The Wisconsin Union

Wheelhouse Studios

Teaching Artist’s Manual

March, 2018

Wisconsin Union
Experiences for a lifetime
WHEELHOUSE STUDIOS

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

VISION
The arts. Every day. Everyone.

MISSION OF THE WISCONSIN UNION
Making lifetime connections to the campus, one person at a time.

Sponsored by
Wisconsin Union Directorate (WUD)
The student programming board of the Wisconsin Union
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: Teaching Artist Position Description
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I. PROGRAM OVERVIEW

As a Wheelhouse Studios Teaching Artist we expect that you will:

- Remember your course schedule, be fully prepared, and arrive on time (if not early) for all class meetings.

- Use your course roster to confirm that all participants have paid for the course.

- Endeavor to create an in-class environment that promotes learning by all, is open and democratic, treats all participants evenly and fairly, and allows for social interaction.

- Be enthusiastic about the subject area you are teaching and in your teaching of that subject. Work to instill that enthusiasm in course participants but recognize that not all will necessarily adopt an enthusiastic outlook.

- Be knowledgeable in the areas you are instructing, yet be willing to admit the limits of your knowledge and experience to course participants when necessary.

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

- Aim to be an effective communicator in your class sessions, sharing your expectations and those of your participants, teaching at a level appropriate for the participants and in a manner free of biased language, actions or activities.

- Use the Wheelhouse Course Program to facilitate information exchange but not to advocate a single point of view, belief, cause or business enterprise.

- Inform and work with the Wheelhouse Office in the event of a missed class session due to illness or emergency, scheduling and conducting a make-up session that meets the majority of the participants’ schedule.

- Reflect on and evaluate your instructional performance and the overall course, always working to improve the course and your skills as a teacher.

- 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.
TEACHING ARTIST 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:

☐ NO NEWS IS GOOD NEWS. 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.

☐ PRINT YOUR COURSE ROSTER FROM SENT EMAIL OR OUR ONLINE DATABASE.

☐ CHECK ATTENDANCE FOR REGISTERED (paid) PARTICIPANTS. All registered 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, ROOM OR AV EQUIPMENT PROBLEMS TO THE WHEELHOUSE OFFICE as soon as possible. Use an UW Report of Incident Form for all accidents.

☐ MAINTAIN OPEN, DEMOCRATIC CLASSROOM, free of advocacy, racism, and biased language.

☐ 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. Many participants use course enrollment to introduce themselves to the Studios and the particular media associated with the course.

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. Courses may also meet outside of Wheelhouse Studios in the two Union buildings, Memorial Union or Union South, or in what is referred to as "Campus Classroom" space. The latter is general classroom space available for use by academic departments and programs. Courses can be held off campus if a better facility is available and access can be made available to participants. 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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheelhouse Studios</td>
<td>262-3156</td>
</tr>
<tr>
<td>Memorial Union Info Desk</td>
<td>265-3000</td>
</tr>
<tr>
<td>Union South Info Desk</td>
<td>890-3000</td>
</tr>
<tr>
<td>UW Police (non-emergency)</td>
<td>262-4524</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>911</td>
</tr>
</tbody>
</table>

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, provide information on the nature and types of participants who enroll in the program, orient you to course procedures and policies, and serve as a liaison with other Union and campus departments that provide support services for Wheelhouse Studios.

Staff or other representatives may observe your classes but we do not see this as one of our primary roles. If you would like feedback on your teaching via a class observation, please let us know.
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!

Teaching Artists can do their own additional publicity as long we are consulted beforehand and 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.

We do have the ability to create web links for any course on our website. We can also create a link from our web site to photos, video clips or other possible materials that might help promote registration in your course. If you have a personal web site and/or photographs or materials that you think will help promote your course, please work with us to create link(s) from our web site.

HOW ARE COURSES PRICED?

Course fees are calculated to cover all program costs, including Teaching Artist 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, mail, fax, 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 mail and in-person registration.

As a Teaching Artist, 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.

WHAT ABOUT 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:

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<th>SEASON</th>
<th>Planning Deadline</th>
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<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 Mini 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 limited to ages 16 and up, enrolled with a parent or guardian.

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.

WHO ARE THE PARTICIPANTS?

Approximately 30% of the total annual enrollment is students while 60% are non-student Union Members. The remaining 10% are community members.

Since our campus has a large international population, you may have international students or faculty in your class. Sometimes language barriers will necessitate imaginative teaching/demonstration techniques.
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 reflects and perpetuates prejudice. This language violates accepted etiquette, may offend your participants, and undermines rather than improves discussion. As a representative of this institution the opportunity to serve as role model in use of appropriate presentations exists. "As educators, we should make every effort to make these opportunities positive learning experiences for others. Therefore, we ask that particular attention be given to the elimination of sexist and racist language from presentations and urge thought and advance planning so that presentations reflect the diversity and sensitivity we are all working for within our community. (Assoc. of College Unions - International, Guidelines on Sexist and Racist language).

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 Teaching Artists 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:

* Course descriptions in the catalog and on the web site should represent the true nature of the course. If the instructor is associated with a commercial venture, group or cause, this should be stated in the catalog.
* 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 Mini Course 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 Teaching Artist 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.
WHAT ABOUT LIABILITY AND INSURANCE COVERAGE?

The University of Wisconsin - Madison, a self-insured institution, does provide liability protection to Teaching Artists 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 Teaching Artist. **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

WHY DO WE HAVE INSTRUCTOR APPOINTMENT LETTERS?

As a Teaching Artist 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 Teaching Artist 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 Teaching Artist does NOT give you access to recreational facilities, email/computer services, or a staff identification card.

WHY SIGN A 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 Teaching Artist 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.
WHAT ABOUT COURSE EVALUATIONS?

Every instructor is encouraged to plan for and carry out some form of evaluation process to provide information they feel they need to improve their course and become a better teacher. This can be informal (asking participants for their comments) to formal (a typed, pre-planned form). Please consult us if you have questions about evaluations or the proper methods to use.

The office 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.

A sample copy of a printed evaluation form can be found in Appendix C. You are welcome to photocopy and use this form if you wish. Collect completed evaluation forms at the end of the course AND give participants the option to return them independently to the office if they prefer. We will forward copies of any evaluation forms returned to the office.

WHAT ABOUT 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.

CAN I ACCESS AND/OR USE THE INTERNET IN MY COURSE?

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.
WILL I BE REIMBURSED FOR SUPPLIES?

Supplies must be budgeted for in the initial planning of a course. Before purchasing any supplies, discuss your needs and supply budget with our office and whether Wheelhouse Studios or you are purchasing supplies.

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 Teaching Artist fee payments.

WHAT ABOUT HANDOUTS FOR MY CLASS?

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.

**Teaching Artists 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. If you want reimbursement for the cost of duplication by other means, remember that we need original receipts to process a reimbursement.
WHAT ABOUT 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 unless you have made arrangements to access your course rosters via the web (see next section).

**Please take attendance at each class session.** 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 may already be 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.
HOW DO I GET MY COURSE ROSTER(S) VIA THE WEB?

We can provide you with internet access to our registration database so that you may see and print your own course rosters. This includes a variety of roster options, from the standard attendance sheet to a roster that includes mailing and email address (if customer provided). This access also includes the ability to email your course participants.

PLEASE NOTE:
1. If granted access Wheelhouse Studios assumes that you are printing your own roster for all future courses unless you make arrangements for emailing of rosters. It is still expected that you will take attendance at your course(s) to insure all participants are paid enrollees.
2. Wheelhouse Studios privacy and solicitation policies must be strictly adhered to. Participants give us their personal information with the understanding that it will be used for course purposes only. Use of the information available via this access by a Teaching Artist for any other purpose, without the express permission of the individual participant, may result in revocation of any current Letter of Agreement and adversely affect possible future teaching opportunities. Please respect the privacy of our participants.

HOW DO I HANDLE 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, WHAT DO I DO?

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 the next working day, 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 IS OVER...

HOW AND WHEN WILL I BE PAID?

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 9th day of the month through the 8th day of the following month. So, for example, if your course ended on April 15th (falling in the payroll month of April 9 – May 8), you will receive payment for that course on the June 1st.

TEACHING ARTIST FEE PAYMENT SCHEDULE

<table>
<thead>
<tr>
<th>Last class date falls between...</th>
<th>Paid on (or first business day after)</th>
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<tbody>
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<td>Feb 1</td>
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</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.

WHAT IF I WANT TO TAKE A COURSE?

Teaching Artists under appointment to teach for the current term and their immediate families may enroll in one course per term at cost. This cost will be the per person cost as determined in the planning process. In many cases the savings will be significant; however, some courses do have high per person costs. To register please contact the Wheelhouse office so we can determine the exact fees you will pay.
WHAT ARE MY FUTURE TEACHING OPPORTUNITIES?

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

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 Mini Course office representatives and adherence to Mini Course policies and procedures.

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

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.

Teaching Artists who perform satisfactorily in courses that will again be offered receive first choice in classes and available scheduling. 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. Any Teaching Artist who replaces you may have first choice in courses and scheduling providing their performance is satisfactory.

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 Teaching Artist used for teaching of that course, rests with Wheelhouse Studios.

________________________________________

Thank YOU for taking the time to read through your Teaching Artist Manual.

If you have any questions or concerns PLEASE contact us.
Welcome!

Thank you for expressing interest in teaching for Wheelhouse Studios! We offer the following information to answer frequently asked questions about our program.

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/uniqueness of the proposed course(s), affordability within typical Mini Course parameters, and overall feasibility of the course(s) given seasonal space and equipment constraints. The final decision on course offerings rests with the staff. We keep applications on file and periodically review them as participant needs and desires vary. If your course is selected as a course offering, it is expected that you will follow the guidelines outlined in this position description and the Teaching Artist Manual. Failure to abide by these policies may result in termination of appointment.

Instructor payment is negotiated individually with each instructor 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
Teaching Artists develop and present a non-credit course(s) plan from start to finish. They instruct a group of adult participants in selected subject matter, endeavoring to create and maintain a positive instructional environment and image of the course program as a whole.

A. Expectations
Our instructors come to us from varying backgrounds, interests, and experience levels. Previous teaching experience is helpful, but not required. We expect that you will teach to the best of your ability, keeping in mind the following guidelines:
   A1. Remember your course schedule and be on time for all class meetings. Assume your course is running unless otherwise notified.
   A2. Be enthusiastic in the subject matter you are teaching and in your teaching of that subject.
   A3. Be knowledgeable in the areas you are instructing, but be willing to admit the limits of your knowledge and refer participants to other resources if appropriate.
   A4. Use the program to facilitate information exchange, but not to advocate a single point of view, belief, cause, or business.
   A5. Promptly contact the office in the event of a change, need, concern, or problem so that we can facilitate the best possible experience for you and your participants. This includes notifying us in the case of illness or emergency so that we may schedule make-up sessions where appropriate.
   A6. Maintain an open, democratic classroom free of biased language, actions, or activities.
   A7. Allow for flexibility in course structure/content upon suggestions from participants and/or Wheelhouse Studios staff.
B. Specific Responsibilities

B2. Create, facilitate, and evaluate a course plan from start to finish.
B3. 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).
B4. Duplicate own handouts, or make separate arrangements to use Union facilities to duplicate course handouts.
B5. Produce a course roster the first day of class and take attendance at all class meetings.
B6. Engage in Instructor self-evaluation and have participants complete some form of evaluation at the last class session to encourage course and teaching improvement.
B7. Notify the Mini Course office immediately in the case of any change in the class schedule.
B8. Schedule courses with the Mini Course office by designated planning deadlines.
B9. Proofread final edition of course description(s) as issued by the Mini Course office to confirm accuracy.
B10. Provide an invoice with receipts, or other appropriate documentation, for agreed upon supply cost reimbursement within 30 days of class end.

C. Accountability & Teaching Artist Status

C1. Reports to the Wheelhouse Studios, both professional and student staff.
C2. 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.
C3. Paid through University Payroll system in one payment after the conclusion of the course term.
C4. Payments made on a per person basis are prorated for participant drops.
C5. Wheelhouse Studios the right to cancel any course for any reason. No payment is made for cancelled courses.
C6. Not guaranteed term to term employment.
C7. 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.
C8. May take one course at cost during current term of instruction. May also enroll one immediate family member in the same course, at the same rate.
APPENDIX B

Wheelhouse Studios Course Evaluation Form

Your reactions and suggestions concerning this course are vitally important to us. PLEASE take a few minutes to complete this evaluation form. The form can be returned to your Instructor, or if you prefer, kept and returned to our office by whatever means is easiest for you. Our mailing address is: Wheelhouse Studios, 800 Langdon St, Madison WI 53706. Or return the form directly to Wheelhouse Studios, lower level, Memorial Union. Thank You for giving us feedback on this course.

Course Title ________________________ Instructor ________________________

1. Was this course worth the time you invested in it?  
   YES  NO

2. Was this course worth the money you invested in it?  
   YES  NO

3. How are you most likely to use what you have learned in this course?

4. What suggestions do you have for improving this course?

5. What additional courses would you like to see the program add?

6. PLEASE add any additional comments you might have (use reverse if need more room).
APPENDIX C

PLEASE NOTE: After completing this form return to the Wheelhouse Studios Office, Lower Level, Memorial Union, 800 Langdon St., Madison WI 53706. The Wheelhouse Office will forward this form to UW Risk Management.

GENERAL ACCIDENT REPORT

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<td>Full Description of the accident including specific location</td>
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<td>Injuries</td>
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<tr>
<td>Address where damaged property may be seen</td>
<td>Estimated Repair Cost</td>
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<table>
<thead>
<tr>
<th>Name of Person Preparing Report</th>
<th>Signature</th>
<th>Date</th>
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</table>
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) 266-2778, FAX (608) 267-1030, E-mail sales10@revenue.wi.gov, or at our Web site www.revenue.wi.gov