

Textile Center's mission is to honor textile traditions, promote excellence and innovation, nurture appreciation, and inspire widespread participation in fiber art.

WELCOME INSTRUCTORS!

Thank you for teaching with us at Textile Center! Review this packet for policies and guidelines regarding core adult education programs at Textile Center. If you have any questions, please let us know!

General Information

Office Hours: Textile Center's building is open to the public Tuesdays-Saturdays from 10 am – 4 pm (and Thursdays from 10 am – 7 pm). Staff work onsite and remotely Mondays through Fridays and on weekends as needed, between 9 am – 6 pm. Please check with individual staff for onsite availability.

Shop & Gallery Hours: Sunday, Monday – Closed
 Tuesday – Saturday, 10 am – 4 pm
 Thursday, 10 am – 7 pm

Textile Center staff are not available during the following holidays:

New Year's Eve Day	New Year's Day
Memorial Day	Week of July Fourth
Labor Day	Thanksgiving
Day after Thanksgiving (Building is open for shopping.)	
Christmas Eve Day	
Christmas Day	
Week between Christmas and New Year's Day	

Catalog and Website

Textile Center will produce digital and/or printed promotional listings of trimester workshops. Digital announcements and registrations for classes are always available on our website, textilecentermn.org, and listings are emailed weekly to over 10,000 constituents.

Registration

Students typically register for workshops online through our website. However, they are also able to register for workshops in person in the Shop. Students receive automated email confirmations of both their enrollment and their payment when they register through our website. Instructors are provided with the list of registered students at the beginning of the workshop. Instructors may also request the list in advance.

Supply Lists

If your workshop requires students to bring specific supplies, please submit the complete list to the Education Program Staff with your original workshop proposal. If you need to make a change to your supply list, please notify us immediately. Supply lists are posted online on the workshop page and sent to all students who register.

Materials Fees

For in-person classes, you may require students to pay an additional materials fee at the start of the workshop. **If you plan to charge this fee to your students, include the amount in your proposal along with a list of the materials that students will receive.** We include these details on your website class page and on the workshop's supply list so that students know there is an additional fee for the class and are prepared to pay it. COPIES for handouts also need to be included in this fee, so the students can reimburse you for this expense.

Many students factor in the cost and content of these fees as part of their decision to register, so please be mindful of planning for these supplies. We suggest a limit of \$20 for materials, unless the class is longer and involved, or if the students receive materials to take home to make another project. Textile Center is not responsible for collecting materials fees.

Bibliography

You may want to include a bibliography of books or articles to help students prepare in advance of the workshop. Please provide a bibliography of suggested readings along with your supply list. This bibliography will be included on your supply list. As well as serving as a reference for students preparing for your workshop, a bibliography will also inform our librarian as to what books you may want to have pulled for an in-person class.

Handouts and Copies

Many students benefit from a printed handout, or a PDF that can be sent before or after class via email. We are happy to email these for you. Class outline, process notes, materials used, list of local resources, and additional resources or information are just some examples of things to include. We encourage you to protect your printed material with a ©, if applicable.

If you need to print your handouts or make copies at Textile Center, please notify us **AT LEAST ONE WEEK in advance – with a PDF of the handout emailed to Program Staff** so we can prepare your copies.

All instructors are allowed 10 black and white copies per student without charge, in the form of handouts for in-person classes. You will receive an invoice from Textile Center for any additional copies, and you will need to add these fees to your materials fee if you want to be reimbursed by the students. Black and white copies are 10 cents per copy. Color copies are 25 cents per copy.

Students

Textile Center welcomes students of all backgrounds and abilities to create fiber art in the spirit of inclusion. If a student registers for your workshop and shares specific needs in advance, those will be shared with you. **We ask instructors to prepare for 1 or 2 additional students, as late registrations often come in.** If your class has sold out to capacity, we will not allow additional registrations unless we talk with you first.

Occasionally, we have a student who did not register, arrive for an in-person workshop, not realizing they did not receive a confirmation for their payment — which generally means their payment did not go through. If there is a student present who is not on your roster, please send them to the Program or Shop Staff in the building, and we will look into the matter. If you are teaching on the weekend, please send them to the Shop to look up any transaction history. If you are able to accommodate the student, staff will get them registered.

If no staff are present, you can choose to accommodate them if you are able. Please take their name, phone, and email and leave the information in your instructor folder, and we will get in touch with them after the workshop to secure payment or problem-solve the issue. Thank you for helping us provide this customer service to students in your workshops. We know it can be stressful, and we appreciate your assistance.

Instructor Pay, Workshop Capacity, and Bonuses

Instructor pay for 2023 is \$35/hour for ALL core program adult classes. Textile Center strives for each workshop to be at full capacity. This means that if a workshop has a maximum of ten students, we want it to be full at ten students. Textile Center and instructors can work together to achieve this goal.

The *Capacity Sold bonus system for ALL core adult workshops* will continue throughout 2023, as an hourly bonus incentive for instructors paid at the normal \$35/hour rate. To receive a bonus of \$5 per teaching hour, classes must have an enrollment of 8-9 students. To receive a bonus of \$10 per teaching hour, classes must have an enrollment of 10 (or more) students.

We encourage all instructors to work with us to promote your class by sharing/promoting your class through social media — email, Facebook, Instagram, or other. Please feel free to copy the Education Program Staff (cmcknightsethi@textilecentermn.org) or our Communications Manager (mfinnamore@textilecentermn.org) on any emails you send to your student lists, or tag Textile Center when making social media posts: **@textilecentermn.**

In-person classes are currently set at an 8-12 student maximum. Digital classes are set at 12-15, depending on content. Dye lab classes are set at a maximum of 8 students, to manage impact on and safety in the dye lab.

Workshops typically have a minimum enrollment of 3-4 students for ALL core program adult classes, depending on the tuition set for the class, length of the workshop, and mileage reimbursement (if applicable). If enrollment is not met one week prior to the workshop start date, Textile Center has the right to cancel the workshop. If Textile Center cancels a workshop due to low enrollment, we will notify you immediately after the decision is made. Since many of our registrations are last minute, Textile Center may hold registration open longer on a case-by-case basis, with instructor approval.

Building Access

Textile Center is staffed during the Office and Shop & Gallery Hours listed at the beginning of this document. **If you plan to arrive and/or leave outside of those hours, we will arrange for staff to be present to open the building for you, on half hour before class time — or we'll provide a short training on how to open and/or close the building and issue you a Teacher Key.** Please make arrangements at least one week in advance for this review/training. Tuesday – Saturday, no one is in the building until 9:30 am. Please plan ahead if you wish to access the building earlier.

Instructors will be responsible for letting students into the building, outside of public building hours. You may wish to assign one of your arrivals to open the door for others, to allow yourself time to prepare for the workshop. If you do not want to be responsible for having to open up before your workshop, then work with Education Program Staff to schedule your workshops with a start time of 10 am or later, and plan to come in the day before to set up, if you need extra time for this.

Teacher Arrival/Check-In/Closing

In-Person Classes:

It is expected that teachers will **arrive at least 30 MINUTES before the start of the workshop**, as many of your students will arrive early to class. You may wish to assign one of your early arrivals to open the door for others, to allow yourself time to finish preparing for the workshop. Teachers will be provided with an Instructor Folder including a student roster, your contract (if not already signed), a payment invoice to be signed, brief student survey forms, and an instructor survey to be returned to Textile Center. If special tools or supplies were requested, those will be in the classroom. Please bring the folder with payment invoice and surveys to the Education Office when the workshop is complete, and slide it under the door OR leave it on the teacher table in the front of the classroom. Be sure to leave a copy of the signed contract and the pay invoice. We cannot process your check until we receive them.

Evening instructors are asked to shut off the lights and set the alarm when exiting the building at night. We will walk you through this if you have not been trained already. Instructions are easy and are located above the alarm pad at the back door.

Digital Classes:

Please **check in to our digital classroom for your Zoom session 30 minutes before class starts**. This allows time for a tech check, camera adjustments, and an audio check. Program Staff will be responsible for letting students into the class session from the waiting room and welcoming them to the class, and monitoring the session for AV difficulties.

Classrooms and Equipment Needs, including SMART Classroom Technology

All classes are currently held in Rooms 1, 2, 4, and 5 as well as the Dye Lab. Rooms 1 and 2 are typically joined together to create one large classroom (also sometimes referred to as “The Auditorium”). These classrooms are located nearest the bathrooms. Room 4 is located across from the Library. Room 5 is connected to Room 4 and accessible through the lounge next to the Shop. The Dye Lab is located near the back door of the building.

All on-site digital classes take place in our Digital Classroom, Room 3, which is currently located near the main staff offices, adjacent to Rooms 1 and 2.

If you have special set-up requests for your workshop, such as ironing boards or the overhead camera, laptop and monitors, please make sure to communicate with Program Staff about this, if we have not reached out. We apologize if anything is missed in this process!

The most common survey feedback from students is that the classroom is either too hot or too cool. Please let us know if you would like more information on how to work the auditorium thermostat or ceiling fans, and we can show you when you check-in for class. We recommend that you include ask students during your introduction to let you know if they are uncomfortable with the classroom temperature.

Classrooms now include DIGITAL TECHNOLOGY equipment, to support your teaching. This includes several large screen monitors, which can be placed around the classroom, and an overhead camera for projecting multiple views of your demonstrations. We can provide speakers and microphones as necessary. A classroom laptop, for projection onto a monitor, is available. We are available to work with you—all we ask is that you come to class at least 30 minutes early if you

need to know how to use this equipment—particularly if you are teaching outside of the public hours that staff is present in the facility.

PLEASE REMEMBER to TURN OFF the DIGITAL EQUIPMENT WHEN YOU LEAVE.

Using the Dye Lab for Teaching

You must have previous dye experience and have taken a *Dye Lab Training* in order to teach in the Lab. All instructors needing access to the Dye Lab will receive a blue closing checklist in your instructor folder. When the workshop is over, complete the checklist to ensure that the Dye Lab is clean and properly closed, and return the completed form with your other class materials in the instructor folder to Program Staff.

Clean up is important in the Dye Lab, particularly because of the chemicals used. It helps to plan this in for the class, so they participate in helping clean up the space and items they use—so set the parameters for clean-up at the beginning of class, so everyone understands the plan for this. Please put bins and all DRY tools back where you found them. **CLEAN OUT THE SINKS**, and make sure all the water has drained down before you leave by removing all organic and non-organic residues that do not belong in the drains. All surfaces including tables, sinks, buckets, drying racks, and spills on the floor should be wiped and **free of chemical residue** when you leave. **A cleaning fee of \$25 will be deducted from your payment slip if the Dye Lab is left unclean.**

Please do not leave ANYTHING in the dye lab that was not there when you came in. It will all be disposed of within 24 hours of clearing the lab. We will try and put what appear to be personal effects in our lost and found, for future retrieval. But we simply cannot be responsible for anything left behind after a class. If you need to donate left over materials, donations need to be made by contacting the Office staff. We have very limited capacity to accept donations, unless they are directly related to current program needs.

We close the Dye Lab for 2-4 days each year to deep clean the space, deal with broken equipment, and discard abandoned articles.

Clean Up

We now include a statement on all supply lists, asking students to help with clean up at the end of class. Please include ample time in your course curriculum for student clean up so that you are not left bearing the responsibility alone. Projects or materials cannot be left in the classroom or Dye Lab. Please do not leave “donations” anywhere in the facility. All donations must be approved for acceptance by Erin Husted, ehusted@textilecentermn.org.

Broken or Damaged Equipment

Please notify a staff member immediately if you notice something is broken, damaged, not working properly, making a funny noise, or missing. Please leave a note on the equipment and leave it in the classroom on the table with your teaching packet, if staff are not present.

Student Surveys

Short surveys will be included in your class folder for in-person classes. Please have each student complete the survey and return to the envelope provided. You are welcome to read through these surveys before you turn them in so you can use the feedback to inform your teaching and to think about future class offerings.

Payment

Your contract will indicate your pay rate and hours for the class. If you are a new teacher, please fill out a W9 form (included in your packet or sent to you via email) and return it to Program Staff with your contract. Fill out the payment invoice provided to you with your contract. Any bonus earned can be indicated on this invoice, subject to approval by the Director for Artistic Advancement. Instructors will receive payment within 15 days of the completion of their workshop. (This includes mileage reimbursement, if applicable.)

Mileage

Mileage to Textile Center for the purposes of teaching will be reimbursed for round-trip travel *over 100 miles* at the current IRS rate of 58.5 cents per mile. Reimbursement applies only to the number of miles exceeding 100. Round-trip travel of 100 miles and less will not be reimbursed. Please note that mileage reimbursement will influence your minimum enrollment number, and Textile Center does not reimburse mileage in excess of 200 miles round-trip. If you have any questions about this policy, feel free to contact Program Staff.

Class Cancellations

Due to weather – It is rare that Textile Center cancels workshops due to weather. A general rule of thumb is that if public school and government programs are closed due to weather, then our programs will be rescheduled. Please contact Textile Center if severe weather is anticipated during the time of your workshop.

Due to illness/emergency – If you need to cancel a workshop due to an illness or emergency, contact Textile Center immediately. We will notify all students and work to reschedule your class at a later date. Students receive full refunds if we cannot reschedule or if they cannot attend the reschedule date.

Parking

You may park directly behind Textile Center and in our lot at 3018 University Avenue SE. Parking is NOT allowed behind Best Care (the building next to Textile Center or in the lot next to that). If you have a lot of materials to unload for the workshop, a parking spot can be reserved with advanced notice. There is street parking available in the neighborhood BUT please abide by posted regulations and Minneapolis snow emergency restrictions. If you are teaching a daytime workshop, please do not use the parking spots in front of the building. The spots are 1-hour parking, and your car will be ticketed and towed.

Use of Media Images

Our Communications Manager, Mia Finnamore, may visit your class to take photographs for promotional material. Registered students, who do not wish to be photographed, have been asked to email Mia, mfinnamore@textilecentermn.org, upon registration and to inform the instructor at the start of class. Please be mindful of this policy. It helps to ask students if anyone wishes to opt out of photos during the class introduction. This includes asking them to turn off their VIDEO feed during a Zoom class, so their face is not recorded in the gallery.

You —and the students — are also welcome to take photographs in class ONLY with student consent. If you are posting to social media, we encourage you to tag Textile Center.

- Facebook: @TextileCenterMN
- Instagram: @textilecentermn and #textilecentermn

Building Safety and Security, and Personal Safety during COVID-19

Please make sure you are familiar with the location and use of the following. Staff is available to walk you through a safety training the first time you teach:

- Electrical outlets
- Fire extinguishers (Dye Lab, Kitchen, outside of center classroom #2)
- Circuit breakers (Dye Lab and back hall utility closet)
- Gas shutoff valve
- First Aid Kit (Dye Lab, Office, and Kitchen)
- Eyewash station (Dye Lab)
- Gas burners (Dye Lab)
- Vents, power switches, air in-take/heat (Dye Lab)
- Telephone (Dye Lab or front desk if Shop is open)
- **COVID-19 Protocols are available [HERE](#).** Please read these, if you are coming to teach an in-person class. These are shared with all students. We follow CDC Guidelines and recommendations, and are informed by State of MN procedures.

Fire

- In case of a fire, use the nearest exit and retreat away from the building until safety personnel has deemed it safe to re-enter the building. We have many fire extinguishers onsite. Once in a safe location, confirm all students are accounted for.

Severe Weather

- Classes cannot be held outside if there is lightning or thunder.
- In case of a tornado, when sirens sound, everyone should enter the **BATHROOMS** in a calm and orderly fashion. Please leave all belongings behind. Once in a safe location, confirm all students are accounted for.
- **We typically follow State of Minnesota closures for winter and other inclement weather.** Announcements on Textile Center closings are posted on our website and sent via email. Class cancellations are handled by email and phone call to all students and instructors. Because storms can come up quickly, do not hesitate to call Textile Center if you have questions or concerns about your class.

Belongings and Personal Safety

- Textile Center is open to the public, so be mindful of your possessions. Please do not leave personal items unattended. Valuables such as phones and laptops should be carried with you. Textile Center is not responsible for lost or stolen items, or things left behind in the building when you leave.
- In any event where personal safety is at risk, please call 911.

Liability

Instructors are covered by Textile Center's liability insurance only while conducting business at the site during the class period. If an accident occurs, we must be notified immediately, and the incident must be documented for insurance purposes. Please be cautious and mindful in the classroom to prevent issues of negligence. Instructors must carry their own auto insurance for transportation to and from Textile Center or other affiliated teaching sites, if they choose to drive.

Questions/Concerns and Contact Information:

We are always available if you have any questions or concerns. Never hesitate to contact us.

- Textile Center main telephone and shop 612-436-0464;
shop@textilecentermn.org
- Cristin McKnight Sethi – Director of Education cmcknightsethi@textilecentermn.org
- Chloe Russell Chang – Education Associate crussell@textilecentermn.org
- Brig Bogue – Web and Education Assistant bbogue@textilecentermn.org

- Mia Finnamore – Communications Manager

mfinnamore@textilecentermn.org