

Faculty Instructional Sheet

Airlines:

Please refer to the "Faculty Travel and Misc Request" form that is available at <http://usdetc.tamu.edu>, click on the second tab "Student/Faculty Information" and click Faculty Forms, for information regarding booking flights and car rental. Please send a form to m-tomaszewski@tamu.edu so that I am able to make sure everyone has their travel arranged. Remember there is a time zone change between Texas and New Mexico!!!!

In the past, our faculty has flown into either Amarillo (AMR) or Lubbock (LBB) and picked their car up at the airport. Both airports are approximately 100 miles from Clovis. However, I prefer to fly into Lubbock since it is on the north side of town, and there is a short-cut to US 84 without having to go through the city. Having said that, if Amarillo is cheaper, I will then fly through Amarillo. If coming from the west, some faculty prefer to fly into Albuquerque (ABQ). ABQ is 225 miles and 3 ½ hours to Clovis. LBB and AMR have service via American, United, and Southwest. American service is usually from its DFW hub. United's hubs are IAH and DEN. Southwest is DAL or AUS

However, flight service has been initiated between Clovis (CVS) and Dallas/Ft. Worth (DFW). The flights are operated by Boutique Airline and are flown several times a day. Ticket cost is from \$89 to \$149 each way. Unfortunately, they operate from the general aviation portion of DFW and your baggage is unable to be checked through to your final destination nor is your ticket conjoined. If your flight is late to DFW, you do not know when you will be able to get out of the airport. Clovis is 408 miles from DFW and driving time is ~6 hours. Upon landing at DFW, you call them and they pick you up at baggage claim and take you to the general aviation area at DFW. You need to make a separate reservation with them since they are not connected to the major airlines.

From March 1, 2016

Flight Number	Origin	Destination	Departure Time (local)	Arrival Time (local)	Schedule						
					M	T	W	T	F	S	S
451	CVN	DFW	06:05	08:50	X	X	X	X	X	X	X
452	DFW	CVN	09:30	10:15	X			X	X		X
453	CVN	DFW	10:45	13:30	X			X	X		X
454	DFW	CVN	14:10	14:55	X	X	X	X	X	X	X
455	CVN	DFW	15:25	18:10	X	X	X	X	X	X	X
456	DFW	CVN	18:50	19:35	X	X	X	X	X	X	X



This could be an option as opposed to overnighting in Amarillo or Lubbock in order to catch an early morning flight. Additionally, if you fly into Clovis, you will not need to rent a car since we will be able to provide transportation and we will make a vehicle available for your use if you need one.

Please make your flight arrangements as soon as possible since prices increase the closer that you get to the travel date.

Car Rental:

All airports are serviced by all major car companies. Some of you use contacts with your universities, others go through the airline or an on-line booking source. Do what you are most comfortable with.

Motel

You will be staying at the Comfort Inn & Suites in Clovis. Please complete the "Faculty Travel and Misc. Request" form that is available on line at <http://usdetc.tamu.edu>, click on the second tab "Student/Faculty Information" and click Faculty Forms, complete the form and submit it to me. The motel is located just off Mabry at 201 Sheppes Drive.

Comfort Inn and Suites
201 Sheppes Drive
Clovis NM 88101
Telephone 575-762-4536

As you drive into Clovis on US 60-84, the hotel is located on the right in back of the McDonald's. Clovis Community College is located at 412 Scheppes, which is less than ¼ miles from the motel and the same road on which the motel is located. The motel has a small recreational facility, a small pool and complementary "hot" breakfast in the mornings and free WI-FI. However, you do have access to the recreational facilities at the community college. We have a direct bill set up with the motel so do not pay for your room. You might have to provide a credit card for incidental expenses. If you desire to stay at a different hotel, it will be your responsibility to make the reservation and we will reimburse you up to the rate that we are charged at the Comfort Inn. Students stay at a different motel.

Course outline/syllabus

I need each of you to provide a daily outline of what you will be covering. Please send the outline by **May 4, 2016**. This is critical since many of the students are receiving university credit for attending these classes and the home universities like to have an idea of the material being covered. Additionally, I will use that material to "enhance" the outline that I have on line.

Recreational Pass for Clovis Community College

US Dairy Education and Training Consortium

2471 TAMU
College Station, TX 77843-2471
979-845-5709
<http://usdetc.tamu.edu>

If you are more health conscious, check the box to request a recreational pass to Clovis Community College on the "Faculty Travel and Misc Information" form and we will arrange a pass for you to have access to the recreational facilities at the community college. Those facilities include weight and exercise equipment, basketball court (most days students have a pickup game of basketball) and racquetball courts. There is an indoor pool that we have had access to in the past.

Meals

Breakfast is provided at the motel. Lunch is provided at the community college. We have a sponsored dinner at least one night a week. The other nights, we will accompany you at dinner (Robert, Bob, or myself)

Lecture Rooms

The lecture rooms have white boards with color markers, projector and internet access. If you need special AV equipment, please let me know in advance in order to see if we are able to arrange for it. The room is not designed for "wet" demonstrations.

Wet Labs

We have access to a well-equipped wet laboratory. If you would like to use/have access to the lab during your lab time, just let me know so we are able to have it scheduled.

Software

All lecture rooms and computer labs are equipped with Office 2013. If you need to have additional software programs installed, it makes life a whole lot easier if I have a copy of that software a week prior to your arrival. It is easier to install etc. and make sure it is working.

Classroom/Lab and Farm Visits

We generally have 4 hours of daily class room instruction and then a farm visit. Since most of the "things" usually happen at a dairy in the morning, we might visit a dairy first and then have class that afternoon. However, what is important is if you desire to incorporate a farm visit into your module, we need to know what you desire to see/do at the dairy. We need to have these dairies notified prior to our arrival so it is imperative that we know what you desire to demonstrate. Please send me an e-mail that lists by day what you desire to demonstrate/show at a dairy.

Exam/Quizzes/Problems –IMPORTANT!!!!!!!!!!!!!!!!!!!!!!

Exams - We **MUST** have an exam from you that will take approximately 1 ½ hours (90 minutes). If you are only teaching a portion of a week, I would like the corresponding percentage of questions. For example, if you are teaching for 2 of the 5 days. I would like questions that should take 40% of the 90 minutes. The exam should be comprehensive and remember that most students are taking this as an



upper level course (300-400). I will administer the exam and grade it, provided you leave me a key. We usually give the exam on Friday afternoon. Therefore, you are able to leave after you have finished your lecture on Friday at noon.

Daily Quiz - We desire to give a short quiz (10 minutes) at the start of each day to review the main points that you covered in your previous day's lecture. We will grade the quizzes or if you desire, you can grade them. You can also give them a problem set to complete and hand in the next morning. The intent is to give them some idea as to the type of material that they could expect on the exam. We encourage assigning problems or something to look up so they have some type of assignment at night.

Handout Material

We do not distribute copies of your handouts! We will make them available to the students electronically. We place your files on a server at the community college and they have access to that server. You do not need to provide a flash drive for each student, the information is able to be easily stored on the server and retrieved by the students. Therefore we need to have a file that contains your PowerPoint etc. If you do not have a file, I will be able to scan the document and then place that scanned file onto the server. Therefore, we need to have your handouts etc. as a file that we will place on the server. The students are able to print from the server as well as at the motel. Most student will have computers with the PowerPoints on them during class.

Weather

Clovis can get "chilly" at night during this part of the year and you might want a light jacket. Some years the wind will be blowing which causes quite a bit of dust. The days are usually moderate.

What Have I Forgotten?

If there is something that I have forgotten, please let me know. This has become a very positive training session for our future dairy leaders. We are pleased that you are willing to be a part of this training opportunity.