

## USEFUL INFORMATION FOR CAPE INSTRUCTORS

SMU Continuing and Professional Education (CAPE) partners with a diverse group of instructors who bring passion and expertise to their work with adult students who are eager to learn. We welcome experienced facilitators, looking to share their unique knowledge and skills with a new audience, to submit credentials to join our team. The following information may be beneficial in helping you understand the nature of teaching opportunities with SMU CAPE.

### INSTRUCTOR CREDENTIALS

Primarily, instructors must be willing to promote the mission of SMU CAPE: *to provide education and training to enhance careers and transform lives and organizations*. CAPE instructors support our goals to engage our community through educational opportunities that offer quality, convenience, affordability, and flexibility through unique, interdisciplinary content for adult students.

All instructors must be able to pass a criminal background check. If your course involves any students under the age of 18, you also must successfully complete an approved training and examination program on detecting and preventing child abuse. All CAPE Instructors must comply with SMU regulations for the Protection of Minors on Campus.

### INSTRUCTOR RELATIONSHIP WITH CAPE

**CAPE instructors are considered independent contractors and not members of the SMU faculty.** This status allows a high level of instructional freedom. CAPE serves as a gathering place, and its staff as organizers and promoters of the educational experiences you facilitate. Potential instructors should use the CAPE Instructor Application Form (available online) to submit credentials for review. An independent contractor has a unique relationship with the University and with CAPE, following certain provisions such as:

- You provide a service and share expertise grounded in your own, original content and that you are free and capable of making this information available to “the general public.”
- You solely are responsible for and must pay all costs of conducting your business (including insurance, licenses, permits, etc.).
- You solely are responsible for the payment of any and all taxes related to your work with SMU CAPE (including any and all self-employment taxes, payroll taxes, income taxes, unemployment taxes, workers’ compensation taxes, social security taxes, business and occupation taxes, etc.).
- You may use the title “SMU Continuing and Professional Education Instructor” or “SMU CAPE Instructor” but may not use the title “Faculty.”
- You are considered an “industry expert.” To that end, we expect that you are employed outside of your teaching work with CAPE.

#### **Additional considerations for CAPE instructors:**

- Your agreement will be issued on a one-time basis and not indicative of an ongoing commitment.
- Your agreement does not guarantee that you will teach any additional or future CAPE courses.
- You may teach multiple courses during a given term, but each course must be proposed and approved individually. Each contract will be for one designated course only.
- To ensure diversity in our product offering and to honor the nature of the independent contractor relationship, CAPE actively will limit the number of contracts offered to any one instructor.

## INSTRUCTOR RELATIONSHIP WITH CAPE [CONTINUED]

### Regarding Client and/or Business Leads:

CAPE places a high level of trust in instructors and asks that you honor the mission and goals of our organization and work collaboratively to build strong relationships with CAPE students. To that end:

- Self-promotion or solicitation of work from students or clients is prohibited
- If a CAPE student or client is interested in engaging you to conduct consulting or training outside of class, please contact our department first (to the attention of Kimberly Rutigliano, Director of CAPE).

## INSTRUCTOR RESPONSIBILITIES

An instructor's primary responsibility is to provide quality instruction to students. As a valued partner, you also are encouraged to support the mission and goals of CAPE. Additionally, instructors have other important responsibilities outside the classroom, including:

- Developing course content, including determination of learning objectives and creation of course syllabi, bibliography, etc.
- Covering any expenses incurred in developing and teaching the course (such as instructor textbooks, etc.).
- Obtaining the necessary materials and equipment needed for the course and distributing and course materials to students. Please note:
  - Student supply fees, if any (and noted in the individual course agreement), are included in the course fees paid by students and will be provided to CAPE instructors at the conclusion of a given course. CAPE will not otherwise reimburse instructors for any expenses.
  - Instructors are responsible for complying with all state and federal laws, including federal copyright laws, in preparing and distributing materials associated with your class. For information about copyright, please refer to [SMU's guidelines](#).

## INSTRUCTOR PAYMENT

- CAPE must have a current W9 form on file in order to process instructor honoraria.
- Course honorarium paperwork is processed at course conclusion, and checks are issued by the SMU Accounts Payable office. Instructors may expect to receive their honorarium via US Mail 4-6 weeks after course conclusion, unless arrangements for direct deposit have been made.
- If CAPE cancels a course prior to the first scheduled session (for any reason), no honorarium is due.

## COURSE DEVELOPMENT

We consistently develop new programs and enthusiastically consider courses that augment our diverse offerings in [personal enrichment](#), [professional development](#), and [summer youth](#) programming. Please note:

- Please use the **CAPE Course Proposal Form** ([available online](#)) to submit course ideas.
- All submissions and their contents will automatically become the property of CAPE, without any compensation to you. However, there is no obligation for CAPE to review a course proposal submission.
- CAPE may use, revise, or redistribute the submissions and their contents.

## **COURSE DEVELOPMENT [CONTINUED]**

- While proposals are accepted year round, new courses will be considered for the next available term.
  - Fall term: Early September through Mid-December  
Registration typically opens in early August
  - Spring term: Mid-January through May  
Registration typically opens in early December
  - Summer term: June through July  
Registration typically opens in early April
- If a proposal is accepted, the course development process generally takes approximately 3 months from initial review to execution.

### **When developing proposals for CAPE, please consider the following attributes of successful courses:**

- Address the motivations and needs of self-directed, adult learners.
- Supplement and enhance CAPE's current course offerings in **personal enrichment**, **professional development**, and **summer youth** programming.
- Provide unique and quality content. CAPE does not duplicate course offerings from other universities, schools, businesses, or other organizations in the greater Dallas area.
- CAPE does not offer courses designed to sell, promote, or recommend products from a business, consulting service, etc.

### **CAPE's Responsibilities**

CAPE engages the community through high-quality, non-credit, short-term, educational opportunities that serve as a gateway to higher education, specifically the SMU experience. CAPE staff works in partnership with instructors to create and promote courses that meet the needs of our students. To that end, CAPE's responsibilities include:

- Setting appropriate registration fees
- Managing registration and customer service requests from students
- Announcing courses and directing related promotional activities
- Coordinating logistics for courses (including classroom assignments, technology requests, etc.)
- Evaluating course content and student experience and providing feedback

### **Course Promotion**

CAPE promotes courses through print materials, electronic communications, social media, and promotional partnerships. We encourage instructors to publicize courses within the following guidelines:

- Promoting SMU CAPE course(s) through personal e-mail messages or social media initiatives (such as Twitter, Facebook, blogs, etc.)
- Personal marketing materials promoting CAPE courses may not include SMU logo.

*We strive to provide excellent customer service to our students and instructors and to create engaging educational experiences; these guidelines are intended to provide general information to support instructors' success.*

*Please note that these policies are subject to change.*