



# Instructor Information

6601 Greene St, Philadelphia, PA 19119 P 215.843.6333 W [mtairylearningtree.org](http://mtairylearningtree.org)

Our tagline is Neighbors teaching Neighbors. And thanks to you, and our community, together we can offer between 230 to 250 classes in our course catalog in each of our Fall Winter and Spring terms!

## MALT Responsibilities

- Edits, prints and distributes 60,000 catalogs per term with course offerings and instructor bios
- Offers online class registration on our website, [www.mtairylearningtree.org](http://www.mtairylearningtree.org)
- Provides promotion including media relations, and social media posts
- Finds and 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 the start of term and a reminder before the start of class
- Pays instructors at the end of each term
- MALT will provide hand sanitizer and masks to instructors if requested.

## Instructor 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 and times. Coordinate details with MALT staff, and select 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, markers, etc....
- Take roll at EVERY Class meeting.
- In the rare occurrence you have a walk-in student, provide MALT with names and contact information for any student not on the roster.
- Instructor will pick hand sanitizer up from MALT office prior to start date and make it available to students at class if needed.

## Instructor Responsibilities Continued....

- Make arrangements agreeable to all enrolled students if it becomes necessary to make changes to the class
- Provide link to online evaluation and/or hand out student evaluations to be returned to the MALT office by the instructor and/or by individual students
- Inform the MALT office of any date or schedule changes YOU made to your class. You are also responsible for informing all of your students
- Attend an optional zoom teacher orientation before the term begins. This is a great way to meet other teachers and learn about MALT.
- If you are teaching online, please reach out if you have any technical questions before your zoom class begins.
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## Instructor Options

- May elect to donate their teacher fee to MALT. This is very much appreciated, and many of our teachers support MALT in this way.
- Big Benefit! May take two courses during the term they are teaching at 50% off the course fee. All registration and materials fees still apply. In rare cases a course has only a 25% discount for instructors. To receive the instructor discount, you must enroll through the MALT office - the website does not handle this discount.
- 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 handouts, cooking ingredients, equipment rental, etc.
- May arrange independent publicity for their courses. Please share links to blogs/feature articles, and tag us on facebook or instagram
- Join our Facebook group for instructors (<http://bit.ly/instructor-FB>)
- Follow us and tag us on social media!  
Instagram and Facebook:  
@mtairylearningtree

## 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 any additional supplies. If you wish to see the space prior to the 1st class, please contact us and we'll coordinate a visit. An LCD projector and/or laptop is available for loan from the MALT office, with notice