

# SECTION 6

## Instructor Administration

## SECTION 6 - INSTRUCTOR ADMINISTRATION

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The IRWA offers a variety of courses from entry level to specialized areas of expertise. IRWA courses are offered worldwide. With this expanse of practice, IRWA has a system for managing the administrative portion of your work as an instructor.

### **Instructor Contract**

Instructing for the IRWA is a privilege extended on a contractual basis to CLIMB Certified Instructors. You are an independent contractor, not an IRWA employee. You must sign and return the Instructor Contract to IRWA HQ before instructing a course. The contract must be signed and returned regardless of whether an instructor fee is charged.

IRWA HQ will issue an Instructor Contract within thirty days after receiving notification from the Chapter or other hiring entity. The Instructor Contract requires the instructor to:

- Maintain current instructor certification.
- Meet the Course-Specific Qualifications.
- Present the course in accordance with this document and contract.
- Abide by the IRWA Instructor Standards of Excellence.
- Comply with the CLIMB Letter of Commitment.

### **Instructor Fees**

Fees are negotiated with the Chapter or other hiring entity. The fee includes class preparation and coordination time, travel time, class presentation, class evaluations preparation, and associated activities. The contracting Chapter will advise IRWA HQ of the instructor's fee and IRWA HQ will provide a contract with that fee to the instructor. The instructor will have five business days to sign and return the signed Instructor Contract to IRWA. (The sponsoring Chapter's or other hiring entity's participant course material order will not be processed until IRWA has received the signed Instructor Contract.)

There are four Instructor Contracts, which are contingent on one of the following:

1. The instructor is paid a "flat rate" daily presentation fee.
2. The instructor waives the daily presentation fee.
3. The instructor waives the daily presentation fee and the chapter donates it to the Right of Way International Education Foundation (RWIEF) or to the Canadian Right of Way Education Foundation (CRWEF). The donation amount is negotiated between the Chapter and the instructor.
4. The instructor's daily presentation fee is contingent on the number of class participants.

The instructor fee will be paid from IRWA HQ within 10 business days after receiving the completed roster from the instructor. The Chapter or other hiring entity will receive confirmation that the roster has arrived at IRWA HQ before reimbursing travel expenses.

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**Instructor Expenses:** Your transportation, lodging, meals, and incidental expenses are negotiated with and paid by the Chapter or other hiring entity. The Chapter or other hiring entity may limit or cap the amount of reimbursement. Your expense claim must be submitted to the Chapter or other hiring entity. Prior to making any travel arrangements (e.g., booking flights), you must contact the course coordinator and/or the Chapter Education Chair to confirm that the class will proceed.

**Transportation:** Airfare reimbursement - coach class, purchased a minimum of 21 calendar days prior to travel. Receipt required. Vehicle rental must be pre-approved by the hiring entity. Receipt required. Personal vehicle reimbursement, based on mileage rate set by IRWA HQ.

**Lodging:** Reimbursed at actual cost. Receipt required.

**Meals:** Reimbursed at actual cost. Receipts required.

**Incidentals:** Such as gratuities, vehicle parking, internet services, telephone charges, tolls, and local transportation as allowed by the hiring entity. Receipts required.

**Course Materials:** The Instructor Contract allows you to access the IRWA's website and the instructor material Ordering Portal to verify the current course material version and to determine if a new set of instructor material is needed. Requests for material will be approved only after the signed Instructor Contract has been received by IRWA HQ. Course Materials will be sent to you approximately two weeks after the order is approved. Contact IRWA HQ if you require assistance accessing materials through the Portal. **It is the instructor's responsibility to ensure the materials are the most current version.**

**Note:** If you request a rush order because you are late ordering your materials (e.g., more than five business days after the order date provided in the Instructor Contract) you will be billed for the rush processing and/or rush shipping charges.

Upon receipt of the course materials, you must:

1. Review the course materials to: a. ensure familiarity, b. verify that the course materials are **the most recent version** and verify with the course coordinator that all of the elements are included in the shipment.
2. Prepare all instruction

All instructors are authorized to access the course PowerPoint. The instructors must maintain the integrity of course materials. **Note:** Instructors have no copyright privileges to change or modify IRWA materials. Instructors may include additional information relevant to the course that is being taught, however any additions must be vetted by the PIPE or be approved material found on IRWA University. For additional clarification, contact IRWA HQ.

### Course Administration

You should verify the course coordinator's contact information and contact the coordinator one week prior to the course to: a. confirm arrangements (e.g., travel arrangements, lodging); and b. ensure the course materials have been received, to determine the layout of classroom, and to verify that audio/visual aids will be available.

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**Course Venue:** You should meet the course coordinator at the venue at least 1 hour prior to the start of the course to: a. inspect and manage the course materials and the exams; b. become familiar with the venue: locate restrooms, exits, lighting, heat/air); and c. discuss breaks and meals. You may need to:

- Adjust the room set up.
- Re-confirm the audio-visual equipment is in place and is operating.
- Confirm break times with the course coordinator.
- Assist the course coordinator in distributing participant materials.
- Greet participants as they enter the classroom.
- Begin the class promptly and cover administrative matters with the participants.

You also must:

- Confirm the attendance roster has been properly signed.
- Indicate whether each participant completed the exam.
- Verify that the attendance roster has been properly filled out by the course coordinator, signed by each participant, the course coordinator, and by the instructor.
- Return the original attendance roster to IRWA HQ within five business days of the course completion using the self-addressed, postage-paid envelope is provided by the IRWA.
- Confirm participants are in full attendance, not including the exam session, to satisfactorily complete the course.

**Course Exam:** Participants must fill out the exam form with their names, course number, date of the course, location of the course, and the instructor's name. Exam forms that are not complete will not be processed. It is your responsibility to:

- Verify that each exam form has been completed properly.
- Ensure all exams are closed book.
- Remind the participants that once they complete the exam, they should leave the room as quickly and as quietly as possible.
- State that exams will not be reviewed, corrected, scored, or otherwise discussed with the participants;
- Return all unused exams to IRWA HQ.
- Return the original completed exams and completed exam answer sheets to IRWA HQ within five business days following course completion.

**Note:** You will not teach to nor grade exams. Exams will be graded at IRWA HQ ONLY.

**Instructor Quality Survey:** The Instructor Quality Survey should be completed in class. The course coordinator should distribute, collect, and send them to IRWA HQ. You must leave the room when the Survey is being completed.

**Course Coordinator Evaluation:** The course coordinator will complete and send this Evaluation to IRWA HQ.

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**Postage Paid Return Envelopes:** You must return the original completed exams and completed exam answer sheets, attendance roster, and any other miscellaneous documents to IRWA HQ within 5 days of course completion in the postage paid envelope provided. If an envelope was not provided, or if there is too much material to fit into one envelope, instructors are authorized to purchase additional packaging and/or postage and submit the original receipt(s) to IRWA HQ for reimbursement.

**Conflict of Interest:** You have an obligation to ensure your activities and interests do not conflict with the IRWA's obligations. You must avoid ethical, legal, financial, or other interests where there is a divergence between your private interests and your professional obligations, for example:

1. Absence from classroom caused by outside interests;
2. Influencing participants' employment choices and/or business decisions;
3. Using any of the IRWA's facilities, class material, equipment, or personnel for any purpose other than that which is related to the IRWA's educational program; and
4. Any situation in which the objectivity of the instructor could be reasonably questioned.

For additional clarification, contact IRWA HQ.