

ASU GUEST LECTURES

General Process

ACI identifies up to five courses/classes that the ACI would like to have an ASU Guest Lecturer. These courses/classes do not need to be from or inspired by courses from the ASU Content Repository.

For each of the five courses/classes, the ACI generates a list of five suggested lecture topics from which the ASU faculty can pick three topics of interest.

For each of the five classes and topics, the ACI generates a general date and time during the semester when each Guest Lecture would occur.

The ACI confirms semester dates, general desired dates of lectures, classes, and topics.

ASU defines and confirms the ASU faculty language ability (lecture in Spanish, English, other) for a specific class.

Cintana communicates to the ACI the cost of the Serial Guest Lectures.

Cintana makes sure the ACI understands the parameters, expectations, and logistics of the Guest Lectures.

The ACI schedules a virtual meeting between the ACI faculty and ASU faculty at the start of the semester where Guest Lecturing will be taking place.

The ACI provides a single point of contact at the ACI for the ASU faculty to communicate with about elements such as video conferencing platforms, canvas or LMS utilization, dates, times, and content alignment meeting.

Cintana facilitates, if necessary, discussions on content alignment between ASU and ACI faculty so that the learning is relevant for students.

The ACI pays the invoice for Guest Lecturing costs within 30 days of receiving the invoice from Cintana.