Course Instructor Manual
MISSION
Providing multi-layered hands-on possibilities in creating and appreciating the arts.

VISION
The arts. Every day. Everyone.

MISSION
Making lifetime connections to the campus, one person at a time.
WELCOME TO THE WHEELHOUSE STUDIOS COURSE PROGRAM. This manual provides information on the policies, procedures and expectations of the program. Should you have questions about anything in this manual PLEASE contact us!

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(NOTE: All Appendices are also their own separate Resource Files at www.union.wisc.edu/wheelhouse

Appendix A: Course Instructor Position Description
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I. PROGRAM OVERVIEW

Wheelhouse Studios Instructor Expectations:

- Coordinate with Wheelhouse Studios as soon as possible any special needs for course, course supplies, or facility needs. All handouts must have prior approval from Wheelhouse Studios leadership.

- Remember your course schedule, be fully prepared, and arrive before class with enough time for setup. Instructors are expected to allow enough time in their schedule for proper cleanup of the studio space as well.

- Ensure safety of students first and foremost, instructing students in proper care and use of tools and equipment.

- A course roster will be emailed to you prior to your class, use your course roster to confirm that all participants have paid for the course.

- Create a positive in-class environment that promotes learning, embraces diversity, treats all participants fairly, and allows for constructive interaction.

- Be knowledgeable about the subject matter you are teaching, but willing to admit the limits of your knowledge and experience when necessary. “We should look that up!” is a fantastic learning opportunity.

- Maintain a student (customer) perspective in all that you do with the course, remembering that the participant is the primary reason you are there.

- Be a generous and effective communicator in your class sessions, teaching at a level appropriate for the participants and in a manner free of biased language, actions or activities. Instructors are expected to adapt their curriculum to fit the needs of students with varying intellectual and artistic abilities.

- Instructors are not permitted to use their class for personal promotion. This includes handing out business cards, selling of personal art or supplies, or offering private lessons/other courses at a different location. Students are enrolled for high quality learning and utilizing this opportunity for other personal advancement is unprofessional.

- Update the Wheelhouse Office as soon as possible if you are going to be absent from a class for any reason. In the event of a missed class session due to illness or emergency, a make-up session will be scheduled that meets the majority of the participants’ schedule. Promptly communicate to the Wheelhouse Office any change, need, concern, or problem you may have so that we may facilitate the best possible experience for you and your course participants.

- Read, understand and follow the policies and procedures outlined in this manual. Understand that non-adherence to any of the policies and procedures in this manual can result in immediate termination of an existing Instructor Appointment and/or affect the possibility of future instructional opportunities.

- Enjoy your Wheelhouse Studios course teaching experience.
WHEELHOUSE COURSE INSTRUCTOR CHECKLIST

Listed below are some important items to remember from this manual. Please read the entire manual - use this checklist as a reminder of the most important points:

- Wheelhouse Studios cancellation policy is to cancel courses that have not met enrollment 3 days prior to the start of a course. Assume your course is running unless you hear otherwise from our office.

- COMPLETE ALL EMPLOYMENT PAPERWORK PRIOR TO FIRST DAY OF FIRST CLASS SESSION including Federal Eligibility for Employment process.

- Ensure that you have a course roster in your email.

- Ensure that all participants are on your roster or have a course specific confirmation notice. Communicate any non-paid participant information to the Wheelhouse Office.

- REFER ALL QUESTIONS ON REFUNDS AND TRANSFERS TO THE WHEELHOUSE STUDIOS OFFICE. Do not accept registration monies, direct folks to web site or office to complete registration.

- USE THE UW TAX EXEMPT NUMBER (ES 40706) WHEN PURCHASING SUPPLIES. Keep and submit original receipts for reimbursement.

- Create your own handouts, keeping the number of pages to the minimum necessary for a quality course experience.

- Contact Wheelhouse Studios first in the event of any schedule changes. (illness, emergencies, severe weather...).

- Report all accidents or facility problems to the Wheelhouse Office as soon as possible. Use an UW Report of Incident Form for all accidents.

- HAVE FUN!
HOW WHEELHOUSE COURSES FIT INTO THE LARGER PROGRAM?

Wheelhouse Studios is sponsored by the Wisconsin Union Directorate (WUD), the student programming board of the Wisconsin Union. WUD is structured into specific interest areas plus the Wheelhouse Studios. Wheelhouse Studios differs from the other program areas in that it is staff-managed. We coordinate with WUD on all fiscal decisions as well as program goal setting and review. WUD is responsible to Union Council, the overall governing board of the Wisconsin Union.

Wheelhouse courses are one segment of a larger Wheelhouse Studios program that includes open studios, free programming and group events. Course fees paid by participants are expected to cover all course costs. We are constantly working to make our course offerings meet the needs of the University Community. As you work with us we may request specific changes in course structure and/or content in order to more fully meet community needs. Your ideas, concerns and input in this regard are necessary and valued.

Courses are held primarily in Wheelhouse Studios. Some exceptions may be made, we will discuss exact facility needs and availability with you as your course is set up.

Wheelhouse Studios is open Noon - 10:00 pm seven days a week. Wheelhouse Studios is closed for holidays and is usually closed for two weeks surrounding the Christmas and New Year's holidays.

IMPORTANT PHONE NUMBERS:

 Wheelhouse Studios    - 262-3156
 Memorial Union Info Desk - 265-3000
 Union South Info Desk  - 890-3000
 UW Police (non-emergency)  - 262-4524
 EMERGENCY               - 911

WEB SITE ADDRESS: www.union.wisc.edu/wheelhouse

WHAT DOES WHEELHOUSE STUDIOS OFFICE DO?

Our office works to help facilitate your course by acting as a resource for you. From reserving facilities to marketing and registration, we try to take care of most of the logistical details in making your course happen. The hope then is that your time can be spent preparing and organizing your course. We can advise on course content and instructional design, orient you to studio procedures and policies, and serve as a liaison with other Union and campus departments that provide support services for Wheelhouse Studios.
II. ADMINISTRATIVE CONCERNS

HOW ARE COURSES PUBLICIZED?

The best form of publicity is positive word of mouth from participants who had a great learning experience in your course. Thank you, in advance, for doing a great job!

Course instructors may do their own additional publicity. There will be a form provided to submit text and imagery, ads must then be approved by the Wheelhouse office.

Wheelhouse Studios works with the Wisconsin Union Marketing Department on all publicity and promotion.

From time to time, feature stories also appear in the newspapers. Specific course advertising through simple posters is done on a limited basis on campus. All requests for media coverage must be approved by the Wheelhouse office.

HOW ARE COURSES PRICED?

Course fees are calculated to cover all program costs, including Course Instructor fees, course supplies, marketing and administrative costs while making a contribution to the program’s net revenues. Wheelhouse Studios will determine the appropriate course price for your class. If you have concerns about your course price, please discuss them with us.

HOW DO PEOPLE REGISTER?

People may register online, by phone, or in-person. Payment is required at the time of registration, a credit card is required for all online and phone registrations, cash and checks may also be used for in-person registration.

As a Course Instructor, we ask you NOT to handle any registration monies. If someone attempts to register at your class, including payment, please allow them to stay for the class session, but refer them to the office to complete the registration process. Please ADD the person’s name and phone number to your roster AND inform our office of this information so that we can follow up with the person should they not complete the registration process.

REFUNDS AND TRANSFERS

In all cases of questions about refunds or transfers, please refer the participant to the office. Do NOT make promises to a participant about refunds or transfers. The current course catalog and our website contain a complete refund and transfer policy.
WHEN ARE COURSES HELD?

Three group courses are offered each year. The Fall and Spring semesters are scheduled with the University academic calendar in mind. The summer includes one term, usually starting the last week of June. **Planning deadlines** for these terms are:

<table>
<thead>
<tr>
<th>SEASON</th>
<th>Planning Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Early June</td>
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<td>Winter &amp; Spring</td>
<td>Early October</td>
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<td>Summer</td>
<td>Early March</td>
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WHAT ABOUT WEATHER CANCELLATIONS?

Officially, Wheelhouse courses are not canceled due to weather conditions unless the University cancels classes/closes. We do understand that individual instructor's situations vary. If the weather will prohibit you from being able to make your course, please call our office as soon as possible. We will follow our usual procedure of attempting to contact all your participants and, if necessary, posting notice at the course location.

In the case of a Tornado Warning, each Union building has a set procedure to follow. If you are teaching in a Union building please listen to PA system announcements and have your participants follow all directions given. If teaching outside the Union buildings, please use your best judgment, keeping the safety of your participants and yourself in mind.

As with other missed class session situations, we will attempt to schedule a make-up meeting. This will be done in communication with you and your participants. We would rather not cancel a course, but your safety and that of your participants is our number one concern. If you have a question about the status of your course due to weather conditions, please call our office before making any final decisions.

WHO CAN TAKE COURSES?

Courses are open to anyone over the age of 18. University of Wisconsin - Madison students and Wisconsin Union Members receive a discount on each course registration fee.

Wheelhouse Studios courses (and the studios themselves) are designed for adults. Participation in courses by those under the age of 18 is not permitted.

Membership in the Wisconsin Union is open to anyone age 18 and over. Students who are enrolled at the Madison campus are automatically members. They pay a fee for membership each semester as part of their student fees. This money is used for basic upkeep of the two Unions, not for support of its programs.

CREATING AN INCLUSIVE ENVIRONMENT

The Wisconsin Union continually works to foster diversity and inclusion in its programs and presentations within the University community.

Racist, sexist or homophobic language perpetuates prejudice and will not be tolerated. As a representative of this institution you are expected to conduct yourself as such, modeling strong professionalism and genuine inclusion.
Wheelhouse Studios cooperates with service agencies and encourages participation in our course program by individuals with cognitive and physical disabilities. In many cases these individuals have and aide to assist with their taking of the course. We attempt to inform Course Instructors when we know of these registrations.

If you have any questions or concerns about creating an inclusive classroom environment please contact us before your course begins.

**CAN I PROMOTE MY ORGANIZATION, CAUSE OR BUSINESS?**

Participants enroll in a course primarily to learn new skills. They expect the instructor to be knowledgeable in the topic areas of the course. They do not expect, nor should they be subjected to, sales pitches or calls to join a cause or group. Therefore, the following policies must be adhered to:

* Class time will **not** be used to overtly and explicitly sell a product or service, promote a cause or the joining of any group or organization.
* Course handouts and/or Confirmation Notice additional information will **not** contain logos or other explicit references to a business or group unless they are integral to facilitating the course and have been pre-approved by the Wheelhouse office.
* Literature, including flyers and business cards, that are oriented to the instructor's financial interests, or actively promotes a cause or group, will **not** be distributed in class. Such literature may be made available, **AT THE PARTICIPANT'S REQUEST**, outside of class time.
* Presentation of a course using an instructor from a business or group does not imply endorsement of that business or group by Wheelhouse Studios or the University of Wisconsin.
* Wheelhouse Studios and the University of Wisconsin are not responsible or liable for any activities that take place outside of the class between the Course Instructor and participants.

These policies are in place to protect both participants and you, the Instructor. Please discuss any concerns or questions you may have in this area with us before you finalize your course plans.
LIABILITY AND INSURANCE COVERAGE

The University of Wisconsin - Madison, a self-insured institution, does provide liability protection to Course Instructors with Ad Hoc Academic Staff appointments for the teaching of the courses. This protection would apply if an individual made a claim against the Instructor for injury or property damage due to the alleged negligence of the Course Instructor. **This is not accident or medical insurance.**

We ask your cooperation in reporting accidents or unsafe conditions **immediately.**

Extension of this liability protection is contingent on the satisfactory completion of all necessary paperwork **prior to teaching a course.** This includes a completed and signed Instructor Application form, a W4 Tax Withholding form, Verification of Employment Eligibility form (the I9 process) and a signed Letter of Agreement on file in the Wheelhouse Studios Office.

Participants agree to liability waiver as a part of the registration process for every course. A copy can be requested from the office or viewed online on our registration web site.
III. PRIOR TO YOUR SCHEDULED COURSE

INSTRUCTOR APPOINTMENT LETTERS

As a Course Instructor you receive an Ad Hoc Academic Staff appointment and are considered a University of Wisconsin - Madison and Wisconsin Union employee. The Appointment is issued for a specific term, specific course and is nontransferable. The Letter of Appointment form must be returned prior to first day of teaching. It should be returned unsigned if for some reason you decide not to teach.

Payment of the instructional fees is contingent upon the course meeting minimum enrollment, satisfactory conclusion of the course by the Course Instructor and compliance with all policies and procedures. We are prohibited from paying for any other service not specified in the Letter of Appointment.

Completion of all necessary paperwork (application, tax withholding forms, proof of employment eligibility - I9, direct deposit form) must be done before teaching begins. Ad Hoc Academic Staff do NOT have traditional benefits of other UW Staff. Being a Course Instructor does NOT give you access to recreational facilities, email/computer services, or a staff identification card.

PHONE/REFERENCE RELEASE WAIVER

At times participants have questions and wish to speak to the instructor. In most cases we are able to help, but in some cases the Course Instructor is the best resource. If you are willing to release your phone number and/or email address, please complete the waiver form provided with your Instructor Appointment Letter. Signing a waiver is also another method to help promote your course. (NOTE: This also makes the information available on our web site.)

The University's interpretation of the Freedom of Information Act requires that you notify us in writing that we may be used as a reference. Without this specific authorization from you, we are not allowed to answer any questions of a potential employer or college. The waiver form contains authorization notification sufficient for you to use Wheelhouse Studios as a reference.
COURSE EVALUATIONS

Wheelhouse Studios will do participant evaluations for a small sample of courses each Term via a web-based survey. Any significant feedback received from your course will be shared with you.

AUDIO-VISUAL EQUIPMENT

All equipment needs must be discussed in advance when planning/scheduling your course(s). Only audio-visual equipment that is central to your instructional plan should be scheduled, only for those sessions you will actually use the equipment.

If your class meets in Union South or Memorial Union, equipment will be placed in your room. If it is not in the room, ask the first floor Information Desk for assistance.

If equipment fails in either of the two Union facilities, immediately contact the Information Desk to request a replacement.

HOW DOES AV WORK IN CAMPUS CLASSROOMS?

The majority of courses that meet on campus but not at Wheelhouse Studios meet in assignable classroom spaces that the office reserves through the UW Curricular Services Office. This is includes rooms that are audio visually (AV) equipped. Any instructor using one of these AV equipped rooms needs to connect with Wheelhouse Studios to obtain an access code in order to use the equipment.

INTERNET IN THE CLASSROOM

There may be instances when access to the internet can be a valuable resource or teaching tool in your course. Access to the internet can be made available via the campus network or WiFi. We can provide a UW Guest Net ID and password for you and your course participants to use.
REIMBURSEMENT FOR SUPPLIES

Supplies must be budgeted for in the initial planning of a course. All supplies should be purchased by Wheelhouse Studios. Some occasions might necessitate an instructor purchasing their own supplies, discuss special needs and supply budget with our office.

When purchasing supplies with personal funds, please use the UW TAX EXEMPT NUMBER - ES40706. See Appendix D for UW Tax Exempt Status certification.

Receipts should be submitted within 90 days after the purchase date.

You will be reimbursed for the materials after submitting the dated, itemized original receipt listing your purchases. When submitting receipts for reimbursement of course supply expenses we need the ORIGINAL receipts. The State of Wisconsin will not accept photocopies of receipts for reimbursements. They also do not reimburse any sales taxes paid, so remember to use the Tax Exempt Number when making purchases.

With required direct deposit the UW uses a “paperless” reimbursement process. The reimbursement will be direct deposited in the same account as you specified for Course Instructor fee payments.

CLASS HANDOUTS

Remember, this is a non-credit, leisure education program; excessive handouts are rarely necessary or used by participants. Think carefully about the number and size of the handouts you supply, concentrating on those that reinforce the learning or provide documentation that participants may need after the class is completed.

Course Instructors are responsible for duplicating their own handouts. If you want to use Union resources for handout duplication please make arrangements with our office for accessing the equipment.
COPYRIGHT © LAWS

United States Copyright laws are quite clear on what a teacher/instructor can legally do with copyrighted materials. According to this law an instructor may:

1. Make a single copy of the following for research, course preparation, etc...:
   - A chapter from a book.
   - An article from a periodical or newspaper.
   - A short story, short essay, or short poem whether or not from a collective work.
   - A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
   - A short excerpt (up to 10 percent) from a performable unit of music such as a song, movement, or section, for study purposes.

2. Make multiple copies of the above (not to exceed one per pupil) for one-time classroom distribution if you adhere to the following:
   - Do not make copies for students who are not in your own course.
   - Include notice of copyright on first page or by copying the page that includes copyright.
   - Are selective and sparing in choosing poetry, prose, and illustrations (for example, in using a book, copy no more than one chapter).
   - Do not use copies to substitute for Anthologies or collective works.
   - Make no charge to participants beyond the actual cost of photocopying.

3. Make a single recording of student performances for evaluation, rehearsal, or archival purposes.

4. Make a single recording of aural exercises or examination questions using excerpts from recorded copyrighted materials.

5. Make an emergency replacement copy to substitute for purchased copy that is not available for an imminent musical performance.

6. Show a legally purchased or rented video in class.

Written permission must be obtained whenever photocopying or other activities do not adhere to the above guidelines. Permission should be requested for a specific instance or scheduled course. In most cases blanket permission is not available. Please plan ahead since acquiring written permission can take significant amounts of time.

If what you would like to do for your course is not included in the above list, it is most likely against copyright law. The office CANNOT condone duplication that is outside the copyright law.
IV. FIRST DAY OF CLASS

HOW CAN I BE SURE MY CLASS IS RUNNING?

Assume your class is running unless you hear otherwise. You can check the status of your class anytime on our web site or call our office to confirm present enrollment. Our course database is internet-based and “live” meaning the enrollment numbers you see are current and an accurate count of the number of people in any course section at that moment.

Decisions on canceling courses due to low enrollment are made three business days before courses are scheduled to begin. You will be notified only if your class is canceled. No Instructor Fee payment is made for canceled courses. In the event a course is canceled, participants receive the option of a full refund, transfer to another course or placing the monies on account for future course registrations.

AM I REQUIRED TO TAKE ATTENDANCE?

Wheelhouse Studios will email you a course roster prior to the course.

Please verify that only registered participants are allowed to attend courses. If a registered participant shows up with an unregistered friend or with their child, please explain that liability concerns allow only registered participants in Wheelhouse courses.

Ask people who have registered late (after your course roster was generated), or who transferred, to show their course confirmation notice. Registrations are accepted up to the day of the course.

If a participant is not on the roster and does not have a confirmation receipt, please add their name, address and phone number to your roster. Explain to the participant that they must register with the office before the next class session. Please ask to see their notice at the next class session. If they do not have a confirmation notice by the second class session please ask them to leave. Unregistered participants are not allowed in any course. If it is a single meeting class, please take the above requested information, get that information to our office, and we will follow up with the individual to insure payment.

The office maintains waiting lists for any class that has a full enrollment. If you are contacted by a participant about getting into your course, please refer them to the office. Do NOT promise them a space in the course. We must be fair to those who have already been on a waiting list for your course.

At times there may be requests from University students or others who wish to observe a course. Please refer them to our office. You may not let friends sit in on your class. There are to be no exceptions. Our (and your) liability coverage is contingent upon having only registered participants in our courses and your compliance with this procedure.
PERSONAL ILLNESSES OR EMERGENCIES

If you are unable to attend your class due to illness or an emergency, make every effort to contact the office immediately.

We will attempt to contact the participants and post a notice on the classroom door. If you are unable to reach our office you are responsible for trying to contact all of the participants and the appropriate Union's Information Desk. For classes meeting in Memorial Union and Campus Classrooms phone 265-3000, for Union South call 890-3000. Failure to make these contacts may result in termination of your Appointment. A make-up must be scheduled for any missed class section.

Contact us as soon as possible to discuss a make-up date. We try to adhere to the original class schedule. All such arrangements must be discussed with our office before any commitments are made. We do reserve the right not to reschedule and not to refund, however, such action will be taken only in very unusual circumstances.

IN CASE OF AN ACCIDENT

1. **Remain calm.** If medical assistance is required, ask one of the participants to call 911. Explain the situation and ask them to send an ambulance. The participant (who made the call) should remain available to assist the paramedics if so requested.

2. While waiting for the ambulance, make the victim as comfortable as possible, but DO NOT MOVE the person (especially if there is danger of a back injury).

3. **ALL ACCIDENTS, even those of a less severe nature, must be reported to the office immediately and you must complete an Accident Report Form (see appendix C).** Record both the participant's name and address and that of a witness.
V. AFTER YOUR COURSE HAS ENDED

INSTRUCTOR PAYMENT

Ad Hoc Academic Staff Fee payments are made monthly, on the closest business day to the first day of the month. The Wheelhouse payroll month runs from the 1st day of the month through the last day of the month. So, for example, if your course ended on April 15th (falling in the payroll month of April 1 – April 30), you will receive payment for that course on the June 1st.

COURSE INSTRUCTOR FEE PAYMENT SCHEDULE

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<thead>
<tr>
<th>Last class date falls between...</th>
<th>Paid on (or first business day after)</th>
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<tbody>
<tr>
<td>Dec. 1 and December 31</td>
<td>Feb 1</td>
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<tr>
<td>Jan. 1 and January 31</td>
<td>March 1</td>
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<tr>
<td>Feb. 1 and February 28</td>
<td>April 1</td>
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<td>March 1 and March 31</td>
<td>May 1</td>
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<td>April 1 and April 30</td>
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<td>Oct. 1 and October 31</td>
<td>December 1</td>
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<tr>
<td>Nov. 1 and November 30</td>
<td>January 2</td>
</tr>
</tbody>
</table>

Remember that payment is not received for courses that are canceled due to low enrollment or other reasons. Taxes, including Social Security, are withheld. Payment will be direct deposited on or by the closest business day to the first day of the month. UW students will be paid on the first pay date in the month following the last session of your course. If you are one of the few Instructors who have not set up direct deposit payment you must pick up your check from the UW Payroll & Benefits Office, Rm. 5101, 21 N. Park Street.

You will receive a W2 Form from the University totaling your payments and withholding for the calendar year. It is your responsibility to provide updated and accurate address information to Wheelhouse Studios (the Post Office will not forward these forms) to insure delivery of this annual income tax form.

FUTURE TEACHING OPPORTUNITIES

The following factors are considered when deciding on future course offerings and the use of your services as a Course Instructor:

1. Demonstrated community need, response to course offering, trends within the University community. As a self-supporting program that also must contribute to the financial health of the Wisconsin Union we must offer classes that reflect the needs of our community as expressed in enrollments and the ability of the course to make that needed contribution.

2. Participant reaction and evaluation. Course participants are our primary evaluators since these
classes are offered for them.

3. **Availability of necessary space**, facilities and/or course materials.

4. **Seasonal nature** (if any) of course offering.

5. **Previous performance by instructor** based on participant evaluation, reaction and in-class observation (if any) by Wheelhouse office representatives and adherence to Wheelhouse Course policies and procedures.

6. **Inclusive nature of course**. All courses must be open to all members of the UW community, we do not offer courses for only one gender, population or group.

In all cases continued teaching in future terms is at the discretion of Wheelhouse Studios. The Appointment Letter you sign is for the courses listed on the Appointment Letter only and does not imply any commitment to future use of your services.

Should you decide not to teach for a term(s), and then want to return, use of your services as an Instructor will be subject to course availability and review of past performance.

If you are interested in proposing a *new course* please contact our office, submit a Course Proposal Form as you did when you initially joined the program. The factors outlined above will be used in evaluating any course proposals.

In all cases, renewal of an existing course, or initiating a new course, the final decision on the offering of the course, and the Course Instructor used for teaching of that course, rests with Wheelhouse Studios.

________________________________________________________________________

*If you have any questions or concerns PLEASE contact us.*
Course Instructor Position Description

Ad Hoc Academic Staff
Term to Term Employment

Our office considers each proposal carefully and select new courses based on overall compatibility with our mission and philosophy. Other important considerations in the decision to offer a course include, but are not limited to: anticipated/demonstrated participant interest or demand, originality/uniquness of the proposed course(s), affordability within typical course parameters, and overall feasibility of the course(s) given seasonal space and equipment constraints. The final decision on course offerings rests with the Wheelhouse Studios Staff. We keep applications on file and periodically review them as participant needs and desires vary. If your course is selected as a Wheelhouse Studios offering, it is expected that you will follow the guidelines outlined in this position description and the Instructor Manual. Failure to abide by these policies may result in termination of appointment.

Instructor payment is negotiated individually with each person based on experience level, length and complexity of the course, course demand, etc. We offer two options for payment: per person and per course.

Position Summary
Wheelhouse Studios Course Instructors develop and present a non-credit course(s) plan from start to finish. They instruct a group of adult participants in selected subject matter, creating and maintaining a positive learning environment and image of the Wheelhouse Studios program as a whole.

A. Expectations
Our instructors come to us from varying backgrounds, interests, and experience levels. We expect that you will teach to the best of your ability, keeping in mind the following guidelines:

- Coordinate with Wheelhouse Studios as soon as possible any special needs for course, course supplies, or facility needs. All handouts must have prior approval from Wheelhouse Studios leadership.
- Remember your course schedule, be fully prepared, and arrive before class with enough time for setup. Instructors are expected to allow enough time in their schedule for proper cleanup of the studio space as well.
- Ensure safety of students first and foremost, instructing students in proper care and use of tools and equipment.
- A course roster will be emailed to you prior to your class, use your course roster to confirm that all participants have paid for the course.
- Create a positive in-class environment that promotes learning, embraces diversity, treats all participants fairly, and allows for constructive interaction.
- Be knowledgeable about the subject matter you are teaching, but willing to admit the limits of your knowledge and experience when necessary. “We should look that up!” is a fantastic learning opportunity.
- Maintain a student (customer) perspective in all that you do with the course, remembering that the participant is the primary reason you are there.
- Be a generous and effective communicator in your class sessions, teaching at a level appropriate for the participants and in a manner free of biased language, actions or activities. Instructors are expected to adapt their curriculum to fit the needs of students with varying intellectual and artistic abilities.
- Instructors are not permitted to use their class for personal promotion. This includes handing out business cards, selling of personal art or supplies, or offering private lessons/other courses at a different location. Students are enrolled for high quality learning and utilizing this opportunity for other personal advancement is unprofessional.
- Update the Wheelhouse Office as soon as possible if you are going to be absent from a class for...
any reason. In the event of a missed class session due to illness or emergency, a make-up session will be scheduled that meets the majority of the participants’ schedule. Promptly communicate to the Wheelhouse Office any change, need, concern, or problem you may have so that we may facilitate the best possible experience for you and your course participants.

- Read, understand and follow the policies and procedures outlined in Course Instructor Manual. Understand that non-adherence to any of the policies and procedures in this manual can result in immediate termination of an existing Instructor Appointment and/or affect the possibility of future instructional opportunities.

B. Specific Responsibilities

- Create, facilitate, and evaluate a course plan from start to finish.
- Complete all paperwork in a timely manner, including Letters of Appointment, Proof of Employment Eligibility (I-9), Tax Withholding (W4), and other documents as requested. The aforementioned documents are to be completed before the start date of the course(s).
- Notify Wheelhouse Studios immediately in the case of any change in the class schedule.
- Schedule courses with the Wheelhouse Studios by designated planning deadlines.
- Provide an invoice with original receipts, or other appropriate documentation, for agreed upon supply cost reimbursement within 30 days of course end.

C. Accountability & Instructor Status

- Reports to Wheelhouse Studios staff, both professional and student.
- Considered ad hoc Academic Staff of the University for duration of the course(s) only. Employment is contingent on the verification of work authorization in the United States of America.
- Paid through University Payroll system in one payment after the conclusion of the course.
- Payments made on a per person basis are prorated for participant drops.
- Wheelhouse Studios reserves the right to cancel any course for any reason. No payment is made for cancelled courses.
- Not guaranteed term to term employment.
- The University of Wisconsin - Madison will provide liability insurance to ad hoc Academic Staff Instructors for the duration of the course(s). This insurance protects against claims of negligence of the instructor; it is not accidental or medical insurance.
- Eligible for Union Membership benefits during term of instruction.
### GENERAL ACCIDENT REPORT

<table>
<thead>
<tr>
<th>Claimant Name</th>
<th>Work Phone</th>
<th>Home Phone</th>
<th>Home Address</th>
<th>Date of Accident</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip + 4</th>
<th>Hour</th>
<th>AM</th>
<th>PM</th>
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</thead>
</table>

Full Description of the accident including specific location

<table>
<thead>
<tr>
<th>Witnesses</th>
<th>Name</th>
<th>Full Mailing Address</th>
<th>Phone No. Including Area Code</th>
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<thead>
<tr>
<th>Injuries</th>
<th>Names of Additional Persons Injured</th>
<th>Full Mailing Address</th>
<th>Phone No. Including Area Code</th>
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<table>
<thead>
<tr>
<th>Property Damage</th>
<th>Owner Name</th>
<th>Phone No. Including Area Code</th>
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<table>
<thead>
<tr>
<th>Type of Property</th>
<th>Type of Damage</th>
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Address where damaged property may be seen

<table>
<thead>
<tr>
<th>Estimated Repair Cost</th>
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<table>
<thead>
<tr>
<th>Name of Person Preparing Report</th>
<th>Signature</th>
<th>Date</th>
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WISCONSIN SALES AND USE TAX
CERTIFICATE OF EXEMPT STATUS (CES)
(Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

UNIVERSITY OF WISCONSIN SYSTEM
21 N PARK ST STE 6230
MADISON WI 53715-1218

CES NUMBER
040706

DATE ISSUED
10/9/2009

IMPORTANT:
Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above.

Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov or at our Web site www.revenue.wi.gov