

**ENRICHMENT INSTRUCTORS' GUIDE**  
**MID-MAINE REGIONAL ADULT COMMUNITY EDUCATION**  
midmaine.maineadulted.org

**STAFF:**

Hannah Bard - Director  
Shelley McGowan - Administrative Assistant  
Shawna Quimby - Secretary  
Paula Callen - Messalonskee Site Coordinator

Joyce Anderson - Messalonskee Site Secretary  
Leslie Parsons - Evening Secretary  
Jane Lee - Community Enrichment Coordinator

**OFFICE INFORMATION**

MESSALONSKEE - 465-9134  
131 Messalonskee Dr., Oakland  
**Mon-Thurs 5:30-9:30 p.m.**

WATERVILLE - 873-5754 or [adulted@aos92.org](mailto:adulted@aos92.org)  
1 Brooklyn Ave., Waterville  
**Mon-Thurs 7:30 a.m.-4:00 p.m. & 5:00-8:30 p.m.**  
**Fri 7:30 a.m.-12:00 p.m.**

**Mission Statement**

***Our mission is to provide affordable, quality, continuing education opportunities to our communities that meet the academic, professional and personal interests of our residents.***

Welcome to Mid-Maine Regional Adult Community Education. This guide is provided to answer routine questions you may have about teaching in our program. If you have any other questions please feel free to contact our office. We hope your teaching experience with us will be both positive and enriching.

**ACCIDENTS**

If you or any of your students are injured on school property, notify the adult education office within 24 hours. You will receive further direction if necessary.

Students in courses which involve physical activity or the use of chemicals or equipment/tools are required to sign a liability waiver (see enclosed). Please have your students fill out these forms the first night of class.

**ATTENDANCE**

Please pick up your attendance folder in the adult education office each evening. Fill in the names of the students and check off the attendance for each class. We require all instructors keep an accurate record of attendance which must be handed in at the end of each class meeting. If the class is off site the folder needs to be returned at end of the course. The office staff will use the folder to get messages and photocopying to you.

**A/V EQUIPMENT**

We have A/V equipment for use in your class. Please submit your request to the office one week in advance of the needed date. If you know you will be using the same piece of equipment throughout the term, please let the office know of your standing request.

**MATERIALS**

Students need to know in advance material costs for your enrichment course. We include this information in the course description in the brochure and on our webpage.

**BREAKS**

For classes over an hour in length we encourage both students and instructors to schedule a break halfway through the evening.

**CALENDAR**

Because our courses follow the AOS 92 school calendar, we observe the same vacation schedules for our classes.

## CANCELLATIONS

**Weather:** If AOS 92 schools are cancelled or have an early release due to inclement weather, night classes are cancelled. If a storm develops during the afternoon check *midmaine.maineadulted.org* or call our office for cancellation information.

**Illness:** If you have to cancel class due to illness, please notify our office and your students as soon as possible. If you are unable to contact students, please contact the office and we will do it for you.

**Makeups:** Cancelled classes are to be made up at the same time and same day of the week as regularly scheduled class unless other arrangements are approved by the Director.

**Lack of Enrollment:** Each course must have a minimum number of students to run. We decide if a class will run the week prior to start of class. You may call the office or view your roster on MaineStars to find out how many are registered in your course.

## CLASS HOURS

We recommend that you be in your classroom at least ten minutes before the start of class. Office staff will assist with unlocking classroom doors. Please follow the advertised class hours. Students appreciate classes that start and end promptly! We ask that all classrooms be vacated no later than ten minutes after the end of class.

## CLASSROOMS/HOUSEKEEPING

Please feel free to make the space in which you are teaching reflect the kind of learning environment you want. You may move desks, use the whiteboard, etc. At the same time please respect the fact that this classroom is used by other teachers. Please return it to the condition in which you found it. More specifically, return desks to the original configuration, pick up litter and erase the boards.

## COMMUNICATION

We do not give out instructor's phone numbers or personal e-mail addresses to students. You may, however, make this information available to your students. We will take messages for you and leave them in your attendance folder.

## COURSE SYLLABUS

Each course syllabus should include the overall goals and objectives of the course. We suggest that you also share this information with your students. Many instructors also prepare a night-by-night breakdown of activities.

Many students like to have written materials to which they can refer between classes. We suggest that you provide written directions when possible.

## COURSE PROPOSALS

If you are interested in teaching another course or even the same course again, you must submit a Course Proposal Form. We are always interested in ideas for new courses.

## ELECTRONICS

Please refer to the enclosed K-12/Adult-Ed Acceptable Use Policy. These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users.

Please ask students to turn off all electronic devices during class.

## EVALUATIONS

A student evaluation form will be distributed to your students at the end of the course (see enclosed). Please return these completed evaluations to the office. We will prepare a summary of these evaluations for your information.

## FIRE SAFETY

Fire exits are posted in each room. Please review this with your students. Evacuate the building if the fire alarm sounds and take your belongings with you.

## OPENING NIGHT PROCEDURES

Please take time your first night of class to get to know your students. Introduce yourself and briefly relate your experience with the subject. Have students introduce themselves and explain what they hope to get from the course. Discuss with the students your expectations for the course. Finally, take a few moments to discuss the procedures to follow if class is cancelled.

## PAYROLL

We need to have the following on file for each instructor: W-4 Forms, I-9 Form, and Employment Eligibility Verification. Please see Shelley McGowan directly to complete these forms. It is also very important that we have your current address, email address, and day and evening phone numbers. Please note that paychecks cannot be issued until the necessary paperwork is completed.

**Lump-sum payments:** Most instructors are paid upon completion of the course. A lump sum payment will be issued to you when you turn in your attendance folder and a completed Payroll Sheet (see enclosed) to the adult education office. All AOS 92 employees are paid by direct deposit only.

**Bi-weekly payments:** For those teachers who choose to be paid bi-weekly, Payroll Sheets must be submitted to the adult education office by Thursday morning of the week before a pay week.

## PHOTOCOPYING

We are happy to help you with photocopying if you give us a minimum of 24 hours notice. It is easiest if photocopy requests are received a week in advance. Please attach the Photocopy Request Form (see enclosed) to the material to be copied.

## PUBLICITY

The brochure, our website, and Facebook are the main vehicles through which we advertise the courses. We encourage you to also promote your course. To avoid duplication, please notify the office before you contact the media.

## REGISTRATION

Registration begins as soon as the brochure is distributed. We accept registrations on a first come, first served basis through our on-line process, the mail and in person. We cannot reserve space in a class until we receive registration and payment.

## SMOKING

All school property is designated as **NO SMOKING**. No one is allowed to smoke in the buildings or on the grounds. Please make your students aware of this policy.

## SUPPLIES

Let us know about any special requirements you may have.