

## Lowell Makes: Instructor Expectations

Thank you for taking the time to share your expertise and experience with the Lowell Makes Community! You are helping others build their skills.

Although you do not have to be a member to teach at Lowell Makes, you do represent Lowell Makes and as such we expect you to:

- Understand the Instructor Payment process: The Instructor MUST submit a [W9](#) with contact info to the Lowell Makes Bookkeeper: [robyn@fayaccounting.com](mailto:robyn@fayaccounting.com). EdCom submits Instructor invoices at the beginning of the **next** calendar month following the class. From then, it can take 4 (and sometimes more) additional weeks for payment to be processed, approved and mailed. Venmo is an option, if requested by the Instructor. There may be further delay if W9 has not been submitted. Contact EdCom with any questions or late payments: [education@lowellmakes.com](mailto:education@lowellmakes.com)
- The Instructor MUST submit a [W9](#) with contact info to the Lowell Makes [bookkeeper](#). Edcom submits Instructor invoices at the beginning of the next calendar month. From then it can take 4 (and sometimes more) additional weeks for payment to arrive. There may be further delay if W9 has not been submitted.
- Support the educational mission of Lowell Makes.
- Have a solid understanding and competency of the class content and material.
- Double-check the links and accuracy of the course descriptions online.
- Help to promote your class.
- Internal instructors: Monitor your class attendance; if enrollment is low, and not meeting minimum requirements 3-5 days before the class, notify the Education Committee. (External instructors may ask the Sponsor/Shop Captain or Education Committee for help monitoring class attendance.)
- If you are teaching in a shop, or using shop resources, you must be “checked out” for that shop.
- If you are unable to teach a class, contact the Sponsor/Shop Captain and/or the Education Committee as soon as possible.
- Be prepared to teach a wide variety of skill levels within the prerequisites.
- Teach by example; be prepared for the class; come early; use equipment and tools safely; be enthusiastic about your craft; answer questions respectfully.
- Manage your time during the class - be realistic in what the class will cover.
- Solicit understanding of the skills - identify and assist students who need additional support.
- Plan for emergencies: know where the first aid kit is, know locations of fire extinguishers, etc.
- Make sure all shop tools and equipment are cleaned and returned to the proper location. Report any damage to tools or equipment.
- Report any concerning incidents.