Presenter Responsibilities

Please review the "Promise of Quality." It represents our commitment to NRU students to provide them with an excellent training experience. As the instructor, you are key to attaining the quality we have promised to our students. The following guidelines will help insure a quality training experience.

**During the NRU**

*Please, STAY ON SCHEDULE!!* Courses are scheduled back to back. If you run over your allotted time, you may be detracting from another instructor’s efforts. For 2-hour classes, plan a 10-minute break at mid-morning or mid-afternoon so employees can get coffee/beverages between classes (coffee cart with snacks is located on the lower level). For 4-hour classes, please allow a break in mid-morning or mid-afternoon. Be courteous of other courses following yours!!

*The NRU Office:* The NRU office is located in Room 119 of the Gallagher Building. If you need anything, have any problems, etc., please contact the NRU staff in the office. Instructors may use the NRU office to work on presentations, store materials, etc. If you need assistance in your classroom, let us know; we have a staff of employees who are ready to help you.

*Emergency Messages:* A telephone is located in the NRU office for emergency use and/or to reach individuals during the NRU. The number is 406-243-6645. No outgoing long distance calls, please.

*No Smoking:* There is a NO SMOKING policy in effect for all University buildings. Please help us maintain a smoke free environment.

*Rooms & Equipment:* Arrive at your classroom early and make sure you have what you need. Review the equipment in your classroom. Advise the NRU Office if there is a problem. *Do not move equipment from room to room!!* In the morning, rooms will be opened 1/2 hour before classes are scheduled to begin.

*Room Sign:* Room signs are included in your Instructor Packet. Tape the sign outside the door of your classroom before class starting time (we have tape in the NRU Office).

*Sign up sheets:* Please pass out sign-up sheets, have students sign in, then instructors will return them to the NRU Office after class. We will be entering the completion information in the AgLearn training database, so it’s really important that you bring your sign-up sheets in after your course. *Training credit for attendance* will be based on these sheets and will not be given for courses if sign-up sheets aren’t turned in. If your class is a tuition class, the NRU Team has job codes and overrides for every student EXCEPT the ones who didn’t pre-register on the UM NRU registration site. Please ask these students to provide their accounting information on the sign in sheet.

*Emergency Procedures:* *Review the instructors’ emergency procedures handout!!* If the emergency evacuation sign is missing from your classroom, please let the NRU office personnel know. We will have extra signs in the office. There actually has been an emergency evacuation in the past at NRU. All instructors MUST be familiar with their role in an evacuation.

*NRU Evaluation:* We will provide overall ‘NRU Evaluation” forms to students (they will be located at the registration tables, in the NRU Office and included with the NRU Schedule). If students ask you about them, you can direct them to those locations.
**Course Evaluations:** We provide instructors with a standard course evaluation form. Please allow a few minutes of class time at the end of your class for students to complete it and turn it in. Please bring these critiques to the NRU office after each class is over and we will make a copies for you if you wish.

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§§ **After the NRU** §§

**Your feedback on all aspects of the NRU is valued by us.** Please let us know how we can make the next NRU an even better experience. Use the critique form in the student packet to provide a critique or comments to the NRU committee to aid in the planning of future sessions. Let us know if your needs as an instructor were met; was the equipment on time, etc. If you wish to communicate after NRU, please email Enrique Olivares, NRU Manager, at eolivares@fs.fed.us or 406-329-3203.

**Finally:** Thank you for being part of the Northern Region University Instructor Cadre – your contribution to the continuing education of Forest Service personnel is truly appreciated.