

Arts Benicia Education Policies



The mission of the Arts Benicia's Adult Education Program is to provide a learning environment for the exchange of ideas and information and to inspire the community to develop its creative potential. Our community is very fortunate in having many professional studio artists who are also gifted teachers, and who have provided highly skilled instruction over the years in a caring, attentive classroom environment.

Scheduling - Classes will be scheduled semiannually, on the six-month system. Classes will be scheduled from January-June and July-December. For classes and workshops to be considered, instructor must provide complete class proposals two months prior to the beginning of the upcoming semester.

Instructor Agreement - An Instructor Agreement will be signed by the instructor and by the Arts Benicia Executive Director. This agreement will be kept on file and will apply for the duration of the instructor's association with Arts Benicia. The instructor will fill out a form W-9 which will also be kept on file.

Compensation - Class tuition will be determined with the instructor. That tuition amount will apply to Arts Benicia members. Non-members will be charged \$15 more. Instructors will receive 65% of total tuition collected. Instructors will be paid promptly at the successful conclusion of their class or workshop.

Class Assistant – If an instructor wishes to have an assistant (tuition free) for their class it must first be approved by Arts Benicia. The assistant must clearly work in the capacity of assisting with set-up, clean-up and be available to work directly with the students, under the tutelage of the instructor, for the duration of the class. The class assistant is an unpaid position.

Promotion - Early registration will be encouraged. Arts Benicia will begin promoting scheduled classes and workshops beginning no later than one month before classes begin. Class descriptions and online registration will be posted on the Arts Benicia website. Classes will be promoted with our e-newsletter, *Currents*, and with recurring e-mail blasts. Classes may also be promoted with printed flyers, social media sites, free listings in local media, or other means. Instructors are also expected to promote their classes using their own resources.

Students - Adults 18 and older may enroll in classes. With the approval of the instructor, a child younger than 18 may enroll if the instructor has a cleared Arts Benicia Live Scan. A copy of the instructor's recent TB test with a negative result and a copy of the Live Scan results are kept in a confidential file. Minors may also take a class from any instructor if the parent is present whenever the child is in class.

Student Confirmation - Instructors will be copied (cc'd) when students are sent an e-mail to confirm their payment. In the e-mail students are told to contact the instructor directly with questions about the class and to obtain a Supply List for the class (if applicable). It is the Instructor's responsibility to respond to student inquiries.

Cancellation - If minimum enrollment is not met the class may be cancelled at the discretion of the instructor or of the Executive Director. When a class is cancelled students will be given a full refund, or they may apply their tuition payment towards another class. No refunds will be given after a class begins, with limited exceptions at the discretion of the Executive Director. Classes cannot be prorated except with approval by the Instructor and by Arts Benicia.

Instructor Packet - New instructors will be given an orientation prior to their first class where they will be issued a key to the classroom (if appropriate) and given instruction regarding the alarm system in the gallery and classroom policies.

Student Evaluation Forms – These forms are available in the classroom in the plastic holder attached to the wall near the model stand. We ask each Instructor to hand out the Student Evaluation forms on the last day of class. Students may return the form to the instructor or they may take it home and mail it back to Arts Benicia. Return envelopes are also kept stocked in the holder. All information is confidential. The top portion of the form is used to calculate scores for all instructors which are reported to the City of Benicia on our quarterly report. We use the bottom portion that includes student testimonials to promote future classes.

Class Registration Forms – These forms are also available in the classroom in the plastic holder attached to the wall above the folding tables. You are welcome to have students sign up for your next class, or for a different class we offer. If you collect payments, you may use the return envelopes to return forms and payments to Arts Benicia.

instructor signature *date*

 *February 16, 2018*

staff signature *date*

Updated 02/16/18