What Faculty Need to Know!

**CURRICULUM MANAGERS/TRAINING COORDINATORS**

Your assigned Curriculum Manager and Training Coordinator are your life-lines to success. Please make sure to reach out to them for any issues you may have. If they can’t directly assist, they will point you in the right direction in navigating NeighborWorks® America.

**Curriculum Managers**

<table>
<thead>
<tr>
<th>Course Track</th>
<th>Manager Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affordable Housing (AH)</td>
<td>Rebecca Solomon</td>
<td><a href="mailto:rsolomon@nw.org">rsolomon@nw.org</a></td>
</tr>
<tr>
<td>Asset Management (AM)</td>
<td>David Fromm</td>
<td><a href="mailto:dfromm@nw.org">dfromm@nw.org</a></td>
</tr>
<tr>
<td>Community Economic Development (ED) &amp; Construction and Rehab (CP)</td>
<td>Dale Prunoske</td>
<td><a href="mailto:dprunoske@nw.org">dprunoske@nw.org</a></td>
</tr>
<tr>
<td>Community Engagement (CB) &amp; Community and Neighborhood Revitalization (NR)</td>
<td>Tubal Padilla-Galiano</td>
<td><a href="mailto:tpadilla@nw.org">tpadilla@nw.org</a></td>
</tr>
<tr>
<td>Financial Capability, Housing Education &amp; Counseling (HO)</td>
<td>Amy Grayson</td>
<td><a href="mailto:agrayson@nw.org">agrayson@nw.org</a></td>
</tr>
<tr>
<td>Nonprofit Management and Leadership (ML)</td>
<td>Jen Christian</td>
<td><a href="mailto:jchristian@nw.org">jchristian@nw.org</a></td>
</tr>
<tr>
<td>Single Family and Small Business Lending (LE)</td>
<td>Robyn Hudson</td>
<td><a href="mailto:rhudson@nw.org">rhudson@nw.org</a></td>
</tr>
</tbody>
</table>

**Training Coordinators**

<table>
<thead>
<tr>
<th>Course Track</th>
<th>Coordinator Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management (AM), Affordable Housing (AH), Community Economic Development (ED) &amp; Construction and Rehab (CP), Single Family and Small Business Lending (LE)</td>
<td>Jerilyn (Shelley) Petty</td>
<td><a href="mailto:jpetty@nw.org">jpetty@nw.org</a></td>
</tr>
<tr>
<td>Community Engagement (CB) &amp; Community and Neighborhood Revitalization (NR), Nonprofit Management and Leadership (ML)</td>
<td>Karah Mercer</td>
<td><a href="mailto:kmercer@nw.org">kmercer@nw.org</a></td>
</tr>
<tr>
<td>Financial Capability, Housing Education &amp; Counseling (HO)</td>
<td>Laura Bibbs</td>
<td><a href="mailto:lbibbs@nw.org">lbibbs@nw.org</a></td>
</tr>
</tbody>
</table>
What Faculty Need to Know!

IMPORTANT DEADLINES

Calls/Contracts

Please make sure to return your call/contract to Kamala Cameron-King kcameronking@nw.org or Laura Bibbs lbibbs@nw.org based on the deadline provided on the document received. Please contact the above staff if your call/contract has not been sent to you two weeks prior to event.

New/Updated Material & Site Visit Information for Course Submissions

Unless otherwise stated, new/updated material and site visit submissions must be sent 8 weeks prior to event start date. Please reach out to your Curriculum Manager in advance to discuss the details of your course material development, course material revisions or site visit ideas prior to submitting to the below links. If updates are not required for your course, the materials that we have on-file will be provided for your course.

If you are contracted and/or approved by your Curriculum Manager to submit new/updated materials, please note the following:

- Materials must be submitted as a single print-ready PDF file – including an updated cover page with current copyright, tab placement identified and any other applicable NW submission requirements.
- Submitted files must utilize the following naming convention: AB###NTIMMYYYYY, where AB### represents your course ID and MMYYYY the month and year of the NTI event (i.e. file name = AH101NTI122016.pdf for AH101 materials submitted for the December 2016 NTI)

New/Updated Materials Submission link: https://spaces.hightail.com/uplink/CurriculumFTP12412247

Some courses have site visits included in their agenda to go off the premises during event hours. Please note that this activity needs to be discussed and planned with your Curriculum Manager months in advance for approval. Once approved, preliminary site visit information is due 8 weeks prior to event. The submission must include targeted stops (with street addresses) or drop off intersections for neighborhood tours. A confirmation will be sent no later than 3 weeks prior to the event to finalize details.

Site Visit Information Submission link: http://www.surveygizmo.com/s3/1808225/Faculty-Site-Visit

Travel

Please make sure to have booked AND confirmed your travel arrangements 3 weeks prior to event start date. See TRAVEL section below for details.
What Faculty Need to Know!

Invoices/Expenses

Invoices and expenses are due to NeighborWorks® America 30 days after you have completed your services at an event.

Complete the non-staff expense form and attach original receipts for all expenses over $75 indicated (lodging, parking, tolls, etc.). If your transportation (taxi, shuttle, etc.) total is $75 or more for the entire week, you will need original receipts.

Payment will be issued to you or your organization as outlined in your Call/Contract.

Email nwsginvoices@nw.org if you have any questions.

TRAVEL

Once you receive your travel and lodging information via e-mail, we STRONGLY recommend you use our travel vendor, Direct Travel, when booking your plane, train or bus to get to our events. In doing so we are able to secure government rate fares that are flexible, often cheaper and billed directly to NeighborWorks America. They can be contacted via phone (1-866-492-9834) Monday to Friday between 7:30 am – 8:00 pm EST or e-mail nwa@dt.com or nwnyc@dt.com.

If you decide to book your own travel, note that NeighborWorks® America will only reimburse up to the economy government airfare rate or the lowest fare available at the time your request was approved by an authorized NeighborWorks staff member for your bus, train and air fare. For air fare, visit the city pair program site to verify the going government price for your flight.

If you decide to drive, NeighborWorks America will reimburse travel for business purposes in a personal automobile at a flat rate per mile (determined by the Internal Revenue Service) up to 200 miles round trip, plus fees for tolls and parking. Trips that exceed 200 miles will be reimbursed at the government airfare rate to the destination or the flat mileage rate, whichever is lower. Origin and destination information with the mileage must be included on the expense form. NeighborWorks America will not reimburse the cost of rental cars unless you received authorization to rent in advance from the Training Division.

FACULTY ON–SITE SUPPORT

For every CLI or NTI event, there are at least one Faculty Office to support faculty on-site. At least one week prior to the event, you will be sent an e-mail giving you the location of your assigned Faculty Office.

Faculty Office Schedule

Sunday: 3:00 p.m. – 6:00 p.m.

Monday – Thursday: 7:00 a.m. – 1:15 p.m.; 2:15 p.m. – 5:00 p.m.

Friday: 7:00 am – 1:00 p.m.; 2:00 p.m. – 4:00 p.m.
What Faculty Need to Know!

Check-in/-out

You are required to check-in/-out at your assigned Faculty Office for every event. This to ensure that you get the support you need to conduct your course(s) in the best way possible.

We STRONGLY recommend that you check-in the day prior to your course start date. That way we know that you are present and can assist with any issues that arise. The morning of your course start date, please stop at the Faculty Office by 8:15 am to pick up your course roster and anything else you may need that we have available.

Resources

The Faculty Office provides office supplies, computer speakers, LCD remotes, ELMOs, portable microphones, computer access and limited small-batch B&W printing options. All electronics that are borrowed must be returned to the Faculty Office once your course ends.

Rosters

Attendance rosters must be picked up from your assigned Faculty Office each morning before class is scheduled to begin and no later than 8:15 am and returned to the Faculty Office every morning, no later than 10:30 am for processing.

In taking attendance, please do not pass the roster around. This helps avoid mistakes in attendance. If there are participants that are present but are not on the roster, add their full name and organization to the roster on the bottom or on the back so they are properly accounted for.

Course Evaluations

Course evaluations are given to you in an envelope with your roster and course certificates on the last day of your course.

At the end of your course, you will need to distribute evaluations. Give participants 10 minutes before class ends to fill out their evaluation. Participants may be uncomfortable completing evaluations with the instructor present. Use your judgment about the best way to distribute and collect the evaluations in order to respect the participants’ sensitivities. In any case, do not read or review the completed evaluations while participants remain in the room.

After you have reviewed the evaluations, collect them and return them in the envelope provided to the Faculty Office.

Course Certificates

Inform participants that certificates of completion are given participants who have actually completed the 100% attendance requirement. Let everyone know that unfortunately there are no exceptions to this policy.

You may encounter objections from participants whose travel arrangements conflict with this requirement. You can handle this by negotiating at the front end with the entire class, a revised course schedule that will provide the hours of required training while accommodating such conflicts. A proven
What Faculty Need to Know!

example is to suggest that the class consider such options as starting early and shortening breaks (morning, afternoon, or lunch). We recommend that a consensus be achieved before adopting a revised schedule. Please obtain authorization from your Curriculum Manager (preferably at morning break) for the revised schedule you and your participants have agreed on.

At the end of each course, complete the Certificate Update/Adjustment form provided to capture any changes to certificate eligibility OR initial and sign the form if no updates are needed. All unissued certificates should be returned to the faculty office with the completed form.

EVENT SCHEDULE

Unless otherwise authorized by NeighborWorks® America, course timeframes are:

<table>
<thead>
<tr>
<th>Course Schedule</th>
<th>Lunch Times (On Your Own)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. – Wed.: 8:30 a.m. – 4:00 p.m.</td>
<td>11:30 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Thurs.: 8:30 a.m. – 4:30 p.m.</td>
<td>11:45 a.m. – 1:00 p.m.</td>
</tr>
<tr>
<td>Fri.: 8:30 a.m. – 2:30 p.m.</td>
<td>11:45 a.m. – 1:00 p.m.</td>
</tr>
</tbody>
</table>

In addition to lunch, two 15-minute minute breaks are scheduled except on Friday (one 15-minute break ONLY).

Thursday/Friday Difference

Classes that end on Friday, please alert the class at the beginning of the course that class will end on Thursday at 4:30pm, on Friday at 2:30pm and the lunch break on Thursday and Friday will be 11:45am – 1:00pm, each day. Please plan to conduct Thursday and Friday sessions as noted above to ensure all learning hour requirements are met. The institute’s early end time is intended to allow more participants to make it home on Friday. Participants must stay until the end of the class to be eligible for a certificate of completion.

TECHNOLOGY/EQUIPMENT

Support

Tech and equipment support is given to ensure your training runs as smooth as possible. Our team actively walks around prior to course start times and during breaks to assist with any issues you have.

Audio/Visual & Room Set-up

Make sure your audio/visual and room set-up is what is needed for you to conduct your course as effectively as possible. The typical resources required for a course are: a LCD projector/screen, round tables w/ chairs and 2 flipchart w/ easels. Discuss with your Curriculum manager what is needed for your course.
What Faculty Need to Know!

**LCD Projector**

DO NOT cover the lens with a piece of paper as this causes the machine to overheat, shut down or start a fire. Turn OFF the LCD projectors during extended breaks like lunch and at the end of the class day.

**MAC Computers**

Majority of our faculty bring their own laptop computer to conduct their course. To properly connect to the LCD projector a connector cord is needed. Our vendor provides connectors for PC computers, however, have a limited supply and variety for MAC computers. Due to this, we STRONGLY recommend faculty who own MACs to bring their own connector to ensure they have what they need.