

# Special Studies Instructor Handbook

In the following pages you will find information about Special Studies policies and procedures for the season. You must read this document in full before beginning your class. Please note that failure to adhere to the policies contained within the handbook may result in an instructor not being approved for future seasons. Thank you for your help in making this year's program a success.

## SPECIAL STUDIES STAFF

Chautauqua Institution's Special Studies program is facilitated by a dedicated support team during the summer season.

Special Studies Registrar, Lena Young, 716-357-6348, [specialstudies@chq.org](mailto:specialstudies@chq.org)

- for questions about enrollment, payroll, room capacity, program policies and procedures

A/V Coordinator, Gavin Card (phone number will be distributed in June)

- for questions about audio/visual, equipment and support

Turner Community Center Support Staff, (phone number will be distributed in June)

- for assistance in Turner Community Center between 7 a.m. and 6 p.m. Mon. to Fri.

Publicist, Madison Gross, [publicist@chq.org](mailto:publicist@chq.org)

- for questions about the promotion of your class

In case of emergency, call 911 or 716-357-6225 to be connected to the Chautauqua Police Department.

## SPECIAL STUDIES OFFICE AT HULTQUIST CENTER

The Special Studies office is open from June 23 to Aug. 23 during the 2019 season, and from June 28 to Aug. 28 during the 2020 season. The phone number is 716-357-6348, and the office is located on the second floor of Hultquist Center on Bestor Plaza. *Please note that this phone number is not in service until the start of the summer season. For questions regarding Special Studies during fall, winter and spring, please contact Karen Schiavone at [kschiavone@chq.org](mailto:kschiavone@chq.org).*

## SPECIAL STUDIES OFFICE HOURS

|                    |                |
|--------------------|----------------|
| Sunday             | 12 p.m.–3 p.m. |
| Monday–Tuesday     | 8 a.m.–5 p.m.  |
| Wednesday–Thursday | 8 a.m.–3 p.m.  |
| Friday             | 8 a.m.–1 p.m.  |
| Saturday           | Closed         |

## PROPOSING A SPECIAL STUDIES COURSE

If you are interested in proposing courses for the 2020 Season, please use the online instructor portal at <http://chq.org/classes>. All proposals must be submitted through the online portal by Oct. 1, 2019. Submissions after this date will be considered late and reviewed after the final curriculum is set to fill in any gaps. The final curriculum will be chosen by the end of December and all applicants will be notified of our decisions at that time.

No course is guaranteed a place in the 2020 Special Studies program. Our aim is to create a balanced curriculum for Chautauquans of all ages within each week of the season and within the various subject areas. The elimination of some previously offered courses or a reduction in the frequency of teaching for some faculty will be necessary to introduce new faculty and courses and broaden the program's reach on the grounds.

Courses will be reviewed by the Special Studies curriculum cabinet. Feedback from previous course evaluations (when available) will be considered, as will limitations of time and availability of appropriate classroom space. While some courses may be chosen to complement the theme of the week's lecture platforms, most are chosen to provide a balance to the week's offerings.

A proposal is required for all Special Studies courses, including those that have been offered in previous years. (Tip: Copy and paste information from previous course proposals, accessed from your instructor portal, to save time.)

You are invited to submit more than one course proposal. A separate online form must be completed for each proposal.

Information you provide online will be used in the print and online catalog if your course is accepted. Edits may be made to course descriptions for clarity and consistency. Instructors will have the opportunity to review catalog information before the publication goes to print.

If proposing to present your course with another instructor, both instructors must submit an online form and clearly indicate the other as a co-instructor. Please clarify why more than one instructor is needed for the course.

For additional information, please stop by the Special Studies office during the season, located on the second floor of Hultquist Center, visit [chq.org/classes](http://chq.org/classes), or contact Karen Schiavone at [kschiavone@chq.org](mailto:kschiavone@chq.org). The deadline for Special Studies proposals is Oct. 1, 2019, to be considered for the 2020 Season.

### **INSTRUCTOR COMPENSATION**

Standard compensation for faculty includes forty percent (40%) of tuition collected for the course, plus a Chautauqua gate pass and parking permit for the duration of the class (under guidelines below). No housing, food, or travel allowance is provided. A complimentary gate pass is extended to faculty on the following basis:

- A faculty member who teaches at least three days and four hours during a given week will receive a gate pass and parking permit for that entire week. Weeklong gate passes run from Saturday to Saturday of each week.
- A faculty member who offers a course that occurs on any one day or two days of the week receives a gate pass and parking permit only for the days they are teaching, no matter how long the course is or how many weeks it is offered.
- A faculty member who chooses to be at Chautauqua for extra weeks beyond his or her teaching commitment pays the standard gate fee for those extra weeks.
- Faculty gate passes and parking permits are not transferable to any other person. They may not be exchanged for their cash value, nor may their value be applied toward the purchase of a longer-term gate pass or the payment of other Chautauqua fees.

### **INSTRUCTOR PAYMENT SCHEDULE**

Independent contractors are paid after receipt of services. Instructors must have an independent contractor agreement and W-9 form (or international equivalent if your primary address is located outside the United States) filed with the Special Studies office before payment can be processed. Payments are processed and mailed within two weeks of the end of your class. Annual payments to the instructor from Chautauqua Institution in excess of \$600 will be reported to the Internal Revenue Service and the instructor will receive a 1099 at the end of January.

## **BUILDING ACCESS/ROOM KEYS**

Instructors must pick up keys at the Special Studies office on Sunday if they are teaching in the Pier building. For access to classrooms at Turner Community Center, the instructor will sign out a room key from the Turner Support Staff in the Turner lobby.

If you need to access your classroom ahead of your class start to drop off equipment or assess the space, you must make arrangements with the staff on Sunday of the week you teach. Requests for access must be made between 11:30 a.m. and 12 p.m. at Hultquist Center prior to the faculty Meet and Greet.

## **INTERNET ACCESS**

There are two networks that are accessible in most classroom locations:

CHQ Guest - an open network that does not require a password. If your students need to access the internet, this is the network they are permitted to use. Most devices connect automatically.

CHQ Staff - is for instructor use ONLY. Request password from the Special Studies registrar by emailing [specialstudies@chq.org](mailto:specialstudies@chq.org). Instructors may also use the CHQ Guest network.

## **FACULTY PACKET**

When you arrive at Chautauqua, please pick up your faculty packet at the Main Gate Will Call window, open from 7 a.m. to 9 p.m. daily beginning June 22. Packets will be at the Will Call window after noon Wednesday, June 19 (pre-season hours are 9 a.m. to 4 p.m.).

You must report to the Special Studies office at Hultquist Center on the Sunday prior to the week you teach to turn in your check-in sheet and verify your correct address for payroll processing.

## **GATE TICKETS AND PARKING PERMITS**

Your gate pass and parking permit will be included in your faculty packet if you requested one (and if you haven't already received your gate pass from the ticket office). Weekly gate passes and parking permits are valid from 7 a.m. Saturday until the following Saturday at 10 a.m. Gate passes and parking permits are not transferable to any other person, nor do they have a cash-exchange value. All faculty parking permits are for the Overflow Main Lot and cannot be changed to any other lot or driveways on the grounds.

If you are extending your stay beyond your allotted Special Studies gate pass, please call the ticket office at 716-357-6250 to arrange for your passes beginning March 14. The ticket office will prorate your extended pass based upon the total weeks or days you plan to stay on the grounds. For specific details regarding gate pass pricing and rates, please contact the ticket office.

## **CLASS FEES**

All registration fees are collected and deposited by Chautauqua Institution. The standard instructor's independent contractor agreement is designed as a 40/60 split. As an independent contractor, you will receive 40 percent of all course revenue and Chautauqua Institution will retain 60 percent of the total registration fees collected from your course.

Instructors will also receive a Chautauqua Institution gate pass and parking permit for the duration of the course. In order to receive a weeklong gate pass, an instructor must teach at least three days and four hours in the week. Otherwise, instructors will be provided with passes only for the day(s) of the class.

## **MATERIAL FEES**

Material fees are fees that are charged to the participant in addition to the class fee. Material fees cover supplies that the instructor requires the participant to have in order to participate in the class. Material fees are collected directly by the instructor for expendable supplies for students, e.g., craft supplies, handouts, oil paints, etc. The classroom monitor will not collect these fees; they are paid directly to the instructor.

Instructors may not require students to purchase books authored by the instructor.

## **A/V EQUIPMENT, POLICIES AND PROCEDURES**

When you arrive at your classroom, the equipment you requested should be in the room. If you do not see the right equipment, please call the A/V Coordinator. Note that equipment allocation decisions are based upon total course enrollment. In the event that a projector is not available, you will be given a TV to which you may connect your laptop. Some A/V equipment is not available in all classrooms.

Late or last minute requests will be filled on an as-available basis. If you would prefer to bring your own equipment, be advised that most classrooms are used by multiple instructors each day and are often unlocked; securing equipment is not usually possible.

We have a limited supply of A/V equipment and it will be often shared with other faculty during the week. Please be considerate. You must provide your own laptop.

Instructors will be responsible for any broken, misused or lost equipment. Ask for assistance before moving heavy A/V carts or other equipment.

## **HANDOUTS & PHOTOCOPYING**

Instructors may make use of the Special Studies photocopier on the first floor of Turner Community Center Mondays through Fridays from 7 a.m. to 6 p.m. A code is required to use this copier; please ask for assistance from the Special Studies staff member on duty in the Turner lobby. This machine is for black-and-white copies only and is limited to class enrollment requirements. Photocopying may be available on Sundays at Turner—please check in with Hultquist staff on Sunday to determine availability. You must have a hard copy available to give to staff.

Please limit the number of copies you make for your classes. Special Studies will not cover the costs of copying lengthy manuals or significantly long documents. If you have questions about what is acceptable, please contact Karen Schiavone at [kschiavone@chq.org](mailto:kschiavone@chq.org).

For color copies, you must use the Publications Office, located behind the Colonnade building (a copy charge will apply and is not paid for by Special Studies). The Publications Office is open from 9 a.m. to 5 p.m. Monday through Friday.

## **PREDICTING CLASS ENROLLMENT**

Pre-season registrations begin online and through our Ticket Office on April 10. If you wish to check on the current number of registrants in your course before its start date, please email [specialstudies@chq.org](mailto:specialstudies@chq.org) or call 716.357.6348 after June 17. You must include your course number in your email or have the number ready when calling; course numbers are listed in the print and online catalogs next to your course title and description.

Sundays are very busy and the registration numbers may change, as this is our largest enrollment

day. Please respect the established class enrollment limits and do not admit students beyond the maximum. If the class is full we may contact you about raising maximum numbers, and those on the waiting list will be contacted.

### **CLASSROOM MONITORS**

Your class will be assigned a classroom monitor. The monitor will admit students into the class, collect payments for single-session admissions (if applicable) and will write receipts for admissions. The monitor does NOT: collect materials fees, move furniture, increase enrollment or change course location. The monitor may audit the class if approved by the instructor. Monitors are responsible for paying any materials fees owed to the instructor if they participate in the class.

### **FULLY ENROLLED CLASSES/WAIT LIST PROCEDURE**

When a class is fully enrolled, no more seats are available in the class. Enrollment numbers are followed due to fire code and room capacity. A potential student may go to the Special Studies office located on the 2nd floor of Hultquist and have their name placed on a waiting list. If a cancellation occurs they will be notified to come to the office to register for the class. Students must have a registration receipt to be admitted into the class. If the registered person does not arrive, the seat is considered sold and we do not re-sell seats. Monitors are instructed to follow this policy and cannot sell spots in a full class!

### **ENROLLMENT CHANGES**

Maximum enrollments are set based on classroom capacity, student comfort, and type of class. If an instructor wishes to increase the maximum enrollment to admit additional students, the instructor must contact the Special Studies registrar for permission to do so. No additional students will be admitted without the registrar's permission.

Enrollment cannot be increased after the class begins. If a student gets past the monitor and requests the instructor to admit them to the class, the instructor must refer the student to the Special Studies office.

### **CLASSROOM ASSISTANTS/HELPERS/GUEST SPEAKERS**

No assistants or guests are permitted into the classroom unless the instructor has notified the Special Studies office prior to the class start date to have their name placed on the class registration list. This notification must be made to [specialstudies@chq.org](mailto:specialstudies@chq.org) or in person at the Hultquist office by 1 p.m. on Sunday of the week of the class.

### **CLASS FEES PAID AT DOOR**

Weekly: Guests may pay the full weekly price at the door with cash or check (on a space-availability basis). If they want to pay by credit card they must call the Special Studies office (ticket office if after hours) and pay over the phone. If they do not want to do this and have not registered, they cannot be admitted to the class.

1 Session, First day only: Guests may pay monitor at the door (cash or check) for the first day (on a space availability basis). If they would like to continue in the other sessions, they must purchase a registration for the rest of the course through the Special Studies office.

1 Session, Every day: Guests can pay the monitor (cash or check) at the door any day of the course (space availability basis). The Special Studies office cannot sell one-session admissions in advance, but guests can pay for the remaining sessions at the Special Studies office.

Guests should not be admitted into classes without an enrollment form or payment at the door. If they have lost their enrollment form they can come to the Special Studies office to have it reprinted. The classroom monitor can contact the Special Studies registrar to confirm a guest's enrollment in a class if he or she is not on the enrollment list and has no enrollment form.

### **Fees Paid for Remaining Sessions at Special Studies Office**

- If a guest has paid at the door and would like to attend the rest of the week, we can pro-rate the enrollment fees for classes with the option of paying at the door each session or for first-day only (should be paying after the first day). Guests should have a receipt to confirm payment.
- For first-day only courses, no monitor is present after the second day of class, and instructors should not be letting unenrolled guests enter their classes, but this has happened. If this happens, notify the Special Studies registrar.

### **COURSE TRANSFERS AND CHANGES**

Within 24 hours of the first meeting of a course, students may, if necessary, elect to change or transfer their registration. All such changes or transfers require a \$10 processing fee per course. Because many courses reach maximum enrollment, changes or transfers must be made as soon as possible to allow another student access to that course.

### **CLASS CANCELLATIONS**

Once courses are selected and published in the catalog, it is our policy to conduct class regardless of the level of attendance. We believe that all courses that are chosen have a potential audience, but predicting eventual attendance is difficult. While many students do pre-register, many more typically register within one or two days of the course date. Therefore, we expect faculty to conduct their course and we similarly maintain our commitment to the gate pass and other compensation, regardless of attendance.

Special Studies does not typically cancel classes due to low enrollment. If robust group discussion is essential to a class, an exception can be made if the instructor feels there is no way to teach the class otherwise. If a class allows single-session admissions paid at the door, the instructor should go for the first two days of the class.

For youth under age 18, classes with only one participant **MUST** be cancelled unless the child's parent or guardian remains present for the entire class or the monitor agrees to stay for the duration of the class.

All cancellations must go through the Special Studies office. Students of a cancelled class will be refunded.

### **PUBLICITY AND MARKETING**

The Special Studies course curriculum will be publicized regularly beginning in April via Chautauqua Institution e-newsletters and on our various social media platforms.

Our major publicity vehicle remains the printed catalog. During the summer season, our up-to-date green insert in *The Chautauquan Daily* (also available in multiple locations around the grounds) is very successful at promoting the week's courses.

You are strongly encouraged to participate in the Sunday "Meet and Greet" from noon to 3 p.m. Sunday in front of Hultquist Center. The event allows Chautauqua visitors and community members to learn more about your class, ask questions, and immediately register at the second-floor Special

Studies office. Handouts, photographs and any interactive examples related to your course can help draw attention from passers-by.

You may also design a class poster to be posted on our digital signage around the grounds. Please email a digital file (.doc, .pdf, .jpg, etc.) to [publicist@chq.org](mailto:publicist@chq.org) and your poster will be displayed beginning on Saturday of the preceding week. Our office must receive your digital files no later than 10 days prior to the Monday of the week of your class, e.g., if you are teaching in Week Five, we must receive your poster by Friday of Week Three.

File specifications:

- Must be 8.5 x 11 inches
- Must be portrait/vertical layout, NOT landscape/horizontal
- Posters will be displayed at the discretion of the manager of Special Studies

You are also welcome to purchase advertising for your class in our daily newspaper, *The Chautauquan Daily* (for those new to Chautauqua Institution, the *Daily* has a 90% penetration rate on the grounds and is the core means of communication within our community). For more information, please visit <http://chqdaily.com/advertise/> or contact the advertising manager at [dailyadvertising@chq.org](mailto:dailyadvertising@chq.org). Once your ad space is reserved and if you require help, our publicist will be available beginning June 17 to assist you in designing your ad.

We encourage you to advertise your course to your personal and professional networks. Our students come from near and far and are both returning and first-time guests at Chautauqua Institution. Your promotion of your class will help grow our community of lifelong learners.

## **EVALUATIONS**

Special Studies staff may evaluate classes periodically and on a random basis. Participants are also encouraged to complete the 2019 Special Studies survey, which will be emailed upon conclusion of a course. Survey data provides important information to instructors and staff on customer service issues, registration procedures, and future Special Studies offerings.

Instructors are encouraged to remind their students that the survey will arrive in their email following the class and that they may also access the survey at [chq.org/classes](http://chq.org/classes). Instructors may also complete a survey by visiting [chq.org/classes](http://chq.org/classes) and follow the link for the course evaluation (available beginning June 24).

Thank you for all you are doing to make the Special Studies program a success in the 2019 season. I look forward to working with you!

Best,  
Karen E. Schiavone  
Manager of Special Studies and Youth Programs  
[kschiavone@chq.org](mailto:kschiavone@chq.org)  
[chq.org](http://chq.org) | [chq.org/classes](http://chq.org/classes)