

# INSTRUCTOR HANDBOOK

*Welcome to teaching at North House!*



**The mission of the North House Folk School is:**

to enrich lives and build community  
by teaching traditional northern crafts  
in a student-centered learning environment  
that inspires the hands, the heart and the mind.

**Five basic tenets guide all programs and classes at the folk school:**

Create a rich, positive environment that inspires lifelong learning in a non-competitive environment.

Promote and preserve the knowledge, skills, crafts and stories of the past and present.

Help students recognize and develop their creativity, talents and interests in a student-centered environment that affirms individual differences.

Foster the concept of inter-generational learning.

Provide creative and meaningful opportunities for individuals, families and groups.

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*This handbook represents years of effort on the part of the whole North House community and is intended to make our internal processes more transparent, accessible and collaborative. We ask that you do not share copies of this handbook or the text within beyond the North House community.*

# BEFORE YOU GET HERE: COURSE PLANNING



*“If a young teacher came and asked me, “What should I do?” I would answer: ‘Find 25 good stories–narratives about life. Learn them by heart and tell them. Then your students will revolutionize the world!’ If a folkschool teacher knows 25 stories by heart, then he can really teach in a folkschool manner. But my provocative assertion is that there are hundreds of folkschool teachers who know thousands of facts about our wretched societal conditions, but do not know a single story which can lift the heart, which can tell us that life is larger than we thought.”*

- Frederik Christensen “To Be a Folk School Teacher”





## BEFORE YOU GET HERE: COURSE PLANNING

We often note that each of the 300+ courses that happen at North House in a given year are small miracles: there are so many factors that have to come together. In reality, course success is the result of careful, detailed planning on the part of YOU, the instructor and the North House staff, often more than a year in advance. Course planning is the joint effort of the instructor and the Program Director. Here's the run-down on some of the details you'll need to think through.

**Course Planning Worksheet:** To help you think through these details, we will provide you with a Course Planning Worksheet (see attachments).

**Scheduling Coursework:** Course catalogs, the major drivers of student enrollment, are published March 1 and September 1. In January and July, we put out an invitation to schedule coursework in advance of catalog planning. At this time, most instructors schedule their courses for the upcoming 6-12-18 months, depending on the individual. That said, we are happy to schedule coursework at any time. Current instructors who would like to offer new courses typically develop these offerings with the Program Director during these windows as well.

**Proposals from new instructors are considered in June and December.**

**Minimum and Maximums:** The minimum and maximum number of students in a course is set during the scheduling process. **Minimum #s:** Typically, the minimum number of students is 4. However, a higher minimum number may apply for shorter classes (like ½ day classes). You are welcome to teach for fewer students than the minimum, but different compensation rates apply (see Compensation). **Max #s:** North House courses strive for an intimate setting that allows for conversation and connection between students and the instructor. We encourage you to set a maximum number that allows for a warm community feel. Classroom space and available tools are also factors when setting a maximum. Course maximums of 8-12 are most common, but in some cases both smaller and larger numbers may apply. The average number of students in NH courses is around 7. Note also that compensation rates are affected by the maximum number of students.

**Partner Model:** Some projects are large enough that we designate them "partner models," in which students can bring a partner and work on one project for one tuition rate. It's important to establish this at the time of registration AND to make sure that there is a maximum number of projects/bodies decided upon. For example, 8 projects would mean 16 students.

**Start Times:** Most courses start at 9am or, if there is an evening session, 5pm. If you wish to start at an hour outside of regular business hours (8am-5pm), this can be arranged for but you may have a few additional responsibilities such as making sure students have signed liability waivers, etc.

**Tool Lists & Confirmation Packets:** We send all students confirmation packets by mail within a week or two of registration. They include lists of Required Tools, Optional Tools, Recommended Reading, and Additional Information. It is really helpful if this information is accurate: **we ask you to review the information every time you teach and/or schedule and let us know what needs to be updated.** We also list the Required Tools on the website with your course description for easy reference, and can change that at any time. This is the most efficient way to communicate with students BUT if you need more individualized conversations with students, we are happy to provide contact information (see Communicating w/ Students)

**Student Ages:** Unless otherwise specified, the minimum age for students is 18. Instructors are encouraged to provide intergenerational learning opportunities for adults and youth to take courses together, making either one or 2 projects when applicable. Safety and developmentally appropriate skills are paramount in deciding what age is appropriate. Instructors may also establish an age that students are able to take the course without an accompanying adult. Our preference is to establish these ages at the outset (rather than make exceptions as people inquire) so that all enrolled students know that there may be younger students in the class.

**Wait Lists:** When a class fills, we do keep waiting lists. If a spot opens up, we will try to fill the space. Occasionally, when there is just one person on the waitlist, instructors will choose to add an extra person to the class. We're happy to do that; just let us know.

**Teaching Here There and Everywhere:** Most North House instructors teach in a variety of venues: from fellow folk schools to foreign lands. Our goal is to support you in your efforts to share your skills and knowledge with the world. Just as teaching in Grand Marais is different from teaching anywhere else, we believe that taking a class at North House is a unique experience for students. Given this, we'd like the course description to reflect that special North House quality and we request that course descriptions used in our publications be exclusively for use North House. Naturally we know your other course descriptions may be similar. Note that we are more than happy to help write, edit and infuse them with the flavor of this place.

## **\$\$\$: HOW THE \$ WORKS AND INSTRUCTOR BENEFITS**

**Compensation:** North House instructors are reimbursed for their efforts in three ways: base rate, 15% of tuition, and materials fees. Here's how each typically works:

- Instructors are paid an agreed upon daily base rate for a minimum number of students. Base rate typically starts at \$150.00 per day and assumes a four student minimum (see Minimums and Maximums).
- Once enrollment moves beyond the minimum class size, typically for 5 or more students, the instructor also receives additional compensation equal to 15% of the total gross tuition paid by students.
- For classes that are below the agreed upon minimum, compensation is split 50/50 Instructor/NHFS for whatever tuition has been collected. It is up to the instructor if he/she would like to teach the course for that compensation rate.

**Tuition:** North House will set the tuition for each course. Typically, coursework ranges between \$75-\$95 per day. Exceptions apply when for small courses, individual projects (Build Your Own models), and guest instructors. The Early Bird Rate, offered to students who register more than 6 weeks in advance of a course is usually \$10/day less than the Regular Rate. For example, a 2 day course might have an early bird rate of \$150 and a regular rate of \$170.

**Materials Fees/Collection:** If all of the students will be paying the same materials fee, it is most convenient for you and for the students if North House collects these fees and reimburses you. 90% of the fee goes to you and 10% goes to North House to cover credit card fees and administrative expenses. Materials fees should include both the physical cost of materials and the time committed to securing these resources. For consistency, these fees are rounded to the nearest multiple of 5. If the materials fee will vary based on student choices, then a range is indicated in the course description and students pay you directly during class. North House is unable to process credit card transactions for materials paid to you, so students need to bring cash or check and this should be indicated in the confirmation materials. We encourage you to make sure the estimated range is accurate, especially on the upper end so no one is unpleasantly surprised during the class.

**Discounts:** NHFS offers a variety of discounts to students to support our mission in action. This has a slight impact on your compensation, as it impacts the % of the total tuition collected you would receive in addition to your base rate. "It is highly unusual for there to be more than one or two students at the discounted rate in any given course, and the impact on compensation is approx. \$2.85/day (15% of the average tuition rate of \$75/day). Discounted students do not impact the base rate instructors receive. Materials fees are not discounted.

- 25% discount on tuition for year-round residents of Cook County, up to \$200 per year
- 25% discount on tuition for students under 18 when registering with a full-paying adult

**Instructor Benefits:** Teaching at North House brings many benefits beyond compensation. Please see the Instructor Benefits Summary in the appendix for a full explanation of coursework credit and more.

## **CONTRACTUAL RELATIONSHIP WITH NORTH HOUSE FOLK SCHOOL**

As an instructor, North House is hiring you as an independent contractor, just as you would hire someone to plow your driveway, shingle your roof, or fix your plumbing. When you teach, we will provide you with the

W9 federal tax form to fill out. At the end of each year, you will receive a 1099 from North House to reflect the income received from North House (only if greater than \$600 annually). We do not withhold any taxes from your check. This amount does not include materials fee reimbursements, which are not taxable income.

North House carries extensive liability insurance which covers the school and students while they are on campus. Note that given the way the insurance world is structured, you may want to consider your own personal coverage while you are on campus. Unfortunately, as an independent contractor, North House's workers compensation policies and liability insurance do not cover you. We hope to someday find another model or option to simplify this reality, but at present this is the reality that defines our working relationship

## **BEING GREAT PARTNERS & FINDING STUDENTS**

**Promotional Efforts:** Filling classes with students works best when it is a joint effort! NHFS does our best to promote all 400+ of our course offerings, but YOU likely are in a great position to make sure potential students know about your course. Any efforts you would like to make are highly encouraged! We are happy to ship you or other groups catalogs, share video footage or photos on Facebook, set up radio interviews, or collaborate in any way. Ideas welcome!

**Communicating with Students Ahead of Time:** We encourage you to reach out to students ahead of class via email or phone if you choose to do so. We do send confirmation packets to all of the students, but in some cases more individual conversations need to happen (i.e. materials preferences, tools or equipment they may be bringing, etc.). NOTE: if a student signs up close to the start date, you'll need to be in close touch with North House to insure that you're able to contact them with any extra information the student will need. If you would prefer that students contact you directly, please provide your contact information in the confirmation materials. North House does not give out your contact info unless directed to do so.

**Consignment and Ordering Tools/Books for the Store:** The School Store serves as an important contact point for North House, providing various resources for students, while at the same time telling the story of North House's traditional craft curriculum to the general public. We invite and encourage our instructors to sell their craft in the bookstore. In doing so, your craft serves as an inspiration to create, nurtures the possibility of what can be learned and celebrates the beauty of traditional craft. North House is excited to feature and support the creative efforts of our instructors. If you are interested, please contact the School Store Manager to discuss consignment terms. We would be happy to stock recommended books or tools related to your class. Students receive a coupon for 10% off an item in the bookstore and appreciate having quality resources available to enhance their learning experience. Please contact the School Store Manager 2-3 weeks in advance to make arrangements.

**Managing Enrollment #s:** Try as we might, there are often last minute enrollments and last minute cancellations that can effect course size. NH staff will make every effort to let you know about either, but you can help set us up for success.

- **Checking Enrollment:** The Program Coordinator will be in touch via email 2-3 weeks in advance of your course with an update on the number of students, if the minimum has been met. If the course is below the minimum, you'll hear from the Program Director to figure out a plan of action. Feel free to call and talk to the office to check on numbers whenever you want!
- **Establishing an Enrollment Cut-off:** We prefer to leave courses open as long as possible, but sometimes the procurement of materials does not allow for that. Simply call and let us know what date you'll need a final number of students and we'll close enrollment that day. If it's more than 2 weeks in advance, be sure to let us know as we often indicate this on the website.
- **Planning for Extras:** Many people bring materials for extra students. Just let us know close to the date how many students you can accommodate so we don't overbook you.
- **Last Minute Cancellations & Materials Reimbursement:** Our cancellation policy is that students who cancel with less than 3 weeks notice do not receive a refund of any monies paid. However, in many

cases students cancel due to family emergencies or illness and we often refund their tuition in the form of a gift certificate. If you have purchased or prepared materials that you need to be reimbursed for due to a last minute cancellation, please let us know.

**Cancelling a Class:** It's unfortunate but it does happen: in a given year, we cancel as much as 20% of the courses we offer. Why? Mostly due to low enrollment, though certainly family emergencies and unexpected conflicts are part of that statistic too. How it works in the case of low enrollment: The Program Director will contact you about 3 weeks in advance of the start date if your course has not yet met minimum enrollment. At that point, you can choose to cancel the class OR make a plan to do some additional promotion to bump up the numbers. You can also choose to teach for fewer than the minimum number of students (see Compensation). We try not to cancel classes with less than 14 days notice, as many students have hotel reservations and travel plans related to their enrollment. In the case of a cancellation, North House will contact the students and issue full refunds.

**Classroom Set-up:** We have 6 classroom spaces – including an industrial kitchen, blacksmith shop, and milling shop – that are assigned based on class needs and concurrent classes. The Program Coordinator will contact you 2-3 weeks prior to your class start in order to do the following: relay enrollment numbers and classroom assignment, determine set-up needs, and coordinate on-campus bunk room reservations. It is to your distinct advantage if you respond promptly and clearly: our staff wants to do a great job taking care of you and your students, but we need time to do our best work for you. As you know, we are in a very remote location: there is no Home Depot, Target or large grocery store to run and pick up a few things, so careful planning is paramount. It is very important that you clearly communicate well in advance of your course (especially a new course) what you will provide, what you would like North House to provide, and what students need to bring.

**Resources available:**

- tables (high trestle for standing work, standard low seated, and 'heavy duty')
- individual full-spectrum lamps
- blackboard/whiteboard
- LCD projector/screen
- assorted power/hand tools (check with Program Coordinator for options)
- cooking/baking implements (check with Program Coordinator for options)

We appreciate feedback and suggestions for classroom improvements.

**On Campus Housing:** The Fish House Bunkroom is a great resource for Instructors. Please see the attached Guidelines for the full run-down, and remember that reservations are first-come, first-serve. For instructors who choose not to stay on campus while they are in town, many lodging establishments provide discounts to NH instructors and students. Just ask for a lodging list. To make a reservation, email the Program Coordinator [mnesheim@northhouse.org](mailto:mnesheim@northhouse.org).



# MAKING IT HAPPEN ON CAMPUS



## **REAL HUMAN LIFE**

*“Nikolaj Frederik Serverin Grundtvig, 1783-1872, advocated for the creation of a unique school that would serve the Danish people at all levels in society that would be of and for the people. His special passion was that these folk schools would give dignity to the life of the farmer. They would awaken a love of learning that would continue long after a student had finished the formal course of study. In his remarks to his first group of eight students, Grundtvig said, “I saw life, real human life, as it is lived in this world, and saw at once that to be enlightened, to live a useful and enjoyable human life, most people did not need books at all, but only a genuinely kind heart; sound commonsense; a kind, good ear; a kind, good mouth; and then liveliness to talk with really enlightened people who would be able to arouse their interest and show them how human life appears when the light shines upon it.”*

- Steven M. Borish, “The Land of the Living: The Danish Folk High Schools and Denmark’s Non-Violent Path of Modernization”



## MAKING IT HAPPEN ON CAMPUS

**Checking In:** When you arrive on campus, please come visit us in the front office, 8am-5pm. We'll have a folder for you that contains: student roster & nametags, campus guidelines (all students receive these, here for your reference), a coupon for 10% off your whole purchase in the school store, an evaluation for you to fill out, course profile to review, pay voucher: please review & let us know if you have questions. New instructors, the program coordinator will make advance arrangements with you to meet you when you arrive and give you a tour of campus and your classroom space.

**Welcoming Students to Class:** North House staff will host an All-Campus welcome for all of the classes starting on a given day that typically lasts 10-15 minutes. Sometimes, this means that 60+ people will gather in the Blue Building. Other times, your class will get a personal welcome. Check with the Front Office to see what the plan is so you can help direct your students. This is an important way for students to feel connected to the school and we ask that all courses and instructors attend.

**Student Introductions:** We believe that student introductions are essential to fulfilling the “community-building” aspect of our mission, and we ask teachers to start off each class with introductions. Any simple questions can break the ice and get things off on the right foot so students can learn from one another in the folk school tradition: where they are from, what do they hope to learn, have they done anything like this before, etc. It's also a great time for you to get some important beta on where your students are at: do they work with their hands frequently, are they only taking this class because their friend signed them up, are they nervous? This can take a few minutes, but given the emphasis on “folks” at the Folk School, it is an important investment of time.

**Copies:** Need to make copies? We're happy to help. To defray costs, we charge \$0.15 per copy, \$0.30 for double-sided. If you anticipate making lots of copies, you may want to add something to the materials fee you charge students. Students are also welcome to make individual copies as needed.

**Tour:** On Saturdays throughout the year, the Campus Host will lead a tour around campus at 2pm. This is a good thing to suggest to people who have lots of questions. You are welcome to engage the tour however you wish, as they will stop by your classroom between 2-3pm on Saturdays.

**Community Events:** We try to have a community event for students and their families and instructors each week. From May-late October, this is typically a wood-fired pizza potluck on Saturday night starting at 5:30 pm. From Nov-April, the exact timing and flavor of event is up to the staff person who is the Campus Host, but soup potlucks for lunch are very common. The host will let you and your students know the plan during the Campus Welcome. Please plan to attend if you can!

## BEFORE YOU LEAVE

**How to Leave a Classroom:** A clean classroom is a happy classroom. Be sure to leave time for your students to help! We ask for a little help in leaving your classroom in good shape for the next visitors.

- wipe tables
- put away tools, putting the dull tools in the “needs sharpening” box on the north end of Red Building
- return coffee mugs/wash dishes
- sweep the floor
- garbage to dumpster if full or gross (east side of the Fish House)

**Scheduling for Future Coursework:** We want you to come back! Schedule coursework with us whenever is convenient for you (many courses happen at roughly the same time each year and can easily be slotted in for a year in advance). That said, we launch two big scheduling pushes each year to correspond with the printing of the catalog. Expect to hear from the Program Director in early July and early January to schedule both new sessions of existing courses and to develop brand new coursework. However, our door is always open so c'mon in. Ideally, this is an evolving model. We also welcome proposal for new coursework; discussion with the Program Director is the best way to move these forward.

**Getting Paid:** Prior to your class, you will be given a pay voucher to review, confirming the payment amount for your class. Note, if there were last minute registrations or cancellations, this may be slightly adjusted. Please make sure that the address on the voucher is correct. Shortly after the class, your check will be mailed. Checks are cut and mailed on the 15th and 30th of each month.

**Student Course Evaluations:** The best way to improve North House and your course is to ask students what they think! We will provide course evaluations for your students in your course folder. Please hand them out to your students and leave time for them to fill the forms out at the end of class. Completed evaluations can be dropped off in the office in the Blue Building. To allow students anonymity, we recommend that you do not collect the evals directly. You are welcome to come read through the completed evaluations before you leave campus, or we will get them in the mail to you within a few weeks of your course.

**Broken Things or Purchase Requests:** We aspire to have well-equipped and outfitted classrooms. If a piece of equipment is in need of attention, let us know so we can fix it. The Facilities Manager and Classroom Coordinator are the best people to track down, but if they're not around, tell anyone and we'll get the message to the right person. If there are things that you would like North House to consider purchasing to improve your coursework, let us know that as well. An email to the Program Director or a note on the Course Evaluation is a great way to get those requests onto our radar screen. The budget is not limitless, but the goal is to improve our classroom resources.

## **POLICIES & GUIDELINES**

**Managing Visitors:** Located in lovely and thriving Grand Marais, the North House campus can be a busy and inspiring place. And the sight of happy and engaged students can entice many a visitor out "trolling to adventure" to stop by and visit, whether invited or not. We strive to balance the space needed for the learning process and the curiosity of enthusiastic visitors to campus in an affirming but respectful way. We want to welcome visitors (40% of our students find NH by wandering across campus on a visit to Grand Marais) but not at the expense or discomfort of students or instructors. We have a variety of "class in session signs" that can help to coach visitors towards an observational role. Of course, we encourage you to engage with passer-bys as your preferences and teaching style allow. We recognize that different students may have a variety of feelings about being observed and/or interrupted that may change as the class goes on. Many instructors engage this issue in a discussion early on and regularly check-in to make sure a desirable balance is being achieved.

**After Hours:** Students often ask to work past 5pm, the closing time for campus. If you choose to provide supervision, after hours work is fine. Note, we recognize that gathering as a community at the close of the day often involves sharing food and/or alcohol. With this in mind, drinking alcohol on campus is allowed in moderation and in a publicly respectful manner. Alcohol may not be consumed during the operation of tools or power equipment. In some cases, unsupervised work is permissible if 1) staff are notified and plan for locking up is put into place and 2) no power tools or forges are used 3) no alcohol is being consumed. You are under no obligation to provide classroom access past 5pm.

**Safety:** Safety is a priority at North House. Some safety equipment (ear and eye protection) is available for student use while on campus, but there are also great things to list as Required Tools so that students feel comfortable using them. Since the folk school model invites students of all levels to participate, please plan to provide adequate instruction on tool use for students who come with prior skills and those who have never picked up a hammer. Whether you provide individual instruction or engage questions as a group (or some combination thereof) is up to you. Note, ear and eye protection are mandatory when using power tools.

**Emergency Procedures:** Are posted in each classroom. In short, call 911 from any phone. Notify staff. There are First Aid Kits in all buildings and an AED in the Blue Building.

**Incident Reports:** In the event that a student is injured at all, please fill out and submit an incident report. These are available in the front office and are vital to create a record of any treatment a student may receive. An attached copy is provided as an example; completed reports should be returned to the office.

**Lunch Breaks:** Instructors are welcome to take coffee and lunch breaks whenever they prefer. Typically, the lunch break is around noon and lasts about an hour so that students have time to eat out if they did not bring a lunch.

**Nitty Gritty Details:** Students are provided with a copy of our Campus Guidelines that address many of these questions, but here are the short answers. Staff is happy to help deal with any situations that may come up, just ask!

- Dogs are not allowed in classrooms (except service dogs). We strongly discourage students from tying their pets up outside buildings during the day for the safety and comfort of everyone on campus.
- Cell phones: We request that students leave the classroom if they need to make or receive a phone call. This can be a bit of an issue in the winter months especially.
- Family: We welcome the family of students to visit them while they are in class, but children and spouses who are not enrolled in the class are discouraged from endless “hanging out.”
- Music: There are radios/CD players in each classroom and you’re welcome to use them as you please during class. We discourage students from using personal music devices without headphones.

**Special Notes for Field-Based Classes:** It’s great to get students out and about in the big beautiful world that is the North Shore. Please let staff know roughly where you are going and when you will be there and make sure we have your cell phone number. Since cell coverage is so spotty, it’s helpful to have some sense of where you might be should we need to track you down for some reason.

**Educate Not Advocate:** North House Folk School’s mission is to enrich lives and build community by teaching traditional northern crafts in a student-centered learning environment. Since North House espouses and promotes lifelong learning, we welcome individuals and groups to visit our campus who have information and teachings to share regarding northern crafts, sailing, northern ecology, and other topics relevant to our mission. North House’s tradition of providing educational opportunities for both students and the general public places significant value on the passion & commitment that defines the lifestyles of many of our northern partners. At the same time, we value the diversity of perspectives that defines a thriving community. Given this, we request that visiting groups or individuals refrain from actively promoting a specific political agenda and instead focus their energy on educational efforts.



# MORE ABOUT NORTH HOUSE



*"I'd have to say this was one of the best experiences of my life...It was really neat to see the progression of each person's project, whether they were in my class or in another... North House seems to be a culmination of so many things that I value and don't always find in everyday life. I felt inspired, hopeful and re-energized..."*

*"North House helped set me on a path to change some things in my life...things that I've always had interest in, but will start and continue to develop from this point on! It is great to feel like you are part of a movement! The instructors give you the sense that, rather than just taking a course from them, you are entering into a dialogue and a community of ongoing experimentation and creation."*

- Quotes from Student Evaluations





## PEOPLE: STUDENTS, INTERNS, ASSISTANTS, MEMBERS

**Membership:** Students often ask, “How does a place like this even exist?!” North House is a 501(c)3 educational nonprofit, which means the IRS identifies us as a tax-exempt charitable organization. We are funded by grants, tuition dollars, but also importantly by membership donations. Donors who support North House come through many outlets, and being a student is a great place to start. We encourage you to invite your students to become members, or if you do not feel comfortable but think there might be potential new donors in your class, let a staff person know so we can follow up. Students can become a member starting at \$25, and their investment in North House is a generous way to show their enthusiasm for, commitment to, and belief in the work that North House carries out – hands-on learning, preservation of craft, and building community! If you have any questions, please contact our development manager, Kaitlyn Bohlin at [kbohlin@northhouse.org](mailto:kbohlin@northhouse.org).

**Interns!:** North House invests a tremendous amount of time and effort into hosting a Craft Education Intern Program lasting almost ten months out of the year. Our internship program is dedicated to preserving the future of traditional craft by nurturing an interest in craft education and hands-on learning. Part of the internship compensation is a tuition stipend to participate in North House classes and believe me, this is a part of their internship that they relish! So don't be surprised if the incredibly enthusiastic, extremely eager and highly ambitious student who can't wait to 'dig right in' is one of our interns! Interns play an active role in day-to-day campus coordination, public outreach and administrative support while also developing traditional craft skills. Needless to say their plates are usually very full juggling these various aspects of their internship. However, if you anticipate the need for an extra pair of hands to help unload, set up, let us know ahead of time so an intern can help accommodate your request.

We encourage instructors to enhance the experience that interns have at North House by sharing their craft background and stories with them. Past interns have commented on how valuable and enriching a passing conversation or an after-hours carving session was to them. It's the little things that can make big impressions and interns definitely view North House instructors as role models and possible mentors who they hope to learn from. North House is fortunate to have such a diverse group of talented, knowledgeable and dedicated instructors devoted to nurturing traditional craft. We appreciate your efforts in helping to foster this appreciation for craft in our team of interns.

**Assistant Instructors:** We love 'em. See attached guidelines.

**Accessibility:** North House strives to make our programming financially accessible to students of all means. Targeted efforts to reduce the financial burden of coursework:

- Scholarships: NH grants scholarships based solely on income levels using federal guidelines. Applications are available in the main office.
- Work Study: Volunteer program in which participant spends a week helping us maintain campus in exchange for a tent campsite and course tuition. Sessions run May – October.

## OUR PARTIES & CELEBRATIONS

**Special Events:** Throughout the year, North House hosts three major special events: the Wooden Boat Show (weekend closest to the summer solstice in June), Unplugged (2 weeks after Labor Day), and Winterer's Gathering (weekend before Thanksgiving). Each event has its own character and feel, but all of them welcome the participation of instructors in many different capacities. Though programming for events is always being tweaked and adjusted to feedback, themes, and opportunities, this is an overview of how these events typically work.

- **Wooden Boat Show:** This is the biggest gathering of instructors each year. We welcome demonstrators of all kinds (often outdoors, when weather permits), starting at noon on Friday, and continuing all day on Saturday. The outdoor commons is filled with great company and great craft. Many instructors also schedule 45 minute talks as a Featured Demonstrator. A small honorarium is available for these slots (8 per year). Many instructors choose to teach a course leading into WBS (M-

E, no courses offered on Sat or Sun) or starting on Monday after the Boat Show.

- **Unplugged:** Instructors are invited to demonstrate and sell their work in the Folk Artisan Marketplace. Typically there are limited slots per year, and the opportunity to participate is given first to those instructors who are also part of the Points North Auction. Unplugged has also featured opportunities to teach mini-courses (2 hour hands-on classes for 12-15 students) and be part of a speaker series. Compensation/honoraria are worked out separately. Coursework is offered during the week leading into Unplugged as well.
- **Winterer's Gathering & Arctic Film Festival:** Winterer's Gathering is all about the coursework. This event features a number of great courses, generally beginning the week leading into the event. Many instructors participate in the Winter Tent Camp, and some offer Winter Skill Seminars, for which a small honorarium is available.

**Thematic Weekends:** North House works hard to make the most of “off-season thematic weekends” as a key programming strategy. The Northern Fiber Retreat, Wood Week, Timber Frame Regional Gathering, Wood-Turning Week, Family Weekend – each has enjoyed significant success bringing North House's mission alive and attracting curious and inspired students (never mind inspiring instructors!). The logic to launching thematic weekends is not simply to try to find students – we also want thematic offerings to create meaningful opportunities to celebrate the core teaching themes of the school, while also connecting the core instructors who bring each theme alive. Each weekend includes additional community gatherings and opportunities for students to interact with each other and instructors. Often, thematic weekends can be great testing grounds for new coursework, collaborative teaching, and “stretch” areas of the curriculum. We rely on instructors to take lead roles in shaping and hosting the programmatic elements of each weekend: ideas and enthusiasm are always welcome.

#### **Scheduled for 2016**

- Northern Fiber Retreat: February, President's Day Weekend
- Wood Week: first weekend in March
- Northern Landscapes Festival: weekend AFTER Memorial Day
- Family & Intergenerational Learning: third weekend in October
- Woodturning Week: last weekend in October

**Instructor Gathering:** The Instructor Gathering is held at 9 am on Sunday of the Wooden Boat Show. Please plan to be our guest for donuts, mimosas, company and conversation. This is an important opportunity to connect with other instructors, North House Board members, and staff to discuss ideas, concerns and celebrate successes as we launch into another busy season! The Instructor's Gathering is followed by the annual Steam Bent Brunch, to which we invite you to be our guest.

**Instructor Retreats:** 2nd Weekend in April: One of the highlights of the year, the Annual Instructor Retreat is a landmark on the calendar. We invite our full instructor community (over 50 people attended the last retreat) to gather for conversation, hands-on learning opportunities and professional development sessions. The format changes each year, but we aspire to engage questions of substance. North House provides free housing, some meals, tuition-free coursework and travel stipends by request. **Please plan to attend: April 8-10, 2016, with optional lead-in coursework April 6-7-8.**

**Instructor-in-Residence:** Each summer, we invite any interested instructors to be an Instructor-in-Residence for 4-5 days, crafting under the timber frame on the Commons and sharing the stories of North House and craft with all who pass by. Instructors-in-residence are provided housing, a stipend, and can sell their work directly to the public.

**Communicating with YOU:** We send out a quarterly (roughly) e\*newsletter to all instructors. This includes updates about North House, reminders about scheduling and other tidbits we hope you'll find interesting.

**Attachments**

- Assistant Instructors
- Bunk house Guidelines
- Campus Guidelines
- Incident Reports
- Emergency Procedures



## Campus Guidelines - North House Folk School

North House Folk School strives to make campus an inspiring, engaging, safe, rewarding and respectful place to learn. These guidelines address key details about campus to allow everyone at North House the opportunity to creatively engage.

### Classroom Hours

- Classrooms serve as a place of inspiration and engagement, offering students and instructors a setting to explore the joy of hands-on learning together. In the interest of student safety, classrooms are open only to students with instructor supervision.

### Safe Use of Tools

- Student health and safety are a priority at North House. Accordingly, students should only use hand tools and operate power tools after receiving an introduction to their safe operation. Students and instructors should wear appropriate safety gear while using tools.

### Classroom Visitors

- Campus is open to visitors throughout the year. Balancing the needs of students and the curiosity of campus visitors is a task that requires mutual respect. To ensure that classroom visitors arrive at appropriate times, signage is available for instructors to make it clear when the classroom is “open” or “closed” to visitors. At all times, visitors are encouraged to respect the needs of both students and instructors, managing the duration and nature of classroom visits appropriately.

### Student Projects

- Inspiring and beautiful student-built projects are the satisfying outcomes of North House courses. At the close of the course, these projects are the responsibility of the student and need to leave campus.

### Student Tools

- Student tools are welcome on campus, but North House cannot guarantee their safety and is not responsible for loss or damage.

### Pets

- Dogs, cats and other pets are welcome on campus as short-term visitors, but out of respect for other students pets are not welcome in classrooms during the day. Visiting pets should be on a leash. If you are in class, breaks during the day are often regular enough to give pet owners adequate time to attend to their pets. Pet-friendly lodging information is available upon request.

### Cell Phones

- Out of respect for the North House learning community, students and visitors are encouraged to turn off their cell phones prior to participation in any program or course.

### Community Gatherings

- Over the course of a weekend, North House typically hosts a community potluck for students and their families. Whether it's a wood-fired pizza potluck, soup lunch or Sunday breakfast, gatherings vary by season. If you're joining us on a weekend, ask for details when you check in so you can add the gathering to your weekend plans.

### Alcohol

- Gathering as a community at the close of the day often involves sharing food and/or alcohol. With this in mind, drinking alcohol on campus is allowed in moderation and in a publicly respectful manner. Alcohol may not be consumed during the operation of tools or power equipment.

### Parking

- With the completion of the new Outdoor Commons, several parking spaces are available in the upper parking lot area of campus. There is also ample street parking within a few blocks of campus, including on both sides of Hwy 61. We invite you to enjoy the “pedestrian village” that is Grand Marais! Designated handicapped parking (with sticker only) is available in the lower commons area.





# North House Folk School Bunkrooms

*Fish House and Yellow Building*



The bunkrooms are intended to be a resource for any North House instructors hoping to simplify and economize the process of coming to North House to teach. North House's intent is to provide a space that is basic, welcoming and easy to access. Please note that North House does not intend to compete with area lodging establishments; if/when additional comfort or privacy is desired, North House encourages instructors to utilize one or our local lodging partners.

To make these shared spaces available to instructors and easy to manage for North House, the following norms are used to manage their use:

## ***Resources***

Bunkrooms each have two beds with twin mattresses, a reading light and a chair. A shared bathroom with shower is located across the hall. Hot water for tea/cocoa, coffee is available throughout the day in the blue building.

Instructors should bring their own towels, sheets/blankets or sleeping bags, etc.

## ***Kitchen***

Instructors are welcome to use the community kitchen located in the blue building. The kitchen has a conventional oven, community fridge, sink, a variety of pots and pans, and plenty of cutlery. Please wash and put away your dishes after each use, and note that the space is often used as a classroom or meeting space between 9am-5pm.

## ***Cleaning***

Please help keep the bunkrooms and bathrooms clean. On a daily basis and before you depart please wipe down the bathroom, sweep the floor and empty the garbage into the dumpster behind the fish house and recycling in the blue building. Thanks!

## ***Adjoining Classroom/Privacy***

The bunkrooms offer only a limited degree of privacy. They are located adjacent to the upstairs classroom and for code/egress reasons are joined by an open doorway. The doors into the bunkrooms do not lock. Note that the main room in the upstairs of the fish house is often used as a meeting space and/or classroom; please keep the common areas clean.

## ***Internet Access***

Wifi Network name: *NorthHouseFolkSchool*

Password: *woodchip*

## ***Scheduling***

Bunkroom scheduling is managed through North House's program department -- please talk to Matt or Jessa. Spaces may be reserved in the fish house or the yellow house. Housing priority is for instructors who are teaching (family members are only allowed on a space-available basis). Note: space is often limited, so please reserve a bed as soon as you know when your class is happening!

Great to have you on campus!



## ***North House Folk School***

### ***Assistant Instructors***

Updated Oct 2015

North House recognizes the strong need to nurture the development of aspiring instructors and craftspeople in order to grow the future of folk education and ensure the sustainability of craft. We welcome the participation of assistant instructors in the classroom, under the guidance of established instructors. We understand that North House needs a flexible and creative model.

#### **Candidates**

Assistant Instructors are identified by either an established “host” instructor or by North House. Interested parties should have a relevant background in the particular craft they will be instructing, as well as a strong interest in teaching. The presence of an assistant instructor during a course will always be at the prerogative of the host instructor.

Given the time-frame of North House coursework, we recognize that we are not offering an immersion-style apprenticeship in one craft area. Instead, we expect that Assistant Instructors will have a variety of experiences & exposures in other settings in their chosen craft, and will be particularly able to focus on the teaching process while at North House.

#### **Engagement Process**

Host instructors should notify NHFS of their intent to have an assistant instructor one month in advance. First-time assistant instructors must submit a letter of introduction to North House at least one month prior to a course beginning, which would include contact information, an overview of their qualifications and their purpose in becoming an assistant.

#### **Stage 1:**

First-time assistants new to North House. No tuition will be charged, though if the student will be completing a project, a materials fee may apply at the discretion of the host instructor. Assistants will observe, assist with set-up and clean-up duties, and participate in other ways to be determined by the host instructor.

#### **Stage 2:**

Assistants who are returning to North House for multiple sessions (3+). These Assistant Instructors may utilize the instructor bunk house if space allows, and are eligible for the Emerging Artist Benefit program (see attached).

#### **Stage 3:**

Assistant instructors who have returned for 5+ sessions. These assistant instructors will receive nametags identifying them as assistant instructors, will receive a 50% discount on tuition (up to \$200/year) on an unlimited number of courses, and continue to have access to the bunkhouse. These instructors are also eligible for Instructor in Residence programs, attendance at the Instructor Retreat, and other gatherings.

#### **Expectations & Evaluation**

North House expects that assistant instructors will fully participate in the North House experience, attending the Student Welcome and any community gatherings held during the course. Assistant instructors are asked to introduce themselves to students and explain their role in the classroom for the weekend (just observing, participating, co-teaching, etc.)

Host Instructors are asked to keep North House apprised of how the relationship is developing, any increased responsibilities the Assistant is taking on, any compensation needed and any decision to terminate the relationship.

### **Compensation & Extended Roles**

On occasion, the presence of a practiced assistant instructor allows a host instructor to comfortably teach additional students and thereby increase class size. When this happens, monetary compensation for the assistant is possible. A mutually agreeable formula will need to be worked out with NHFS, the host instructor and the assistant instructor. Host instructors will need to inform NHFS if an expanded class size is an option.

Assistant instructors are encouraged to participate in the Emerging Instructors Course Tuition Benefit (see Instructor Benefits). Or, the mentor instructor may choose to designate the assistant as the recipient of the tuition benefit accrued from this course. If the assistant instructor is the designee, the benefit is at the full rate.

The goal of this program is to grow future instructors and to enhance course offerings. We fully anticipate and hope that this program will generate ideas for new coursework, expand the instructor community and facilitate the hand-off of core coursework when desired.

# North House Folk School

## Incident Report

*In the event of an injury, accident or close call, it is important that North House has complete information. This form should be completed by instructor or North House staff.*

---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Course/Activity: \_\_\_\_\_

Instructor: \_\_\_\_\_

Explanation event:

Course of action:

The above accurately reflects the incident and the care that was given:

\_\_\_\_\_  
Individual impacted by incident

\_\_\_\_\_  
(date)

\_\_\_\_\_  
North House Folk School Instructor or Staff

\_\_\_\_\_  
(date)

North House Folk School  
500 West Highway 61  
Grand Marais, MN 55604



## ***North House Folk School***

### ***Course Planning Worksheet***

\*Updated October, 2015

\*\*\*\*\*

### **INFORMATION FOR CATALOG and WEB**

The following text and information will be used to describe your course in the catalog and on the web.

*Course Title* - **xx**

*Instructor* - **xx**

### **DATES/HOURS**

*Days* -- **xx** (calendar days; discuss with program director)

*Length* - **xx** days (5+ hours is considered a full day, 3-4 hours is considered .5, 2 hours .25)

*Hours* - **xx-xx** (suggested hours - 9am to 5pm, with a break for lunch, evening courses begin at 5pm)

### **TUITION/MATERIALS** (per student)

*Tuition*-- **\$**

*Early Bird Tuition* --**\$**

\*\*Please Note: Base/Minimum Tuition

Regular: typically \$75-\$95/day

Early bird registration: typically \$75-\$85/day, \$10 less per day than regular

*Materials* - **\$**

\*\*Suggested Materials

If it varies per student and will be collected by instructor, please specify range (ex \$50-\$60)

If standard and collected by North House, add 10%. Split 90% to instructor and 10% to NHFS, rounded to nearest multiple of 5

### **STUDENTS**

*Number of Students Enrolled*

*Minimum* - **xx**

*Max* - **xx**

\*\*Typically the minimum is 4, Max is typically no more than 15

### ***Intergenerational Option***

*Course open to youth participating with an adult* **Y or N??**

*If so what youth ages may participate with adult partner??* **xx**

Tuition rate for intergenerational students

\*\* adult pays full rate, youth pays 75% of full rate

\*\* adult AND youth BOTH pay full rate for materials

*Age for Participation **without** an adult*—**xx**

\*\*Typically 18 years, unless specified otherwise

\*\* Youth without adult pays full tuition rate

### ***Partner Model***

*Is this course open to a partner model?* **Y or N?**

*If so, what is the total number of projects??* **xx total number of people??xx**

\*\*students bring a partner and complete one project for one tuition rate and materials fee



*Is a partner required or optional?? xx*

**Level** (choose one)

Beginner to advanced

Intermediate to advanced

\*\* please indicate skills a student should have or pre-req coursework

**Comments** (optional)

Are there any questions students should answer at the time of registration? Examples: will you need to borrow a spinning wheel? Which size table, will you make? Etc. This is optional.

## **DESCRIPTION and PHOTOS**

This is written in cooperation with the program director or independently. If you are not comfortable writing a full description, please provide bullet points of information to be used in writing the description.

*For Catalog (150 word max)*

Insert text here

*Additional Description Used On Web (100 word max)*

This appears in addition to (beneath) the catalog text on the website.

insert text here

*Instructor Profile (60-100 words)*

Please provide a casual 75 word biography in the 3<sup>rd</sup> person. For samples, see

<http://www.northhouse.org/courses/courses/instructors.cfm>

Please provide a photo of yourself for our website. Email to [jfrost@northhouse.org](mailto:jfrost@northhouse.org)

*Project Photos*

3-4 high quality digital images of the project are highly recommended. At least one of the completed item and one in process is ideal. Please email to [jfrost@northhouse.org](mailto:jfrost@northhouse.org)

\*\*\*\*\*

## **INFORMATION FOR CONFIRMATION LETTER**

After registering, each student receives a confirmation packet from North House. The following information will be included.

### ***Location***

(default text) This course takes place on the North House Folk School campus in Grand Marais, MN. Please check in at the school office/store at least 15 minutes prior to the start of your course.

***List of required tools/materials for students to bring to class*** (appears on website)

List required tools here.

(default text if no tools are listed) All required tools/materials are provided by your instructor and North House and will be available once the course begins.

***List of optional tools/materials for students to bring to class*** (does not appear on web)

List optional tools here

### ***Additional Course Information/Instructor Contact Info***

Please offer/suggest pre-course reading, web site resources or several paragraphs of thoughts to share with students.

If you would like students to contact you OR are open to students contacting you before class, please provide your contact information here. This is OPTIONAL. North House will not give out your information without permission. We can provide student contact information to you prior to the course upon request.

*(Default text)* It is wonderful that you have signed up for the course. There will be a variety of resources to utilize during our time together. I look forward to meeting you once our course begins.

\*\*\*\*\*

### **OTHER COURSE DETAILS**

This section defines other course details.

#### ***Compensation***

*Total Compensation Needs:* \$xxx

\*\*for agreed upon minimum number of students: base rate (typically \$150)/day, for 5 or more students base rate plus 15% of total tuition paid by students

#### ***Books/Tools to carry in the North House School Store***

\*please recommend any titles your students may want to purchase

\*please list any tools/resources we may want to have available in the school store

#### ***Classroom Set-Up***

The program coordinator will contact you prior to the course to discuss specific arrangements, but please indicate any specific resources you will need NH to provide (tables, workbenches, chairs, specific tools).



## ***North House Folk School***

### ***Instructor Benefits Summary***

Updated 3/31/2016

North House values our strong and committed faculty. Each year, 140+ artisans share their time, passion and skills with our student body, interns, and the public. North House seeks to affirm and strengthen our relationship in ways that are mutually beneficial and further the mission of the organization.

#### **Compensation**

In general, instructors are paid an agreed-upon daily base rate plus 15% gross tuition for classes above the minimum enrollment (generally 4 students). Prior to your class, along with your class roster, you will be given a pay voucher to review, confirming the payment amount for your class. Shortly after the class, your check will be mailed. Checks are cut and mailed on the 15th and 30th of each month.

#### **On-Campus Housing**

Overnight accommodations for instructors and their significant others are available in the Fish House Bunk House on a first-come, first-serve basis while you are teaching. Let us know you plan to stay on campus and we'll be happy to have you! When available, instructors can use on-campus housing while in class as well. See Instructor Manual for additional information

#### **Coursework Credit**

We want to see you on campus more often! Taking courses at North House is wonderful way to get to know other instructors, interact with international guests, observe other teaching styles and enjoy the experience of being a student. To help make this possible, we offer the following options.

***Established Instructor Benefit:*** All instructors will receive a gift certificate in the amount that reflects the amount they taught in the previous year, March 31-April 1. Gift certificates will be issued at the annual Instructor Retreat and are good for 12 months from date of issue.

***Emerging Instructor Benefit:*** Available to intern alumni, assistant instructors and new instructors for the first 3 years. After three years, the established instructor benefit applies. This can be used in combination with the established benefit BUT the max of \$300 per year still applies. These are individually negotiated agreements of bartered value, similar to a work-study program but focused on specialized skills, like demonstrating, intern training, assisting in courses, etc. See request form.

#### ***the fine print***

- Credits will be earned at 1 day at \$75, 2 days at \$150, 3 days at \$225, 4+ days at \$300. Partial days at partial rate. Max of \$300 per instructor per year.
- Courses with more than one instructor will be credited at a pro-rated rate (example: 2 instructors for 4 days; \$75 to each instructor).
- Instructors will need to register by phone or in person to use the credit.
- Instructors pay materials fees.
- This certificate IS transferrable to an immediate family member, including children or apprentice, but at 50% of the value.



## ***North House Folk School Instructor Benefits Summary***

### ***the fine print, cont.***

- If instructors need to redeem their benefit earlier than the schedule allows for (for a Jan-March course), individual exceptions can be made by request of the Program Director.
- Does not combine with other discounts (local, work study, intergenerational)
- Instructors fly standby: Just like staff and interns, instructor registrations do not count toward the minimum number of full paying students needed to launch the class. A maximum of 2 discounted spots (intern, instructor or staff) are available per course, with some exceptions on a case-by-case basis. Instructors are encouraged to sign up early!
- North House reserves the ability to max out this program on an annual basis if requests are numerous. 2016 cap: \$10,000.

### **School Store: Discount and Consignment**

Instructors receive 10% off your entire purchase each time you teach; coupon in Instructor folder at check-in. North House instructors are encouraged to consign craft items in the School Store. See Instructor Manual for additional information.

### **Participation in Special Events and Instructor Gatherings**

North House hosts 3 special events and numerous thematic weekends each year. Instructors are encouraged to attend and participate! We also gather as a community of instructors each year. In April, the annual retreat includes complimentary coursework, professional development sessions and lots of fun over 3 days. In June, we gather for a celebratory session prior to the Annual Members Brunch. See Instructor Manual for additional information



## **Emergency Guidelines for North House Folk School**

218.387.9762

500 West Highway 61

Grand Marais

### **In an Emergency:**

- **Call 9-911!**

Response time for North House is under 5 minutes—trained personnel will be at North House before you could transport someone safely to the hospital. Call 911.

- **Use Onsite Resources:**

**First aid kits** located in all buildings

**AED and CPR mask** in Blue building

**Fire Extinguishers** located in all buildings

**Life Ring** located on the western dock

**Propane Shut-off:** North side of Blacksmith Shop & between Milling Shop/Fish House buildings

- **Notify North House Staff**

### **Severe Weather**

In the event of severe weather, North House staff will notify instructors. Students, instructors and visitors are to seek shelter in the nearest building. Recommended locations are the Milling Shop (enter through Red Building) or the basement of the Yellow House (entrance located on the north end of red building).

### **Public Disturbances**

Call (9)911 (or the non-emergency number for Law Enforcement 218.387.3030). Notify North House staff. If necessary for safety, direct all participants to Milling Shop and Yellow Basement.

### **Going into the Field**

- Notify North House staff of your location and approximate timeline.
- Bring a travel first aid kit (inquire at front office)
- In the event of an emergency, call 911 services first, and then notify North House.
- Check the forecast before you go. If severe weather is a possibility, consider options for shelter before you go.

### **After an Incident**

- Report: Please fill out an incident form, located in the front office. This is very important, even if the injuries were minor or no outside help was needed.
- Call Greg Wright, Executive Director @ 218.387.2968 or Jessa Frost, Program Director @ 218.370-0765 if not present.

### **Non-Emergency Numbers**

Cook County Hospital: (9) 218-387-3040

Cook County Sheriff: (9) 218-387-3030

Sawtooth Mountain Clinic: (9) 387-2330





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## **Emerging Instructors/ Intern Alumni/Assistant Instructors: Request for Course Credit**

North House wants to see you on campus! Taking courses at North House is wonderful way to get to know other instructors, interact with international guests, observe other teaching styles and enjoy the experience of being a student. **We welcome proposals for an equal exchange of value through bartering.** Our goal is to exchange services in ways that are meaningful and mutually beneficial, and we are happy to receive your proposal for how best to do this in a way that makes sense for you.

### **General Guidelines**

A 2-3 hour program counts for a half-day of course credit (\$50). A full day of demonstrating, volunteering, etc. counts as a full day (\$75). These are redeemable for tuition only, no materials fees.

If North House is paying you for an activity, it does not count towards credit (i.e. instructor in residence, folk artisan marketplace, assistant instructor when paid). If you would rather log credit hours than accept an honorarium, that is possible as well.

You are encouraged to build up your credit before the course you wish to take. Credit needs to be earned prior to the course taking place. Occasional exceptions may apply.

Prior to the service work, submit a Request for Credit form. In general, credit is good for 12 months from the date of services rendered.

Credit is maxed at 4 course days per year or a value of \$300. North House reserves the ability to max out this program on an annual basis if requests are numerous.

This offer doesn't combine with any other discounts, and is available on a limited basis to those receiving credit through regular teaching (the max of \$300 still applies).

Examples of service work:

- demonstrating during Wooden Boat Show (no honorarium)
- working with new interns on a specific skill
- materials prep for school programs
- assisting with skilled campus projects (special things for the school store, etc.)
- offering a skill share, open shop or public program as part of the Fall, Winter and Spring Series or other thematic weekends
- many, many others—send us your ideas!

\*\*\*\*\*



### **Request for Course Credit**

Name:

Brief description of proposed service work:

Date to be completed by:

Amount of course credit requested (1/2 day (\$50), full day (\$75):

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**SU**:



# COURSE EVALUATION

Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

## 1) Overall, how would you rate your experience at North House in terms of each of the following criteria?

	Exceeded Expectations	Met Expectations	Partially Met/ Did Not Meet	N/A
Overall quality of your course				
Instructor's knowledge				
Range of teaching resources & references offered				
Quality of knowledge and skills gained				
Classroom facility				
Overall campus facility				

Comments:

## 2) Please rate the following aspects of your experience at North House.

	Just right	Needs some adjustment	Comments
Length of course			
Course size			
Amount/quality of tools available			
Quantity/quality of materials provided for use			
Amount of lecture/demonstration			
Individual assistance provided by instructor			
Discussion of safety practices as applicable			
Opportunity to practice hands-on skills			

## 3) We would like to know if you were adequately prepared for your time on campus. Please check the best answer.

	Strongly Agree	Agree	Strongly Disagree	N/A
The registration process was easy				
Course information on the website was accurate & thorough				
I found adequate information to help me plan my trip				
Information in the confirmation packet mailed to me was helpful				
Staff were helpful in answering my questions				
Tools list was accurate				
Pre-course contact with instructor was helpful				

Comments:

OVER

**4) Part of North House's mission is to build community with students, instructors and staff. Which of these aspects were important to your North House experience?**

	Most important	Important	Least Important
Instructor's welcome and conversations with instructor			
Conversations with staff			
Time spent meeting and interacting with fellow students			
Time spent in class with other students			
Community gathering (pizza bake, luncheon, etc)			

Comments:

**5) Whether new or returning to North House, beginning or experienced with craft, we hope your experience may lead to a next step. How likely are you to continue your involvement in craft by participating in any of the following?**

	Very likely	Likely	Unsure	Not likely
Return to North House for future classes/events				
Tell your friends and family about North House				
Make time to do this craft at home or use your new knowledge at home				

How has this experience changed your relationship to the world of craft?

**6) We're interested to hear why you chose to register for this course. What was most important to you when you considered registering?**

	Most important	Important	Least Important
Working with this instructor			
Gaining this skill or knowledge			
Handcrafting this product			
It worked best with my schedule			
It worked best for my budget			
Community gathering (pizza bake, luncheon, etc)			

**7) What other classes would you like to see offered at North House in the future?**

**8) Please share any other comments, advice, or questions you might have for North House or your instructor:**

**9) Optional - I would like North House to be in touch with me about:**

\_\_\_ My experience in this course \_\_\_ Volunteering at North House \_\_\_ Becoming a member

Name \_\_\_\_\_ Phone or e-mail \_\_\_\_\_