



Campus Address: 7734 Plymouth Road, Ann Arbor, MI 48105  
Business Office: 2230 Platt Road, Ann Arbor, MI 48104  
734-926-0060 registrar@mifolkschool.com www.MiFolkSchool.com

## Instructor Guidelines

**This agreement is intended to provide information on teaching at The Michigan Folk School (MFS) and Washtenaw County Parks (WCP). If you have any questions after reading, please let us know - [registrar@MiFolkSchool.com](mailto:registrar@MiFolkSchool.com). Even if you are a returning instructor, we encourage you to read this. As of January 1, 2023 MFS is now owned and operated by Washtenaw County Parks and Recreation (WCPAR).**

Once your class is accepted and scheduled, as an MFS instructor, MFS assumes you will take care in representing the MFS. When conducting a class, instructors should be mindful of the views, beliefs, or philosophies held by individual students. Discussion of polarizing topics can counteract a positive class experience. MFS provides classes in homesteading, culinary arts, farming, gardening, wilderness skills, alternative energy, natural building, and self-reliance.

### VENDOR REGISTRATION

- All Instructors will need to complete the Vendor Registration Process (VRP) **BEFORE** you teach your first class.
- Instructions for the VRP is located on the Instructor Portal - [link](#).

### COMMUNICATION WITH MFS

- **Email is the preferred method of communication with MFS.** Emailing provides staff, instructors, and students with a written record of information. If phone contact is your preferred method, please let us know.
- Our email address is [registrar@MiFolkSchool.com](mailto:registrar@MiFolkSchool.com), and our office phone number is 734-926-0060. The direct line, and preferred contact for Instructors, is Jason Gold, Park & MFS Director @ 734-546-9048 or Wade Buck, Park & MFS Coordinator @ 810-623-2583.
- WCPAR/MFS employs a full-time administrative staff. Staff are available most weekdays from 9am-3pm. All communication MFS receives will be answered as promptly as possible. On weekends with classes, the only contact will be the direct phone line - 734-926-0060. Emails received on weekends will be answered on the Tuesday following.
- The Registrar is your direct contact with MFS -- [registrar@MiFolkSchool.com](mailto:registrar@MiFolkSchool.com). As student-instructor liaison, the Registrar communicates all class information from you to students, and vice versa, in a timely and accurate manner.
- **If students need specific information** - special clothing, equipment, tools, etc - please include this on the PRPOSE A COURSE form. If you wish to communicate directly with students to address specific class needs, email addresses may be provided upon request.

## PROMOTION:

MFS and WCPARC spread the word about MFS by promoting classes, advertising the school, and connecting with the greater community.

- Most classes on the MFS schedule will be promoted by MFS:
  - Online --
    - MiFolkSchool.com
    - Social Media: Facebook/Instagram
    - Regional community calendars
    - WCPARC Newsletter
  - Events MFS attends throughout Michigan --
    - Farmer's markets, conventions, expos, etc.
  - Printed material
- MFS promotes all classes using the baseline mediums and methods above. However, MFS reserves the right to promote classes beyond this baseline, as we see fit and to help ensure minimum attendance in all classes.
- **Promotion is a partnership!** We **highly** encourage you to advertise your own class by word-of-mouth, on social media, or with your own network.
- If you promote your class online, please link to our website and class. If you have promotional materials or images you would like us to use for your class, please send us links, files, or copy.
- We will do all we can within the methods described above, to promote your class. If a class is under-enrolled, and must be cancelled, MFS cannot be held responsible.
- After your class, students might be given the option to complete an **online class evaluation form**, to provide feedback to MFS about your class. Emailed to students by the Registrar after the class, this evaluation form is submitted anonymously, and we encourage open and honest comments. After students are given a few weeks to submit the form, the data is compiled, and you are welcome to request the feedback. Feedback is commonly used as an outreach tool.

## ENROLLMENT:

- As an instructor, **you** choose your maximum student enrollment numbers. Your maximum student enrollment number can depend on a variety of factors: materials, equipment, location limitations, etc. This number is often no more than 12.
- MFS will choose the minimum student enrollment.
- The **minimum student enrollment number** is the number of students we need to have registered to financially run the class. **If the minimum number of students is not reached 5 DAYS BEFORE THE CLASS, your class will be cancelled. \*\*Please see 'CLASS CANCELLATION' below, for more information.**

## CLASS CANCELLATION:

- At any time prior to your class, you can request that MFS email you the number of students enrolled in your class.

- If enrollment is low, the Registrar will communicate cancellation may be imminent. **If enrollment is still below your minimum number 5 days prior to your scheduled course, MFS will close registration, cancel the class and return all students funds, including supply fee funds.**
- This clear-cut class cancellation policy is necessary because, 1) it will provide already-enrolled students with plenty of advance notice of cancellation, 2) it will give MFS staff an across-the-board, exact cut-off date for promotion and administrative tasks, and 3) deadlines give instructors a clear enrollment number, with adequate time to gather materials.
- The registration deadline will be visible to students on our website and in our catalog when the course is administered through MFS. When the course is administered through WCC the registration deadline will be visible.

### **INSTRUCTOR COMPENSATION & SUPPLY FEE REIMBURSEMENT:**

- Instructors are paid as an 1099 independent contractor and are responsible for all deductions.
- As an instructor with MFS, the pay-rate is set at \$50 per teaching/classroom hour for every teaching hour.
- After your class ends you must submit your **Vendor Invoice (VI)** to the registrar in order to get paid. Please use the Instructor Portal to submit your timesheet. - [link](#).
- Your Vendor Invoice will be processed and paid within 30 days of receipt of invoice.
- WCPAR will either send a check to the name and address listed VRP or, if direct deposit paperwork is completed, deposit your compensation directly into your back account.
- **You are responsible for setting the Supply Fee budget on the Course Proposal for each student in each class you teach.** This number is first determined by considering the following:
  - What materials will I need to supply to students?
  - How much will they cost per person?
  - Do you wish to purchase and get reimbursed?
  - or, Do you wish for MFS to purchase and have ready the day of your class?
- The Supply Fee is for consumables only and cannot be used toward any type of compensation or course development fees. Further, it cannot be used toward mileage, gas, lodging, beverages, or food without first receiving WRITTEN authorization from MFS/WCP administration.
- The total of the Supply Fee reimbursement must be at or less than the budgeted amount set for each class.
- **The preferred method for obtaining supplies is for MFS to directly purchase all supplies for classes.** We do understand that this is not always possible and therefore submission of a Supply Fee invoice with receipts is offered, but not promoted. If you will need to purchase your own supplies directly, reimbursement for Supply Fees will only be paid if they meet the following criteria:
  - They must not include any Mi 6% sales tax. To purchase supplies for a class without paying sales tax, please use the *Washtenaw County Sales and Use Tax Certificate of Exemption* form located in the Instructor Portal.
  - Submission of Supply Fee Reimbursement must be accompanied by receipts of purchase. Any Supply Fee reimbursement requests will not be honored without accompanying receipts at time of submission.

## CLASS TIMES / CLASS LOCATION:

- As an instructor, you choose the date (with some exceptions) and what time of day you would like to hold your class. Below are the times of day MFS offers classes.
- Classes at MFS occur on both weekdays and weekends throughout the year. Below is a generic breakdown of class times:

### Half-day:

-- 9am - 12:00pm

-- 1pm - 5:00pm

-- 6pm - 9:00pm

### Full-day:

-- 9am - 5:00pm

### 2-day:

-- 9am - 5:00pm both days

- MFS will choose the best classroom location for your class based on size, materials, subject, and access, unless otherwise indicated.
- Over 95% of our courses occur on our current campus, Staebler Farm County Park. If another location is selected that is more suitable/desirable, MFS staff will review, and if found to be ideal, MFS will secure necessary permissions. Other locations include, but are not limited to:
  - a. **Washtenaw County Rolling Hills Great Room** (7660 Stony Creek Rd, Ypsilanti Charter Twp, MI 48197)
    - Spaces: field, woods, small classroom (20 people max)
    - Materials: chairs, tables, blackboards, electricity, restroom
  - b. **Washtenaw Community College** (4800 E Huron River Dr, Ann Arbor, MI 48105)
    - Spaces: classroom (40 people max)
    - Materials: chairs, tables, blackboards, electricity, restroom
  - c. **Dixboro United Methodist Church** (5221 Church Rd, Ann Arbor, MI 48105)
    - Spaces: commercial kitchen, great room (50 people max), classroom (20 people max)
    - Materials: chairs, tables, blackboards, electricity, restrooms
  - d. **Washtenaw County Parks** (at locations across the county)
  - e. **Superior Township Parks and Recreation** (at locations across the township)

## LUNCH:

- It is important that all students in full day classes are given one hour for lunch, unless otherwise noted. Time for lunch can be provided several ways:
  - You can provide lunch for your students (you are responsible for figuring out the finances of it).
  - You may create a lunch time of 1 hour for people to travel or eat lunch on site.
  - You may leave the class location with your students (if feasible) to procure lunch.

### **CLASS ASSISTANT:**

It is important to MFS that instructors are supported. Requesting a class assistant to help you on the day of your class is one way we achieve this goal, but it must be written during the ROR process.

- **Class assistants are entirely optional.** Please indicate if you will need a class assistant on the Course Proposal form. This expense needs to be built into the ROR, therefore assistants will only be supplied if previously indicated in the Course Proposal.
- The duties of a class assistant include, but are not limited to, arriving early to help you set up, chatting with students to break the ice, helping the Instructor with instruction, and *could* procure lunch if the class is full-day.

### **AGE RESTRICTIONS:**

Due to the varied nature of classes, it is difficult for MFS to design an across-the-board policy on kids taking classes. Therefore, as an instructor, YOU can determine, with MFS input, if you are comfortable allowing kids into your class, and at what age. Please indicate this preference on the PROPOSE A COURSE form. All kids attending classes must be accompanied by an adult, unless you specify otherwise.

Please consider the following before making the decision:

- Young people often require more instruction, and this may detract from other students' experience.
- Kids **require** parent supervision at all times. Parents should be made aware this, and as an instructor, you are not responsible for their child's safety.
- Some kids may not yet have developed necessary skills for certain tasks.
- Attention span is a factor, too. Can kids handle long instruction?

Please note: MFS does not offer a reduced rate to kids. Classes are participatory, instruction-based events, and kids receive the same instruction and opportunity for participation as adults attending the same class.