

**Mt. Airy Learning Tree**  
6601 Greene Street  
Philadelphia, PA 19119

215-843-6333 (voice)  
215-843-6655 (fax)  
[www.mtairylearningtree.org](http://www.mtairylearningtree.org)

## Information for MALT Instructors

Mt. Airy Learning Tree (MALT) is a unique educational system where neighbors teach their neighbors. Students who choose to take courses in our non-credit setting tend to be more enthusiastic than students in more traditional settings. To maintain both appropriate flexibility and organization, the following arrangements have evolved among the staff and instructors of MALT. ***PLEASE NOTE that we will not cancel a class until 2 days before it's scheduled to start.***

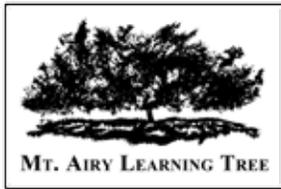
### MALT Responsibilities

- Edits, prints and distributes 85,000 catalogs/ term with course offerings and instructor bios
- Provides publicity/ web listing
- Finds & secures locations for classes and provides insurance
- Establishes and collects fees, handles refunds to students
- Answers questions from prospective students about courses and when desirable or necessary, refers questions to instructors
- Emails instructors information needed to start the course prior to start of term and a reminder before the start of class
- Pays instructors 30% of course fees at the end of each term

Instructors also agree to: (1) inform the MALT office of any date/schedule changes YOU made to your class (you are also responsible for informing your students); and (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 not publicized.

### Instructors' Responsibilities

- Agree to teach the class if a minimum of 5 people register (lower minimums can be set with the approval of the MALT office)
- Determine the content of your courses, meeting dates & times (coordinating with MALT staff) and the maximum number of students who can enroll
- Arrive at location at least 30 minutes prior to the start time to post direction signs to the classroom, prepare classroom space and greet early arrivals
- Provide all materials necessary to run the class including ingredients, handouts, flip charts and markers
- Take roll at the first class meeting. To be paid for walk-ins, provide MALT with names and contact information for any student not on the roster
- You may collect fees for students who have not pre-registered or have students pay MALT directly. Pass on contact info (& money) to MALT
- Make arrangements agreeable to all enrolled students if it becomes necessary to make changes to the class
- Hand out student evaluations to be returned to the MALT office by the instructor and/or by individual students



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## Location Notes

MALT will arrange a location for your class but it is up to you to provide the materials necessary to teach it. Locations will usually have easels or white/black boards but ***you will need to provide the flip charts and markers***. If you wish to see the space prior to the 1st class, please contact the location. An LCD projector and/or laptop is available for loan from the MALT office, with notice.

## Do-Over Policy

A student who misses a course may opt for a “do-over” at a future date. The instructor is paid for the no-show in the current term. When possible, MALT will provide instructors with the name & contact info of potential do-over students before your class in the next term begins. Do-over students will not appear on the roster (to avoid duplicate payments) and therefore will not receive notice of any last-minute changes. It is up to the student to self-manage. They should inform instructors of their presence when roll is called, and provide contact information so that you may keep them informed of any changes from that point forward.

## Other Options for Instructors

- May elect to contribute their fee to MALT
- May collect a materials fee reflecting ***actual cost***, if it is included in the catalog description. This fee is payable directly to you by the students on the first day of class and can cover the costs of hand-outs, cooking ingredients, equipment rental, etc.
- May arrange independent publicity for their courses
- May take a course\* during the term they are teaching at one-half the course fee. All registration and materials fees still apply. (\*Some courses have only a 25% discount for instructors, please check with the MALT office prior to registering. These are usually ones with big equipment - i.e., rowing, horseback riding, glass blowing, etc.). To receive the instructor discount, you must enroll through the MALT office - the web does not handle discounts.
- May join our Facebook group for instructors (<http://www.facebook.com/groups/271218469567967/>)