is imperative that students in fitness, sports, and adventure classes fill out release forms the first night of class in accordance with the directions on the form. For your own protection, your students' welfare, and UC, you must follow these guidelines:

1. You are responsible for fully informing students in your classes of potential risks, hazards, or damages which may arise from participation in your class.

2. You must provide students with adequate information, training, skill development, and supervision to enable them to pursue your program safely.

3. It is imperative that each student completely fills out the Release Form provided by the University of Cincinnati (see sample in Appendix).

4. Always observe the proper safety precautions in your class.
   Never take risks with students or put them in any jeopardy.

5. Completed Release Forms must be retained for at least two years. Send them to Communiversity, P.O. Box 2100093, Cincinnati, OH 45221-0093.

6. Note: Persons under age 18 are not to be admitted to classes requiring the signing of Release Forms. (Release Forms signed by minors are not valid.)

7. It is important/imperative that you collect Emergency Contact Name/Phone on your class rosters. Be sure to have this information with you at all times.

Room Assignments
For classes held on a UC campus, we will make every attempt to schedule your class at our Victory Parkway location or another location that is most suitable for your needs. Space on campus is at a premium; we regret that we cannot easily change the assignments.

Standards for Classes with Potential Commercial Content
Class time shall not be used to sell or promote a product or service, directly or indirectly, with which the instructor is associated or can financially benefit.

Literature, including flyers and business cards that are principally commercially oriented to the teacher's financial interests should not be distributed in class or as a part of class.

Literature may be made available to participants before or after class time *only upon request* of the participant.

Supply and Materials Fees
Many classes have a supply or materials fee. This is to be paid to the instructor at the first class session. You are responsible for collecting these fees and for purchasing and distributing materials. No discounts are given on these fees. They must be set in accord with the director of Communiversity and must reflect an accurate value for the students.

Book Orders
Should your class require a textbook, let the director know prior to the printing of the catalog, so that students may be notified. The director initiates textbook orders with appropriate bookstores.

Parking and Directions and Locations

Access
Links to various UC maps and directions: .uc.edu/visitors.html

UC Victory Parkway Campus
Directions and map to Victory Parkway Administration and Science Building classes.
Parking: Free after 4 pm and on weekends

UC Main Campus

- **Directions and map** to "West Campus": uc.edu/visitors

- **Parking:** Cash parking is available in all garages (based on actual time parked, with a $7 maximum). When you exit, insert your spitter ticket into the pay unit, then your payment – bills of any denomination up to and including $20 accepted. Major credit cards accepted also. Weekdays, call Parking Service at 556-2283 for more details.
- **For Handicap-Parking/Access on Campus**: Specially marked stalls available in all garages. Do not park in handicapped stalls on campus drives – even if you have a state placard. Those tickets are $250 and cannot be waived. Call Parking Services at (513) 556-2283 if you require additional information; other questions may be directed to Disability Services, (513) 556-6283.
- **Restrictions**: Throughout the school year many events are held on main campus that impact parking (i.e., basketball, football, CCM concerts, etc.). *You'll need to pay the special event rate and garage access is limited.* We shall make every effort to avoid scheduling any classes on those dates.

Various Off-Campus Locations - as noted in the Catalog.

Student Parking Information
Students attending your classes are sent information about parking options, directions, web links, and maps along with the confirmation letter they receive when they register.
Be Safe – Be Smart
- Be aware of your surroundings.
- Travel with friends and students from your classroom.
- Never leave valuable items in plain sight.
- Avoid dark streets, alleys and doorways.

Marketing

Promotion Strategies
Communiversity takes the primary responsibility for marketing classes throughout the area; i.e., special event displays, public service announcements, or special flyers. The main means of promoting the program, however, is through distribution of the catalog. Communiversity catalogs are circulated by direct mail, taken to grocery stores, kept in stock at public libraries, businesses and restaurants, and published to our Web page. We also run various e-mail marketing campaigns throughout the year and publish an electronic newsletter to remind past participants of what classes are coming up next.

Social Media
Communiversity utilizes Twitter and Facebook to share upcoming classes with the community. *Follow us @UCContinuingEd!*

How Instructors Can Help
Instructors should be aware that they can play a significant role in developing a successful marketing plan for their class. We would like to encourage you to help us spread the word about Communiversity in general and your own class in particular:

- For example, you may wish to help distribute extra catalogs or you may simply use "word of mouth" – don't underestimate its effectiveness.

- If you are considering creating your own flyer for special interest groups, please be aware that UC has certain stipulations as to what goes on a flyer; therefore, you must get prior approval.

- If you would like to try to get a public service announcement in city or suburban newspapers, that would be great; but you should contact us first.

- If you have ideas about where we can get free announcements to targeted markets, (i.e., organizations, special interest newsletters, professional associations, groups attending seminars on related topics) do not hesitate to contact our office.

- Instructors may be contacted by the director regarding the scheduling of media interviews in conjunction with the program.

Communiversity Students

Profile of Students
During a typical year, Communiversity enrolls 3,000 adult students in its classes. To more clearly define just who is attracted to our program, we periodically gather and analyze data from our participants.

- We serve all ages of adults and this wide range is reflected here:
  26% Gen Y (11-30 years of age)
  34% Gen X (31-46 years of age)
  35% Boomers (47-65 years old)
  5% Older Adults (over 66 years)

- Two-thirds of our participants are female.

- 48% are married; 39%, single/never married; 1% are divorced; 2% are widowed.

- A full 46% report they are college graduates; an *additional* 37% report doing work at the graduate level; and 13% report having "some college."

- About 80% of the participants are Caucasian; 12% African American; and 6%, other minorities.

- 37% report that they work in a professional capacity; an additional10% report they are managers/administrators; and 8% are students.

- About 27% report having children living at home and

- UC Alumni account for 27% of our participants.

Age Limit
Although our classes are designed primarily for adults age 18 and over, we do extend a welcome to 16 and 17 year-olds interested in challenging themselves and learning something new. (However, classes involving physical activity are not an option, due to release form considerations with minors.)

Grievance Procedure
Whenever possible, complaints and disagreements between instructors and students should be discussed and settled informally. When a fair and equitable solution is not agreed upon in informal discussions, students may use the grievance procedures set forth in the Communiversity policies. (Documents on file in Communiversity Office).

The Adult Learner

Observations and Suggestions
Adults seek noncredit learning experiences for a variety of reasons. These motivations include:

- Job opportunity or advancement
- Encouragement (or request) from supervisor
- Pay increases that reward additional education
- Certification or credentialing in their profession
- Professional growth and professional contacts
- Social contacts or accommodation to a friend
- Needs arising from life changes; i.e., family, job, losses
- Enjoyment, personal enrichment and interest in the topic
- Have a use for the skill being taught
- Desire to exchange ideas and information with others

Adults' life experiences are varied. They bring with them a wealth of practical experience from their personal and work lives. Typically, they are highly motivated.

These attributes may be put to good use in the classroom by wisely using participants as resources, by organizing content around life application, by tailoring the content to meet specific needs of a particular group of students, by incorporating an "action plan" or other accountability strategy into the class when appropriate, and by using instructional methods that provide opportunities to actively participate in class—inquiry method, case studies, group discussion, problem-solving, role-playing, information sharing, and hands-on experiences whenever possible.

Three Keys to Adult Learning: *(Source: Communications Briefings.)*

1. Adults respond best to self-diagnosis, preferring to be in charge of their learning. They do not view themselves as passive learners. They decide what to learn and

what to ignore. When they believe that new information will fill a gap in their personal data base, they will try to learn it.

2. Adults enjoy integrating new information into their personal data banks. Instructors should try to find the connection that will make this happen for each individual student.

3. Adults enjoy learning new information when they believe it will be immediately useful to them. (Learning is often seen as a means to an end rather than an end in itself.)

Additional resources for teaching adult learners can be found on our website at http://www.uc.edu/ce/commu/apply_to_teach.html.

Forms Appendix

Class Roster

*Instructor: Keep one copy of this roster (for use in conjunction with your Communiversity class only). Return the original to our office in the envelope provided.

Course Title: _____

Instructor: _____

Date: _____

Please print your name exactly as you registered. Although we may already have this information on your application, please record your daytime phone here for the instructor's use, should the class need to be contacted.

NAME	PHONE	EMERGENCY CONTACT NAME/PHONE
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Copyright Law for Class Materials

PROCEDURE:
Submit requests for duplicating to the Program Director (556-4354) at least one week in advance; class enrollments will be monitored and the appropriate number of copies will be prepared by your first class. There is a limit of 20 copies per student.

Copyright Law
The Federal Copyright Law (Title 17 U.S. Code) places restrictions on copying materials. Instructors are responsible for reviewing this law (synopsis attached) and for submitting for duplication only those materials falling within the confines of the law.

Multiple Copies for Classroom Use
(Excerpted from "The General Guide to the Copyright Act of 1976")
Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that copying meets the following tests:

Brevity

1. Poetry: (a) A complete poem of less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

2. Prose: (a) Either a complete article, story or essay of less than 2500 words, or (b) An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue.

Spontaneity

1. The copying is at the instance and inspiration of the Individual teacher, and

2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

1. The copying of the material is only for one course in the school in which the copies are made.

2. Not more than one short poem, article, story, essay or two. Excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

3. There shall not be more than nine instances of such multiple copying for one course during one class term.

(The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and other current news sections.)

Prohibitions
Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts they are from are accumulated or are reproduced and used separately.

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

C. Copying shall not:
   a. substitute for the purchase of books, publisher's reprints or periodicals;
   b. be directed by higher authority;
   c. be repeated with respect to the same item by the same teacher from term to term.

D. No charge shall be made to the student beyond the actual cost of the photocopying.

Notice of Copyright
Each reproduction must contain a notice of copyright (i.e., "excerpt from A Moveable Feast, E. Hemingway, Copyright, 1943.").

Class Evaluations

University of Cincinnati - Communiversity Program

We¹re interested in knowing what you would like us to keep doing and what you¹d like us to change.

Course Title: _____ Instructor: _____

Date: _____

COURSE EVALUATION POOR	EXCELLENT	VERY GOOD	GOOD	FAIR	
Benefit of class to you					
Was challenged & motivated to learn					
Attitude & enthusiasm of instructor					
Good and full use made of time					
Please let us know how you heard about this class (e.g. Catalog, Facebook, Twitter, Email, Friend…)					

********** Course Evaluation Continued on Reverse Side **********

Would recommend class to others because:

Class could have been improved by:

Please share any additional comments or ideas for new classes:

Thank You!

Release Form

I, _____, in consideration for the opportunity to voluntarily participate in the _____ program of the Communiversity for the _____ year, do hereby assume all risk for personal injury and property, losses and damage which may arise from my participation in the aforesaid program; and for myself, my heirs, administrators and assigns, do hereby release said University of Cincinnati, its successors, assigns and duly appointed agents, from any and all claims which may arise from injury, losses and damages of whatever nature sustained by me in connection with such participation. I hereby attest that I have full knowledge of the risks involved in this participation.

_____ Date

_____ Signature