**ICD Educational Provider Standards**

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**Professional Conduct:**

* Instructors should be in class before the start of class.
* Alterations in class plans should be discussed with the Coordinator.
* Language used in the classroom should be appropriate to that setting. Please refrain from profane language or any language that might be deemed offensive to any particular group.
* Instructors are also expected to dress appropriately for their classes and the atmosphere of the learning center. Class-appropriate safety gear should also be worn by teachers and students.
* Instructors should not be under the influence of or consuming drugs or alcohol while on the job.

**Attendance:**

* Adults are attending classes that they want to attend but are sacrificing time from family, other responsibilities and possibly optional overtime in order to be there. Work schedules are generally inflexible and may shift weekly.
* Sometimes students will come late to class and leave early because life gets in the way. Flexibility is necessary for absences which will inevitably occur, but the course should be designed so that participants want to come.
* Syllabi, shadow classes, make up labs, and one-on-one time with the instructor or another classmate are some of the strategies which may help participants who have had to miss class stay on track.

**Learning:**

* Adult learning instructors are often facilitators or guides, leading students to understanding rather than telling what is to be understood.
* Have command of your subject beyond notes. Try a variety of teaching styles beyond lecture alone.
* Learning occurs when connection is made between new concepts and existing understanding. Incorporate real-life examples of how students could use the information to further understanding. Practical applications, examples, and practice all help learners to become fluent in new concepts.
* Have a way to check understanding. Asking if there are any questions does not necessarily prove that your students understand the lesson regardless of how they respond to that question.
* Provide opportunities for students to have success along the way.

**Classroom Management:**

* Stick to the course subject matter. Some degree of socializing is positive, but instructors who get off topic and talk about anything but the class at hand are a source of discontent from students.
* Be aware that some adult students will have difficulty reading some print on some backgrounds, others may have difficulty hearing.
* Frame lessons by providing an overview of the lesson at the start of class and a review at the end of class.