

# Adjunct Faculty Distance Education Training Agreement

Central Carolina Community College (CCCC) is committed to providing high quality distance education opportunities for its students. Therefore, teaching excellence, supported by qualified and well-trained faculty, is primary at CCCC. To ensure excellence in distance education instruction, each adjunct instructor is required to complete specified training sessions prior to teaching a course that is delivered predominantly via the Internet.

The adjunct instructor agrees to successfully complete Blackboard Levels I and II through CCCC's Distance Education department.

Central Carolina Community College agrees to the following terms:

- 1) Maintain updated training that is accessible to adjunct instructors.
- 2) Provide payment of \$150.00 for ten (10) hours of Blackboard Levels I and II training.

*Please complete:*

Thank you for providing your experience and skills in the CCCC online classroom. We look forward to working with you to expand opportunities for our students.

I acknowledge that I have read and understand the training requirements contained in this Adjunct Faculty Distance Education Instructor Training Agreement. I agree to complete all training prior to teaching a CCCC distance education course.

\_\_\_\_\_  
*Part-time Faculty Member's Name (Please Print)*

\_\_\_\_\_  
*Datatel ID*

\_\_\_\_\_  
*Part-time Faculty Member's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Chair/Program Director's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Program Dean's Signature*

\_\_\_\_\_  
*Date*

DISTANCE EDUCATION USE ONLY:

Number of Training Hours Completed: \_\_\_\_\_

Amount to be Paid to Part-time Faculty Member: \$ \_\_\_\_\_

Budget Code for Payment: \_\_\_\_\_

\_\_\_\_\_  
*Director of Distance Education's  
Signature*

\_\_\_\_\_  
*Date*