

## Appendix: C

# Royal University of Meridies Teaching Guidelines

Anyone can teach; no mundane degree or level of achievement in the SCA is required. We welcome all who are willing to share their skills, knowledge, and interests. The following is a list of guidelines to assist you in preparing and presenting an interesting class.

**SUBJECT MATTER:** There are two types of classes: those required for the Scholar Degree Program and elective classes. If you are interested in teaching a required class, please contact your provost or the Dean of Academic Studies to discuss general outlines on the class. Elective classes have no set outline but should be well researched. Each class should run at least 60 minutes in order for students to earn the 1-hour credit. As these classes are for the education of our members, and you, as teacher, will also be receiving credit, we ask that your class be well informed and well organized. We do not wish to imply that PhD work is required in order to teach a class; however, we do try to discourage poor research and presentation. We suggest that you prepare handouts, diagrams, timelines, etc. to enhance your class. If you wish to delve into a new subject, and then teach others what you have learned, we certainly encourage you to do so.

**REQUIREMENTS:** Teachers are required to present a **Class Synopsis Form** to the Dean of Academic Studies at least 2 weeks before the scheduled class date. The Dean is responsible for accrediting classes for the University. If the class is one of the required courses or an elective which have already been certified, you will not need to fill out the synopsis part of the form, as you will be teaching the same subject matter. However, you will need to complete the rest of the form so that you can be approved as the instructor. Synopsis forms received by the Dean of Academic Studies after the class has been taught will be approved at the discretion of the Dean. If you wish to teach a class that has not already been accredited, then please provide a thorough synopsis in the space provided on the form. It is not required that you provide a written copy of your class; however, any information that could be of benefit to future instructors would be greatly appreciated. Additional information included with your synopsis form (outlines, handouts etc.) will be forwarded to the Resource Center. If the class covers a topic that cannot be researched, such as "Setting up an SCA Office," please list your qualifications to teach this class (i.e. what office you set up) under the Bibliography section.

**SPECIAL NEEDS:** If you have any special needs, i.e. electricity, floor space for dancing, a darkened room to show slides, etc., please list these in the Special Needs section. We will try to accommodate those needs as much as possible. It is the responsibility of the instructor to provide equipment such as CD player, computer, projectors, etc. Material fees, class size restrictions etc. should also be listed in this space.