

Information for Instructors & Facilitators

Mt. Airy Learning Tree is a unique educational system. Students who choose to take courses in our non-obligatory learning community tend to be both more demanding and more enthusiastic than students in more traditional settings. To maintain both appropriate flexibility and organization, the following arrangements have evolved among the staff, instructors and facilitators of MALT.

Mt. Airy Learning Tree Responsibilities

Edits, prints and distributes a catalog listing and describing course offerings, instructors and facilitators.

Provides publicity.

Finds and secures locations for classes and provides insurance for said location.

Establishes registration fees, collects fees, makes refunds to students and makes payments to instructors and facilitators.

Answers questions from prospective students about courses, in so far as possible and when desirable or necessary, refers questions to instructors.

Emails to instructors and facilitators information needed to start the course prior to start of term and a reminder before the start of class.

Pays instructors 30% of what MALT collects from student fees for their course.

Remits instructor fee at the end of each MALT term.

Instructors' & Facilitators' Responsibilities

Determine the content of their courses, meeting dates and times (within a framework provided by MALT) and the maximum number of students who can enroll in their course.

Make arrangements agreeable to all enrolled students, if it becomes necessary for instructors to make additions or changes to the course.

Collect fees for students who have not pre-registered and forward all information and monies to MALT.

Arrive at location at least 30 minutes prior the start time to post direction signs to the classroom and greet early arrivals. Please bring a marking pen & adhesive tape to post signs.

Take roll at the first class meeting from names provided by MALT and inform MALT office of any variance.

Sends out via email a link to an online course evaluation to all students each term. Encourages students to take the online evaluation or to fill out paper forms in class or at home, to be returned to MALT. These forms provide information useful to instructors and necessary to MALT.

AGREE TO ABIDE BY MALT POLICIES (1) TO ACCEPT ONE, BUT NO MORE THAN ONE, NON-PAYING CLASS MEMBER, WHO MAY BARTER WORK IN EXCHANGE FOR PAYMENT, (2) IN A COURSE MEETING MORE THAN ONE TIME, STUDENTS CAN RECEIVE A FULL REFUND IF THEY CHOOSE TO WITHDRAW BEFORE THE SECOND CLASS MEETING -AN OPTION RARELY EXERCISED, AND (3) TO TEACH A COURSE IF A MINIMUM OF 5 PEOPLE REGISTER (INSTRUCTOR MAY SET LOWER MINIMUMS WITH THE APPROVAL OF THE MALT OFFICE).

Other Options for Instructors & Facilitators

May elect to contribute their fee to MALT.

May collect a materials fee reflecting actual cost, if so announced in the catalog description.

May arrange independent publicity or sponsorship for their courses.

May take a course* during the term they are teaching at one-half the course fee. All registration and material fees still apply. (*Some courses have only a 25% discount for instructors, please check with the MALT office prior to registering.)