



EDEN PRAIRIE SCHOOLS

Community Education

Adult Program Instructor Handbook

Fall 2019

Thank you for teaching with Eden Prairie Schools Community Education! We strive to create a supportive environment for adult instructors who wish to share their passions and talents with others. This handbook is intended to provide instructors with the information they need to be successful. Should you have further questions about teaching with us, please feel free to reach out to our staff.

What is Community Education?

Community Education is a department of Eden Prairie Schools offering all community members opportunities to learn and grow. The Mission of Eden Prairie Schools is to: Inspire each student to learn continuously so they are empowered to reach personal fulfillment and contribute purposefully to our ever-changing world. Community Education inspires lifelong learning with inclusive programs for our diverse community. We provide enriching opportunities for babies and parents, children and teens, and adults and seniors--we have something for everyone! Our Adult Program provides opportunities for those who may not otherwise engage with our district. Adults who participate in our programs gain new skills and knowledge while building connections with others and Eden Prairie Schools.

Visit [this Minnesota Community Education Association \(MCEA\) website](#) to learn more about adult enrichment programs and its history.

Office Hours

- What are the office hours?
 - Monday through Friday, 8:00 am to 4:30 pm
- What if I urgently need to contact the office after the office has closed?
 - First try calling Adult Program Coordinator Cheryl Bridge at 952-975-6941 or the Community Education front reception desk at 952-975-6922. If nobody answers, leave a voicemail message.
 - You can also attempt to reach the school where you will be teaching (see a list of phone numbers below). Ask to speak with the Community Education Building Supervisor.

Registration & Enrollments

- How do students register?
 - Registration can be done online, by phone, or in person at the Education Center.
- What if someone shows up at class and isn't on the class list?
 - The student may have registered late. If the student registered after you received your roster, just take the person's name and phone number and notify the office.
 - If he/she has not registered, either direct them register onsite immediately via the website (the Eleyo registration site is a mobile friendly platform) or notify the Building Supervisor, who can assist in processing the registration.
- Is financial assistance available to students?
 - Yes, we have a fee assistance program to ensure residents with low incomes can access our programs. Additionally, UCare members receive terrific discounts.
- How will I know if I have enough students for my class to run?
 - You can access your course rosters via Eleyo to view your current enrollments (see below). Final decisions to run courses will be made on Wednesdays the week before your class starts and will be based on the course minimums outlined in your contract. If minimum numbers were not reached, both parties must agree to run with lower enrollments. With very few exceptions, Community Education will not approve courses with fewer than four enrollments.
- When will I get a class list?
 - You can access rosters anytime online through our Eleyo registration system. View [this document](#) for instructions. If you need assistance or cannot access the Eleyo system, notify Cheryl Bridge, Adult Programs Coordinator, and you will receive your class roster via email on the Thursday of the week before your class starts. If more students register between then and the start of your class, you will receive an updated roster by email.
- Will my class list include student contact information?
 - No, Community Education cannot provide instructors with student contact information. Instructors may share their contact information with students, but this is optional. Additionally, students may share their contact information directly with an instructor, but this exchange should also be optional.

Technology, Equipment & Onsite Support

- What if I need an LCD projector, screen, dongle, other tech equipment, or a special room set-up for my class?
 - The need for this equipment as well as room set-up preferences should be indicated on your online course proposal. Should we be able to accommodate your request, it will be noted in your contract. If you need to request additional equipment or have a change to what was originally agreed upon, please email

Cheryl Bridge, Adult Program Coordinator at cbridge@edenpr.org at least 10 days prior to the date needed.

- Is there tech support available to assist in using the technology?
 - We are not able to provide onsite tech support. Building Supervisors may be able to provide some assistance in identifying the equipment requested, but instructors should know how to use any equipment requested in your course proposal.
- What if I have questions once I get to class?
 - During regular daytime hours, you can call Cheryl Bridge, Adult Program Coordinator at 952-975-6941.
 - For evening and weekend classes, Building Supervisors are scheduled to arrive 15 minutes before the first activity begins. If you need to get in before that time, please contact Cheryl Bridge ten days prior to your class.
 - Building Supervisors will assist you in finding rooms, getting your room setup, taking registrations, and are to be contacted for any onsite needs you may have.

Class Handouts & Supplies

- What if I have handouts for my class?
 - You are expected to print and provide your own paper handouts.
 - Community Education can email handouts to your students before or after your class. Email your handouts to cbridge@edenpr.org with your preference on when they are emailed to students.
- What if I need supplies, food, etc. for my class?
 - You are responsible for providing all needed supplies.
 - The cost of the needed supplies should be included in the course proposal.
 - Supplies fees will be collected by the instructor the first day of class should you need additional reimbursement for supplies outside of the course fees. These fees must be agreed upon in advance and advertised to participants.

Illness, Emergency & Rescheduling

- What if, at the last minute, I become ill, have car trouble, or are running late?
 - First try calling Adult Program Coordinator Cheryl Bridge at 952-975-6941. If nobody answers, leave a voicemail message. Then try calling the Education Center front receptionist number at 952-975-6922. You can also attempt to reach the school where you will be teaching. Ask to speak with the Community Education Building Supervisor.
- What if I need to cancel or change an upcoming course?
 - Once a contract has been signed and the course has been advertised, we expect instructors to honor their commitments. That said, we understand that

occasionally something comes up that requires a change. Please provide at least two weeks notice if you need to cancel or change a course.

- If your class has multiple sessions, it is your responsibility to inform students of the cancelled/changed class and identify a make-up date.
- If it is a one-time class, Community Education will call the students. Contact the Community Education office to inform us of the cancelled/changed class and to arrange for a make-up date.
- Will the class be rescheduled?
 - There may be some circumstances when rescheduling may not be possible, but our preference is to make up the course or session, or offer to transfer enrollments to another course that is already scheduled.
 - Please provide alternative dates you are available when cancelling.

Class Evaluations

- How is the class evaluated?
 - Students will be emailed an online evaluation after the class ends. Please encourage your students to watch for the email and to complete the evaluation.
- Why do you want evaluations?
 - Feedback can help us provide a better experience for students, can help you improve your teaching methods or adjust your curriculum, and gives us insight on how classes are being received by participants. Statistics are calculated and used to measure the effectiveness of our programs.
- Will I have an opportunity to see the evaluation results?
 - Yes, we are happy to share the results with you! If you do not receive a copy of your evaluations, please contact Cheryl Bridge, the Adult Program Coordinator.

Contracts & Payment

- Am I a contractor or an employee?
 - It depends. We work with both types of instructors. We will work together during the onboarding process to determine how you should be set up.
- How much will I get paid?
 - We work with each instructor to determine a compensation agreement that is fair and beneficial to both the instructor and the program. By law, adult enrichment programs must be self-sustaining, meaning the district cannot lose money. Though we need to cover our expenses associated with running the program, we are not for-profit. We attempt to keep prices as low as possible to ensure our programs are accessible to everyone in our community.
- If I am a new instructor, what paperwork do I need to fill out?
 - If you are an independent contractor, we need a copy of a W9 with your EIN on file.

- If you are an employee, you must complete an employment packet and complete and pay \$21.00 for a background check.
- Will I receive a contract?
 - Yes, after your course proposal has been reviewed and an agreement on the course details and payment have been finalized, you will receive a contract along with this handbook. Please review, sign, and send back the contract (email, fax, or mail).
- Do I need to submit an invoice?
 - Maybe. If you are a contractor, please submit invoices by the 15th for courses taught during the first half of the month. For courses taught during the second half of the month, please submit your invoice by the last day of the month.
 - If you are an employee, you do not need to submit an invoice, but do need to notify the Adult Coordinator immediately following the course if there were any changes to the roster (additions or no-shows).
- When will I get paid?
 - Payment is made on the 15th and the last day of the month. If your class finishes by the 15th of the month, you will receive payment on the last day of the month. If it finishes by the last day of the month, you will receive payment on the 15th of the following month.

Additional Expectations & Notes

- We expect all courses to start and end on time. Please be prepared to start your course at the advertised time. We suggest arriving 15 to 20 minutes before class to ensure you can find the room, set up your equipment, and welcome students.
- Instructors may not use class time to promote their own businesses or solicit customers. Any exchange of contact information between an instructor and a participant must be initiated by the participant.
- Certificates of Completion are available with advanced request.
- No beverages or food are allowed in the classroom with the exception of cooking classes.
- All buildings and grounds are totally tobacco-free, alcohol-free and drug-free — No Smoking, vaping, or other tobacco, drug, or alcohol use is permitted anywhere on school property. Additionally, it is strictly prohibited to be under the influence of drugs or alcohol while instructing.
- Leave the classroom as clean or cleaner than you found it (e.g. close windows, erase boards, and leave the furniture as you found it).
- Because it's frustrating to the customer when courses are cancelled, and there are costs associated with advertising, building courses, and cancelling and refunding customers, we will not continue to offer courses that have cancelled due to low enrollments three times within a two-year period.

- Our sites have been designated 'Latex Limited' and 'Fragrance Aware.' Please do not bring latex gloves or balloons in our buildings. Please know that we strive for a fragrance- and scent-free environment.

Building Address & Phone List

- Education Center: 8040 Mitchell Road, 952-975-6940
- Lower Campus Preschool Center: 8100 School Road, 952-975-7200
- Administrative Service Center: 8100 School Road, 952-975-7000
- Central Middle School: 8025 School Road, 952-975-7300
- Eden Prairie High School: 17185 Valley View Road, 952-975-8000
- Oak Point Elementary/Eagle Heights Spanish Immersion: 13400 Staring Lake Parkway, Oak Point: 952-975-7600, Eagle Heights: 952-975-7700
- Cedar Ridge: 8905 Braxton Drive, 952-975-7800
- Eden Lake: 12000 Anderson Lakes Parkway, 952-975-8400
- Forest Hills: 13708 Holly Road, 952-975-8600
- Prairie View: 17255 Peterborg Road, 952-975-8800

Key Community Education Adult Enrichment Contacts

- Cheryl Bridge, Adult Program Coordinator: cbridge@edenpr.org, 952-975-6941
- Molly Patil, Director of Adult & Community Engagement Programs: mpatil@edenpr.org, 952-975-6942
- Shawn Hoffman-Bram, Senior Director of Community Education: Shawn_HoffmanBram@edenpr.org, 952-975-6948
- Community Education Main Office: comed@edenpr.org, 952-975-6940