

SATURDAY ACADEMY INSTRUCTORS FAQS

1. What is Saturday Academy?

Saturday Academy is an academic enrichment program for students (grades 9-12) enrolled in the Upward Bound and Upward Bound Math & Science programs at Sonoma State University. Saturday Academy provides students with exciting and innovative classes that both enhance and support their regular school courses.

2. What is my pay rate?

Instructors' daily pay rates are based on two categories: **Associate Instructor** and **Instructor**. Individuals with four or more years of classroom experience and a valid California Teaching Credential and/or an advanced degree (i.e. Masters, Ph.D.) in the field of study taught are paid at the Instructor rate. Individuals who have taught for University Support & Preparation Services for four or more years will also receive the Instructor rate. Pay rates are calculated on a per class basis.

To be eligible for the Instructor pay rate, qualifying documents must be submitted at the time of application. Qualifying teaching experience is at the sole discretion of the Director of Academic Services. (**See page 3 of the Saturday Academy Instructor Handbook for the pay scale**). **For your specific daily rate please see Gerald or Amy.**

3. How many students do I have per class?

Every effort is made to cap student enrollment at 20 students per class. However, some advanced courses may have fewer students and high-demand courses may have more students. No class enrollment will exceed 25 students.

4. When and where do I obtain my copies and supplies?

Instructor copy and supply requests submitted by Tuesday, September 18th will be available by the first Saturday Academy date: **September 29th**.

5. Can I purchase my own classroom supplies?

Yes. There is a \$50 reimbursement cap for Saturday Academy instructors. Please see the instructions regarding reimbursement for out-of-pocket expenses on our website: http://www.sonoma.edu/precollege/instructors_emp.htm.

NOTE: Reimbursement for any and all food items requires specific approval. Please do not purchase any food items prior to obtaining the approval from Gerald Jones, Director of Academic Services.

6. Where is my classroom?

On a weekly basis class schedules will be placed in instructor files. Because several on/off-campus groups compete for classrooms throughout the year, instructors often do not have the same classrooms for the entire program. In advance—thank you for your flexibility!

7. Do I have access to SSU's library?

Yes, all instructors have access to the Schulz Library. Instructors receive a staff identification card which allows you to obtain a library card with full staff privileges.

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8. Do I have access to technology equipment?

Yes, instructors' employee identification cards allow them to check out technology equipment through Media Services: 707.664.2117, Schulz 1024. Please reserve items at least **48 hours in advance or the Thursday prior to each Saturday Academy**. Please note—instructors are solely responsible for checking out and returning technology and media equipment.

9. Where do we park and who pays for it?

Parking in non-reserved lots is free on Saturdays. Handicapped and timed parking zones are enforced 24 hours daily.

10. Do I have access to a computer lab?

Yes, a computer lab is available to all instructors. Please stay tuned for further details on how to reserve lab time for your instructors.

11. Are students allowed to eat inside the classroom?

No!

12. Can students wear hats inside the classrooms?

No! Students (boys or girls) cannot wear hats or any other type of headgear (e.g. do-rags, scarves, head-bands, etc.).

13. Can students listen to headphones during class, even if it's silent reading, quiet time, or when they've completed their assignment?

No! A uniform policy followed by all keeps rules simple, easy to follow and easy to enforce.

14. Are the instructors required to attend Town Hall Meetings?

No, but attending Town Meetings provides instructors with a different interaction experience outside of the classroom with their students. It's also a time for you to get program updates, announcements, and enjoy a variety of guest presentations.

15. How much homework should I assign per night?

No homework should be assigned. All work for the classes should be completed In class.

16. Are there instructor meetings?

Yes, **non-paid** instructor meetings are held during brunch (Terrace Room/Dining Commons) on the first Saturday of each month and the last Saturday Academy date.

17. Please explain/clarify staff roles so I know whom to contact for questions:

- **Gerald L. Jones, Director, Academic Services:** student discipline/concerns, copy/supply requests, classroom issues, computer lab requests, pay issues, absences, and programmatic concerns.
- **Amy Tompkins, Curriculum & Instruction Coordinator:** lesson plans, pre/post tests, instructor evaluations, student assessment, and all other curricular questions/needs.

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