



**Workhouse**  
ARTS CENTER

# Instructor Application & Informational Packet

**Fall Quarter 2019:**

**Classes begin Monday, September 16th and end Sunday, November 17th**

**Winter Quarter 2020:**

**Classes begin Monday, January 6th and end Sunday, March 8th**

This packet contains important information about how to apply to become a Workhouse Arts Center instructor in visual arts, music and theatre as well as all the guidelines an instructor must follow when proposing a class. Please read the entire packet very carefully.

If you are interested in learning about teaching opportunities in Ceramics, Glass and the Art of Movement, please turn to page 5 to contact those program managers directly for more information.

If you have received this packet it is because you have shown interest in teaching through the Workhouse Arts Center. If you are a returning instructor, you must still read this packet and submit any new class proposals on time. This packet is not a binding contract or guarantee that your proposal will be accepted. Incomplete proposals will not be considered.

# TABLE OF CONTENTS

## PAGE

|       |  |
|-------|--|
| 3     | Welcome to the Workhouse, Workhouse Education Mission                          |
| 4-5   | Important Dates, General Information   |
| 6     | Visual Arts & Culinary Program introduction & overview                         |
| 7     | Visual Arts or Culinary Arts Proposal Submission Guidelines                    |
| 8-9   | Visual Arts & Culinary Arts: Important information for new instructors         |
| 10    | Visual Arts & Culinary Arts: Materials & Supply Lists                          |
| 11    | Visual Arts Instructors: How to Submit Artwork                                 |
| 12-13 | Visual Arts & Culinary Arts: Formatting your Weekly Class or Workshop Proposal |
| 14-15 | Visual Arts & Culinary Arts Tuition & Instructor Compensation                  |
| 16    | Visual Arts & Culinary Arts Instructors: New Proposal/Application Checklist    |
| 17    | Music Program Overview   |
| 18    | Music Program Tuition & Instructor Compensation                                |
| 19    | Music Program New Instructor Application                                       |
| 20    | W-9 Form   |
| 21    | Authorization for a Background Check Form                                      |
| 22    | Course Policies  |
| 23    | Frequently Asked Questions   |

# WELCOME TO THE WORKHOUSE

The Workhouse Arts Center believes that an arts education is necessary to an individual's perception and understanding of the world in which we live. Creative learning enables students to interpret these perceptions in visual or performative form. Art education teaches students to respect and appreciate their own interpretations and those of others. Our program allows every student to increase positive attitudes towards self, others, and the environment through creative experiences. The Workhouse Arts Center provides art instruction that helps develop basic art skills, encourage visual awareness and promote intellectual growth and creative self-expression.

The Workhouse Arts Center instructors include both professional artists and professional educators. We are looking for artists doing interesting work who are also excellent teachers with these qualities:

1. A willingness to be generous with information and an ability to teach conceptual material.
2. Strong technical skills in their specified medium with evidence of artistic and pedagogical success.
3. Great interpersonal and public speaking skills. Instructors should be engaging and patient in a classroom environment.
4. A willingness to participate in all aspects of our Education Program to include outreach, special Education events, field trips, and camps to further build upon the success of the Education Program.

We are looking for teachers who wish to be *involved* in our programming beyond the day-to-day class. The Workhouse needs team-focused, program driven educators who have a true passion for arts education.

We encourage innovative classes, classes that advance contemporary expressions in various media as well as classes that incorporate or emphasize historic information and processes. Half of our instructors are people who have taught here before. The other half is selected from recommendations, applications, and direct solicitation on our part.

Twice a year we review teaching applications; once in June for fall and winter quarters and once in December for the spring and summer quarters. Please visit the classes section of our website or look at our catalogs to get a sense of the range of classes taught each year. Most of our classes are open to students at all skill levels and we attract students of all ages. We will review proposals for short workshops (1-2 meetings) and classes (4-9 meetings).

Thank you for your interest in teaching at The Workhouse Arts Center. We are always interested in learning about artists who can bring new perspectives to our program.

Sincerely,  
The Workhouse Arts Center

## **The Education Department Mission**

The Mission of the Workhouse Education Department is to present original and innovative educational programs for youth, families, adults, and educators designed specifically to foster an appreciation, understanding and knowledge of visual and performing arts.

# IMPORTANT DATES

## SUBMISSION DEADLINE FOR NEW PROPOSALS & RESUMES

### Submission Deadline per program:

|  |   |
|--|---|
| Visual Arts ( <i>Not Ceramics &amp; Glass</i> ): | On or Before, Monday, July 15th, 2019 (For BOTH QUARTERS) |
| Music:   | On or Before, Monday, July 15th, 2019 (For BOTH QUARTERS) |
| Culinary:  | On or Before, Monday, July 15th, 2019 (For BOTH QUARTERS) |

### Fall 2019 QUARTER

|               |                       |
|---------------|-----------------------|
| Classes Begin | Monday, Sept 16, 2019 |
| Classes End   | Sunday, Nov 17, 2019  |

### Winter 2020 QUARTER

|               |                       |
|---------------|-----------------------|
| Classes Begin | Monday, Jan 6, 2020   |
| Classes End   | Sunday, March 8, 2020 |

### HOLIDAYS & MORE DURING THESE QUARTERS\*

| Quarter        | Day      | Date      | Holiday                               |
|----------------|----------|-----------|---------------------------------------|
| Fall Quarter   | Mon      | Sept 2    | Labor Day FCPS/PWC Student Holiday    |
|                | Mon      | Oct 14    | Columbus Day FCPS/PWC Student Holiday |
|                | Mon-Tue  | Nov 4 & 5 | FCPS & PWCS Student Holiday           |
|                | Mon      | Nov 11    | Veterans Day Holiday                  |
|                | Weds-Fri | Nov 27-29 | Thanksgiving Holiday FCPS/PWC Schools |
|                | Thur     | Nov 28    | Thanksgiving Day                      |
|                | Weds     | Dec 25    | Christmas                             |
| Winter Quarter | Mon      | Jan 20    | Martin Luther King Jr. Holiday        |
|                | Mon-Tue  | Jan 27-28 | FCPS Student Holiday                  |
|                | Mon      | Jan 27    | PWCS Student Holiday                  |
|                | Fri      | Feb 14    | Valentines Day                        |
|                | Mon      | Feb 17    | Presidents Day (FCPS & PWCS Closed)   |

\* This list is for *instructor reference* only. The Workhouse Arts Center will follow normal operating hours and class schedules for some of the dates listed above. If you wish/need to postpone a class due to a holiday listed above YOU will have to notify your students and make arrangements to make up the cancelled class. Please check with your Program Director if you need to reschedule or postpone a class. (Program contacts are on Pg 5)

**The Workhouse Arts Center is closed to the public on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas.**

# GENERAL INFORMATION

## CONTACT SHEET & ADMINISTRATIVE INFO

|                 |   |                |                      |
|-----------------|---|----------------|----------------------|
| Mailing Address | Workhouse Arts Center<br>9518 Workhouse Way<br>Lorton, VA 22079 |                |                      |
| Telephone       | 703-584-2900  |                |                      |
| Website         | www.workhousearts.org   |                |                      |
| Public Hours    | Galleries & Studios   | Wed-Sat<br>Sun | 11am-6pm<br>12pm-5pm |

## PROGRAM CONTACTS

|                  |                                   |              |                                   |
|------------------|-----------------------------------|--------------|-----------------------------------|
| Aubrey Lisowski  | <i>Youth Camps &amp; Music</i>    | 703-584-2934 | aubreylisowski@workhousearts.org  |
| Debra Balestreri | <i>Visual Arts &amp; Culinary</i> | 703-584-2909 | debrabalestreri@workhousearts.org |
| Joseph Wallen    | <i>Theater</i>                    | 703-584-2963 | josephwallen@workhousearts.org    |

## MARKETING AND ADVERTISING INFORMATION

The Workhouse Arts Center will advertise the catalog of classes and workshops through a variety of means (including but not limited to web, eblasts, community calendars, and local display). Additionally, classes and workshops that are tied to site-wide events (such as Workhouse Education Open House) also receive marketing connecting it to that event. Individual classes, workshops and instructors **will not** receive specific individual marketing campaigns.

In addition, if you are accepted to teach at the Workhouse it is encouraged that you take an active role to spread the word to past students, post personal website links to your classes, maintain your own personal e-blast or mailing list, print your own flyers for distribution and social network your classes as much as possible.

## OTHER PROGRAMS OF INTEREST

### Ceramics & Glass:

Residency programs & teaching opportunities for emerging, pre-professional & professional artists.

Contact: Dale Marhanka      dalemarhanka@workhousearts.org      703-584-2982

### Art of Movement:

Fitness program offering classes in Yoga, Pilates, Tai Chi, etc.

Contact: Lesley Spalding      lesleypalding@workhousearts.org      703-584-2965

# VISUAL ARTS & CULINARY PROGRAM OVERVIEW

## VISUAL ARTS CLASSES

Visual Arts courses consist of concentrations in the following program areas only:

1. Drawing & Design (all aspects of drawing, 3D printing, digital design, architecture, and more)
2. Mixed Media (A range of media used in one class)
3. Painting (Acrylic, Oil, Watercolor, etc.)
4. Photography (Digital photography only with editing/finishing, etc.)
5. Textile & Fiber Arts (quilting, batik, sewing, crocheting)
6. Youth & Teen (various media)

If your proposed program does not fit into the above categories, it will not be considered. If you are seeking teaching experiences in ceramics, glass or fitness, please refer to page 5 for those program manager contacts.

The Workhouse Arts Center has six (6) classroom spaces that have been outfitted with various classroom equipment including easels, chairs, stools, tables, carts, and a Digital Media Lab with fifteen (15) Dell PC's with Adobe CC and an EPSON photo printer. Not all Visual Arts Classrooms are equipped with water/sink access inside the classroom, however every building that houses a classroom does have sink/water access located in the rear of the building dedicated to classroom needs.

Classrooms range in size from 440 sq. ft. to 650 sq. ft. The smallest classroom spaces hold approximately 10-12 students while the largest classroom spaces can hold 20 students max. Every space has electricity and wifi access. All but two of our classrooms are "open air" ceilings meaning they do not have a dropped, covered, isolated classroom environment, but rather only four walls and a door that separates them from working studio artists. This is important to note because teachers and students must be respectful of noise (language and electronics) so as not to disturb working studio artists.

## CULINARY ARTS CLASSES

The Workhouse has one Culinary teaching kitchen that holds no more than fourteen (14) students. Gas with outside hood ventilation has not been equipped in this space so the kitchen has been outfitted with two electric stove/ovens with overhanging exhaust hoods. The classroom also contains five stainless steel, waist-high, 6' cooking tables, a variety of cooking utensils, pots, pans, mixers and more. The classroom also contains a fridge, sink, dishwasher and disposal.

The nature of the Culinary program at the Workhouse is an introductory and continuing education experience for students to learn healthy cooking practices and food safety, however themed classes are welcome as well - culturally specific recipes, family-fun cooking experiences and holiday themes to name a few.

Culinary teachers must adhere to a stricter cleaning schedule and policies due to the nature of their craft and are expected to work together to keep the space clean, and safe for food handling.

## SUBMITTING PROPOSALS FOR VISUAL ARTS CLASSES

### WHAT DO I NEED TO SUBMIT...?

1. A description of the class/workshop in the approved formatting. Only typed or digital requests will be reviewed, please no hand written proposals. See pages 12-13 for formatting)
2. New Instructors - Resume, Cover Letter, Artist Bio, Teaching Philosophy, Images of artwork (See pgs 8-11)
3. Returning Instructors - please review your proposals and amend with new start and end dates. Unless your tax information has changed, you do not need to resubmit your W-9. If it has been over two years since you have had a background check, please fill in the Authorization for a Background Check Form.

### WHO DO I SUBMIT PROPOSALS TO...?

Education Program Office      registrar@workhousearts.org  
(Please indicate which **program** you are submitting for, in the subject line of the email.  
Programs and Program Contacts are on pg 4)

### YOU CAN SUBMIT IN THE FOLLOWING WAYS

Email (preferred):      registrar@workhousearts.org  
  
Mail:                      Education Office  
                                  ATTN: Class Proposal  
                                  Workhouse Arts Center  
                                  9518 Workhouse Way  
                                  Lorton, VA 22079

### HOW DO I KNOW IF MY PROPOSAL HAS BEEN ACCEPTED...?

You will receive a confirmation that your proposal(s) have been received by Email. You must provide an Email address if you wish to be considered as a Workhouse Arts Center instructor. If your proposal is not accepted, you will be contacted with an explanation.

### POSSIBLE CAUSES FOR UNACCEPTED PROPOSALS

Conflicting time slot. Classes with a history of successful enrollment will be given right of first refusal for a given time slot. If you have submitted a proposal with a conflicting day/date/time, we will contact you for alternate possibilities.

Priority to unclaimed time/day slots will be given to complete submissions. Submissions that remain incomplete past the deadline will not appear in the print version of the catalog. (For your convenience, a submission checklist is included with the forms at the end of this document.)

Successful submissions will portend financial viability for sustaining allocation overhead, in an effort to maintain classrooms, utility costs, and general maintenance of public and shared areas. Classes which maximize the financial potential for the Workhouse will be given priority.

Successful submissions will best match the mission of The Workhouse Arts Center Education Department.

# NEW INSTRUCTORS

## NEW INSTRUCTOR APPLICATION

Please submit a typed/digital document(s) containing the following information regarding your background, education, experience and qualifications:

**Name** (including professional name, if different)

**Address**

**Contact Information** (phones, email *\*email is mandatory*)

**Curriculum Vitae, Supportive Documents**

**References** (two professional references- names and contact information)

**Teaching Philosophy** (one paragraph, explaining style and/or methodology)

**Artist Bio** (one paragraph personal/professional bio for web or print use)

**10 photos of current work** (See pg 11 for more info, image must have been taken in the last 2 years)

When naming your images, please use this format:

*ArtistLastName.NameofImage.Class title image is associated with.jpg*

*Example: Jones.Autumn Dreams.Beg Acrylic Painting.jpg*

**Related Awards, Recognition** (optional)

To save turn-around time, please include your course or workshop proposals along with your instructor application. The Education Department will be in touch regarding your application and for any further details or information. Processing new instructors applications takes extra time, please submit as early as possible.

## ADDITIONAL NEW INSTRUCTOR INFORMATION (REQUIRED)

Please complete the following required forms, which are featured in this packet:

**W-9 Tax Form**

**Background Check Authorization Form**



# NEW INSTRUCTORS

## MY PROPOSAL HAS BEEN SUBMITTED, NOW WHAT...?

### CONFIRMATION AND PROOFING

You'll receive a confirmation once your submission is complete and has been accepted. If your submission is incomplete, or cannot be accepted, you will be contacted for more information or with an explanation of refusal. Proofing begins the day after the submission deadline. Any supplemental information including contract/payroll information will also be confirmed at this time.

### REGISTRATION/PUBLICATION PHASE

Once registration begins, you may check on the status of your class by going to <http://reservations.workhousearts.org>, select your class and time and your "availability" is the number of seats still available in your class. If your availability matches that of the number of seats for your class, then you have had no enrollments for your class. Once your class has met the minimum number of students needed to run, a roster will be emailed to you the week before your class is to begin.

During this time- you must send a welcome email to your students introducing yourself and communicating any supply needs. If your class or workshop has not met minimum enrollment by *one week before your first class*, you will be contacted for cancellation and/or rescheduling options.

If your class or workshop is 'a go' you may be assigned a classroom key code and given a fob key to access the building. It will be required that you visit the campus ahead of time to secure these items and test the fob and classroom keys. (This is not the case with all programs)

### INSTRUCTOR RESPONSIBILITIES

All classrooms are shared by other instructors, and are used by a variety of teachers and media. It is your responsibility to clean up after your class and leave the room in as-good-or-better condition than you received it. If you encounter major damage, spills or big messes, please notify the Programmatic Office at your earliest convenience.

This is also true for any other common areas in any building that your class might use. Please be respectful of the artists and instructors that also use the space and leave these areas clean and ready for the next class (and for the artists that reside in that building).

Do not store personal items in classrooms, as the spaces will be used by many instructors, each teaching various media. The Workhouse is not responsible for missing or damaged personal property that is left in classrooms unattended.

The classrooms are property of the Workhouse and will be fitted with appropriate classroom equipment. The instructor is not to remove any equipment from the classroom space. Each classroom has been inventoried as to what belongs in each room, and will be checked periodically to make sure equipment remains in its assigned area. As an instructor you may request a certain classroom and every attempt will be made to accommodate your needs, however the Workhouse maintains the right to assign instructor classrooms as the schedule permits.

Some instructors will be responsible for opening/closing buildings (as appropriate) before/after classes. Further details will be given to those instructors.

# MATERIALS/SUPPLY LISTS

**When an instructor(s) receives his/her roster of students the instructor should send a welcome email, including a list of supplies with potential estimated cost.**

The catalog will **not** list supplies, but will instruct students how to find out about necessary supplies for classes. Below are a few options to consider whilst compiling your proposal.

## **OPTION 1: PROVIDE A SUPPLY LIST (RECOMMENDED)**

Provide an itemized supply list to the Department of Education including estimated costs for each item. You should also include a location where students may find supplies. Instructors are encouraged to send supply lists to their students but students may also request a supply list when registering for their class at which time the list will be emailed to the student. Students are to purchase supplies on their own.

## **OPTION 2: MATERIALS FEE (PAYABLE TO INSTRUCTOR)**

Used only for workshops or specialty classes where the instructor must prepare items (or kits) prior to the first class meeting. Instructors provide the fee amount for listing purposes and students are instructed to remit the fee payable to the instructor at the first meeting. An itemized supply list (provided by the instructor) must be reviewed and accepted by the Education Department before this option can be considered. This is the recommended option for Culinary Arts Instructors.

## **OPTION 3: MATERIALS FEE (PAYABLE TO WORKHOUSE)**

The student pays a materials fee at the time of registration. The materials fee is calculated directly into the tuition cost of the class. In this case, the Workhouse must have an itemized list of supplies (provided by the instructor) needed for this class to run and the Workhouse will either order supplies for the instructor or the instructor will purchase supplies and be reimbursed from the collected materials money.

## **OPTION 4: LAB FEES (WORKHOUSE ASSESSED FEE)**

Applicable in instances where students are using shared supplies or tools that are the property of The Workhouse Arts Center. The materials fee in this instance is set by the Workhouse and is used to replenish expendables as they are depleted. This is applicable to the Computer Labs, Photography Labs, and other similar circumstances. Lab fees may be assessed by The Workhouse Arts Center, and may be 'in addition to' other supplies or materials.

# SUBMITTING ARTWORK

## SUBMITTING ARTWORK

Artwork chosen for the website is at the discretion of the Program Director. The print version of the catalog will also include images of artwork and classroom shots and is designed by the Marketing office. If you have images of your classes in action, please feel free to submit those images along with your proposal.

The web listing allows us to feature a color image next to your listing. You may submit a different image for each class proposed. Submitting a piece implies the rights to use for the purposes of this catalog and associated web listings. If the image you are providing was not taken by you or does not represent your personal artwork, you must guarantee that you have the rights to use the image by providing signed documentation from the photographer so that proper credit can be given to that individual.

It is the right of the Workhouse to use your submitted images as we may see fit for advertising purposes. Do not submit an image that you do not wish to see advertised or used on the website or in print.

**Art Specifications:** Submitted artwork must be 300 dpi (or higher), CMYK, jpg images. It is preferred that you submit images via email, but for larger files, please provide a CD of images or link to a shareable online drive. (Such as Dropbox, Google, etc.) Artwork represented must have been created within the last 2 years.

When naming your images, please use this format:  
*ArtistLastName.NameofImage.Class title image is associated with.jpg*  
Example: *Jones.Autumn Dreams.Beg Acrylic Painting.jpg*

**Artist Info:** Please include an image list containing the name of piece, name of artist, and medium and photo credit if applicable. Please note if you would like the image placed next to a specific class listing on the website.

# WEEKLY CLASS PROPOSAL FORMAT

**ATTENTION: When submitting a class proposal, you must follow the below format. Failure to follow this format will result in your proposal being viewed as incomplete and will prevent your proposal from being accepted. Only digital/typed proposals will be reviewed. No hand-written proposals will be accepted.**

## WEEKLY CLASSES (for workshops, see next page)

The Workhouse Arts Center defines a “weekly class” as a class that meets once a week for a period no shorter than 4 meetings and no longer than 10 meetings. Weekly classes allow students the time to delve deeper into a medium and advance their skills over a period of time. Weekly classes are preferred for our programming needs and will be given priority over workshops.

|                    |   |   |
|--------------------|---|---|
| <b>Course Info</b> | <b>Course Name</b>                          | e.g., “Advanced Acrylic Painting”   |
|                    | <b>Description</b>                          | Approx. 4 -6 sentences of content to be covered and expectations, please keep descriptions <i>short</i> and <i>concise</i> .<br>The Workhouse reserves the right to edit the description. |
|                    | <b>Day and Time ( 1st choice)</b>           | e.g., “Fridays , 5pm-8pm”   |
|                    | <b>Alternate Day and Time ( 2nd choice)</b> | Please provide an alternate day and time<br>e.g., “Saturdays, 10-1pm  |
|                    | <b>Course Length</b>                        | e.g., “9 weeks”, “5 weeks”, etc.  |
|                    | <b>First Class</b>                          | e.g., “Friday May 10”, (date of the first day of class)   |
|                    | <b>Last Class</b>                           | e.g., “Friday June 20”, (date of the last day of class)   |
|                    | <b>Supply List</b>                          | (if applicable) See Page 9 for further details.   |
|                    | <b>Materials Fee</b>                        | (if applicable) See Page 9 for further details.   |
|                    | <b>Special Notes</b>                        | Any pre-requisites, hazards, observed holidays, etc... things that students should know before registration that is not covered in the description.                                       |
|                    | <b>Instructor Name(s)</b>                   | Exactly how you will be listed in the catalog and website.  |
|                    | <b>Contact Info</b>                         | Phone and Email. Administrative use only. Will not be distributed without consent. You <b>MUST</b> provide an email.  |

## Student Info

|                    |   |
|--------------------|---|
| <b>Skill Level</b> | Beginner, Intermediate, Advanced, Master.....   |
| <b>Age/Grade</b>   | Adult, Teen, Child- include ages or grade range as appropriate.   |
| <b>Enrollment</b>  | Max/Min enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom. Minimum enrollment to run a course is 4 students. |
| <b>Artwork</b>     | See page 10   |

## Compensation

**The Workhouse has standardized compensation for weekly classes. Please review page fourteen (14) for further information. This is non- negotiable.**

# WORKSHOP PROPOSAL FORMAT

**ATTENTION: When submitting a workshop proposal, you must follow the below format. Failure to follow this format will result in your proposal being viewed as incomplete and will prevent your proposal from being accepted. Only digital/typed proposals will be reviewed. No hand-written proposals will be accepted.**

## WORKSHOPS

The Workhouse Arts Center defines a “workshop” as a class that meets one to two times (like a weekend) and is specific to one topic, task, skill or project. Workshops should be designed to garner interest from students to enter a weekly class. Weekly classes are preferred for our programming needs and will be given priority over workshops.

|                     |   |   |
|---------------------|---|---|
| <b>Course Info</b>  | <b>Course Name</b>  | e.g., “Tapestry Weaving Workshop”   |
|                     | <b>Description</b>  | Approx. 4-6 sentences of content that will be covered and expectations. The Workhouse reserves the right to edit the description.   |
|                     | <b>Dates and Times</b><br>( 1st choice)   | e.g., “Friday Jan 3 & Sat Jan 4 from 5pm-8pm both days”   |
|                     | <b>Alternate Day and Time</b><br>( 2nd choice)  | Please provide an alternate day and time  |
|                     | <b>Supply List</b>  | (if applicable) See Page 9 for further details.   |
|                     | <b>Materials Fee</b>  | (if applicable) See Page 9 for further details.   |
|                     | <b>Special Notes</b>  | Any pre-requisites, hazards, ‘no class on May 3’, ‘late start’ etc... things that students should know before registration.   |
|                     | <b>Instructor Name(s)</b>   | Exactly how you will be listed in the catalog and web.  |
|                     | <b>Contact Info</b>   | Phone and Email. Administrative use only. Will not be distributed without consent. You MUST provide an email.   |
| <b>Student Info</b> | <b>Skill Level</b>  | Beginner, Intermediate, Advanced, Master....  |
|                     | <b>Age/Grade</b>  | Adult, Teen, Child- include ages or grade range as appropriate.   |
|                     | <b>Enrollment</b>   | Max/Min enrollment, if not provided, we will max the classroom space- which is usually 10-12 people depending on the classroom. Minimum enrollment to run a course is 4 students. |
|                     | <b>Artwork</b>  | See page 10   |
| <b>Compensation</b> | <b>The Workhouse has standardized compensation for Workshops. Please review page fifteen (15) for further information. This is non- negotiable.</b> |   |

# WEEKLY CLASS COMPENSATION

## TUITION FOR WEEKLY CLASSES

The chart below illustrates what the **student will pay in tuition** for a weekly class.

| WEEKS |       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|-------|
| HOURS | 4     | 5     | 6     | 7     | 8     | 9     |
| 1     | \$105 | \$110 | \$120 | \$125 | \$135 | \$145 |
| 1 1/2 | \$120 | \$130 | \$145 | \$160 | \$170 | \$185 |
| 2     | \$135 | \$155 | \$170 | \$190 | \$205 | \$220 |
| 2 1/2 | \$155 | \$175 | \$200 | \$210 | \$225 | \$235 |
| 3     | \$170 | \$200 | \$220 | \$230 | \$240 | \$250 |

## INSTRUCTOR COMPENSATION FOR WEEKLY CLASSES

The chart below illustrates the **per student rate an instructor will receive** for a weekly class.

| WEEKS |      |      |      |       |       |       |
|-------|------|------|------|-------|-------|-------|
| HOURS | 4    | 5    | 6    | 7     | 8     | 9     |
| 1     | \$47 | \$50 | \$54 | \$56  | \$61  | \$65  |
| 1 1/2 | \$54 | \$59 | \$65 | \$72  | \$77  | \$83  |
| 2     | \$61 | \$70 | \$77 | \$86  | \$92  | \$99  |
| 2 1/2 | \$70 | \$79 | \$90 | \$95  | \$101 | \$106 |
| 3     | \$77 | \$90 | \$99 | \$104 | \$108 | \$113 |

## GUARANTEED MINIMUM COMPENSATION SCHEDULES

The minimum number of students required to run a class is four (4). The Workhouse will guarantee a minimum compensation of \$20 per hour in instances where the class has not met the minimum (4) number of students to run but where there is interest to run the class from the students and as long as the Workhouse overhead and administrative costs are met. The \$20 an hour minimum compensation is not a fail safe for running a class under four people and can **only** be decided upon by the Program Director.

## INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Business Office. The Business Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the below schedule, please notify the Business Office at 703-584-2914.

50% due paid at end of 5th week of quarter

50% due paid at end of 9th week of quarter

## EXAMPLES OF COMPENSATION

1) Instructor teaches a 8 week, three hour class at \$240 a single tuition.

Instructor has a class student count of 12 students

Instructor will receive \$108 per student = **\$1,296**

2) Instructor teaches a 5 week, 2 hour class at \$155 a single tuition.

Instructor has a class student count of 6 students

Instructor will receive \$70 per student = **\$420**

# WORKSHOP COMPENSATION

## TUITION FOR WORKSHOPS

The chart below illustrates what **the Student will pay** in tuition for a Workshop.

| Days  |       |       |
|-------|-------|-------|
| HOURS | 1     | 2     |
| 1     | \$30  | \$45  |
| 1 1/2 | \$40  | \$65  |
| 2     | \$50  | \$85  |
| 2 1/2 | \$60  | \$105 |
| 3     | \$70  | \$125 |
| 3 1/2 | \$80  | \$145 |
| 4     | \$90  | \$165 |
| 4 1/2 | \$100 | \$185 |
| 5     | \$110 | \$205 |
| 5 1/2 | \$120 | \$235 |
| 6     | \$140 | \$255 |

## INSTRUCTOR COMPENSATION FOR WORKSHOPS

The chart below illustrates what **the Instructor will earn per hour** for a Workshop at a minimum of four students.

| Days  |      |      |
|-------|------|------|
| HOURS | 1    | 2    |
| 1     | \$25 | \$25 |
| 1 1/2 | \$25 | \$30 |
| 2     | \$25 | \$30 |
| 2 1/2 | \$30 | \$35 |
| 3     | \$30 | \$40 |
| 3 1/2 | \$30 | \$40 |
| 4     | \$40 | \$45 |
| 4 1/2 | \$40 | \$45 |
| 5     | \$50 | \$50 |
| 5 1/2 | \$50 | \$50 |
| 6     | \$55 | \$55 |

### INSTRUCTOR COMPENSATION BASE + PER STUDENT RATE

Instructors are encouraged to advertise and self-promote their Workshops in order to gain more students. For every one student beyond the base four (4) an instructor will earn the hourly equivalent per student. Please see **Examples of Compensation** below for an explanation.

The Workhouse Arts Center defines a “workshop” as a class that meets one to two times (like a weekend) and is specific to one topic, task, skill or project. Workshops should be designed to garner interest from students to enter a weekly class, to complete one project, or cover a special interest medium/method better suited for 1-2 days study.

The minimum number of students required to run a workshop is four (4). Four students are required for an instructor to earn the “base” pay per hour. Once a workshop has reached four students, the instructor is obligated to conduct the workshop.

### INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Business Office the day after the Workshop has been completed. The Business Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the workshop, please notify the Business Office at 703-584-2914.

### EXAMPLES OF COMPENSATION

- Instructor teaches a 1 day, 4 hour workshop and has 7 students.  
 A 1 day/4 hr Workshop base pay is: \$40 per hour x 4 hours = \$160  
 Because the instructor has an additional *three* students the instructor would earn an additional \$40/student or \$120.  
 $\$160 + \$120 = \mathbf{\$280}$   
 By attracting more students, the instructor’s pay went from \$40 per hour to \$70 per hour
- Instructor teaches a 2 day, 5 hour workshop and has 10 students.  
 A 2 day/ 5 hour Workshop base pay is: \$50 per hour x 10 hours = \$500  
 Because the instructor has an additional six students the instructor would earn an additional \$50/student or \$300.  
 $\$300 + \$500 = \mathbf{\$800}$   
 By attracting more students, the instructor’s pay went from \$50 per hour to \$80 per hour

# CHECKLIST (FOR YOUR PERSONAL REFERENCE)

## COURSE PROPOSAL CHECKLIST

- |              |                          |   |
|--------------|--------------------------|---|
| Course Info  | <input type="checkbox"/> | Course name (See pgs 12-13)   |
|              | <input type="checkbox"/> | Course description (See pgs 12-13)  |
|              | <input type="checkbox"/> | Day and time and alternate day and times (See pgs 12-13)                    |
|              | <input type="checkbox"/> | Course length (weeks and hours each meeting, See pgs 12-13)                 |
|              | <input type="checkbox"/> | Detailed Supply list OR materials fee (See pg 10)                           |
|              | <input type="checkbox"/> | Special notes (Potential hazards, pre-requisites, etc...)                   |
|              | <input type="checkbox"/> | Classroom equipment needs (easels, tables, water access, etc...)            |
| Instructor   | <input type="checkbox"/> | Instructor name(s) as it will appear in the catalog                         |
|              | <input type="checkbox"/> | Contact info (phone and email)  |
| Student Info | <input type="checkbox"/> | Skill level (All skill levels, Beginner, Intermediate, Advanced, Master)    |
|              | <input type="checkbox"/> | *Age/grade (Youth, Young Adults, Adults, etc...)                            |
|              | <input type="checkbox"/> | Maximum student enrollment (Minimum enrollment to run a course is four (4)) |
| Artwork      | <input type="checkbox"/> | Artwork for catalog and/or web (See pg 11)                                  |
|              | <input type="checkbox"/> | New instructor information (Pg 8)   |

*\* Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. Ages for youth classes can range anywhere from 5-15 years old unless otherwise specified or broken down. Young Adult is considered 16 years of age. Adult classes are for ages 18 and above.*



# MUSIC PROGRAM OVERVIEW

## Music Instructors at the Workhouse

Are you a musician with a passion for teaching your craft? Do you have experience working with children and/or adults in an educational setting? Are you looking for a teaching opportunity?

### About Music at the Workhouse

This program is a growing venture for the Workhouse! With our quality facility and connection to the arts community, our music programming is going to become a staple in the area. We are seeking exciting and enthusiastic instructors to teach technique-intensive music classes to children and adults throughout the year. Instructors must be kind and fun-loving, work well with other staff members, and have a genuine interest in music education. We are searching for instructors with experience in the following:

### Early Childhood Music Education

Ages 6 months-6 years

### Private Lessons

All Ages; Piano, Voice, Strings, Woodwinds, Brass

### Group Lessons

Ages 5-11/Adults; Cello, Flute, Guitar, Piano, Violin

### Ensembles

Rock Band

Jazz Band

Chamber Ensemble

Adult Chamber Ensemble

### Instructor Requirements

- Bachelor's degree in music
- Minimum of two years teaching experience and/or professional experience within specific medium
- Fun, energetic, and interested in working with children and/or adults
- Knowledgeable of different styles and techniques
- Interested in working with a new and developing program in a dynamic facility

### How Do I Apply?

*Attached is the Music Instructor Packet. Please complete the packet and send it to the provided contact. Submitted application will be reviewed and all instructors will be contacted in regard to the status of their applications. If you are interested, or know anyone who may be interested, please forward the pack to them or provide them with the information below.*

For more information, please contact Aubrey Lisniski:

E-mail: [aubreyfiscowski@workhousearts.org](mailto:aubreyfiscowski@workhousearts.org)

Phone: (703) 584-2934

# MUSIC PROGRAM TUITION/COMPENSATION

## TUITION FOR WEEKLY CLASSES

The chart below illustrates what the student will pay in tuition for a weekly class.

| Class                              | Tuition                                      |
|------------------------------------|--|
| Private Lesson                     | \$40/30 min. lesson                          |
| ECM Class (45 min.)                | \$110/ 6 wk. session                         |
| Group Lesson (1 hr.)               | \$105/ 4 wk. session<br>(minimum 4 students) |
| Beginning Instrument Class (2 hr.) | \$170/ 6 wk. session<br>(minimum 4 students) |
| 1 Day Workshop                     | \$50/ 2 hr. workshop<br>(minimum 4 students) |

## Instructor Compensation for Weekly Classes

The chart below illustrates the per student rate an instructor will receive for a weekly class.

| Class                              | Compensation                                     |
|------------------------------------|--|
| Private Lesson                     | \$24/30 min. lesson                              |
| ECM Class (45 min.)                | \$40/class/6 wk. session                         |
| Group Lesson (2 hr.)               | \$45/class/4 wk. session                         |
| Beginning Instrument Class (2 hr.) | \$60/class/6 wk. session                         |
| 1 Day Workshop (2 hr.)             | \$25/hr. @ 4 students, plus \$25/student after 4 |

**GUARANTEED MINIMUM COMPENSATION SCHEDULES** The minimum number of students required to run a music class is five (5). The Workhouse will guarantee a minimum compensation of \$15 per hour in instances where the class has not met the minimum (5) number of students to run but where there is interest to run the class from the students and as long as the Workhouse overhead and administrative costs are met. The \$15 an hour minimum compensation is not a fail-safe for running a class under four people and can only be decided upon by the Program Director.

**INSTRUCTOR COMPENSATION CALENDAR** The Workhouse Program Offices will submit check requests to the Business Office. The Business Office is then responsible for printing, signing, and mailing the instructors checks. If you do not receive your check for instructional payment within 30 days of the 1<sup>st</sup> of the month, please notify the Business Office at 703-584-2914.

# MUSIC PROGRAM APPLICATION GUIDELINES

## NEW INSTRUCTOR APPLICATION

Please submit a typed/digital document(s) containing the following information regarding your back ground, education, experience and qualifications:

### **Name**

*include professional name, if different*

### **Address**

### **Contact Information**

*Mandatory: Phone #'s, e-mail*

### **Resume, CV, Supportive Documents**

### **Education**

*College(s) degree(s) awarded, any specialized certifications, licensure, etc.*

### **Instruction Experience**

*Where, when, years of experience*

### **References**

*Two professional references – names and contact information*

### **Artist Bio**

*One paragraph personal/professional bio for web or print use*

### **Example of Teaching Ability**

*Video of teaching experience or pdf of lesson plan. If not available for application, please prepare to teach a lesson or class during the interview process.*

### **Related Awards, Recognition – Optional**

The Education Department will be in touch regarding your application and for any further details or information.

## ADDITIONAL INSTRUCTOR INFORMATION

Please complete the W-9 and Authorization for Background Check at the end of the packet.

## Request for Taxpayer Identification Number and Certification

**Give form to the  
requester. Do not  
send to the IRS.**

|   |   |   |  |
|---|---|---|--|
| <b>Print or type<br/>See Specific Instructions on page 2.</b> | Name (as shown on your income tax return)   |   |  |
|   | Business name, if different from above  |   |  |
|   | Check appropriate box: <input type="checkbox"/> Individual/<br>Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... | <input type="checkbox"/> Exempt from backup withholding                 |  |
|   | Address (number, street, and apt. or suite no.)   | Requester's name and address (optional)<br><b>Workhouse Arts Center</b> |  |
|   | City, state, and ZIP code   | <b>9518 Workhouse Way</b><br><b>Lorton, VA 22079</b>                    |  |
| List account number(s) here (optional)                        |   |   |  |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

|                                |
|--------------------------------|
| Social security number         |
|                                |
| or                             |
| Employer identification number |
|                                |

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign Here**

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



**Workhouse Arts Foundation INC  
Authorization for Background Check**

**Name:**

**First** \_\_\_\_\_ **Middle** \_\_\_\_\_ **Last** \_\_\_\_\_ **Maiden** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_ **Birth Date (DD/MM/YYYY)** \_\_\_\_\_

**Current Phone** \_\_\_\_\_ **Current Email** \_\_\_\_\_

**All Addresses within the Last 8 Years:**

**Current:**      **Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Dates: From (DD/MM/YYYY)** \_\_\_\_\_ **To Current**

**Most Recent Past:**      **Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Dates From (DD/MM/YYYY)** \_\_\_\_\_ **To (DD/MM/YYYY)** \_\_\_\_\_

**Past:**      **Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Dates From (DD/MM/YYYY)** \_\_\_\_\_ **To (DD/MM/YYYY)** \_\_\_\_\_

**Gender:** \_\_\_\_\_

**Race:** \_\_\_\_\_

Applicant declares the above information to be correct, true and complete. Applicant authorizes the Workhouse Arts Foundation and/or authorized agents of the Workhouse Arts Foundation to verify the information. Applicant understands that the Workhouse Arts Foundation may terminate contract services entered into for any misrepresentation made above.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please complete ALL lines on this form**

*Shared/Workhouse Institute/Drafts and Forms/WAF - Authorization for Background Check*

# COURSE POLICIES (KEEP FOR REFERENCE)

**Skill Levels:** Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. Ages for youth classes are 5-15 unless otherwise specified. Young Adult is considered 16 years of age. Adult classes are for ages 18 and above.

**Supply Lists & Materials Fee:** Classes and workshops will indicate a materials fee to be paid either at the time of registration or at the first class meeting.

**Cancellation Policy:** The Workhouse Arts Center reserves the right to cancel any class, workshop or camp that does not meet its minimum enrollment at least 3- 7 days prior to the start date of the class or workshop. If a class, workshop or camp is cancelled, enrolled students are notified immediately via e-mail and phone and are entitled to transfer to another class without penalty (applying their paid tuition towards the new class) or may request to receive a refund. If the student fails to respond to the cancellation notification within 30 days, no refunds will be granted.

**Refund Policy (for weekly classes):** Class refunds are given (always minus a \$20 cancellation fee) if the refund request is made at least three days prior to the first day of a class. Refunds are not given after the second class meeting regardless of if the student attends the first two classes or not. There are special visiting artist classes that do not qualify for a refund. Those ineligible for a refund may request an acknowledgement from the Workhouse Arts Center of a tax-deductible contribution in the amount of the unused tuition.

**Refund Policy (for workshops):** Workshop refunds are given (always minus \$20 cancellation fee) if the refund request is made at least three days prior to the first day of the workshop. Refunds are not given for workshops if the student does not attend. It is not the responsibility of the Workhouse to accommodate individual student schedules. There are special visiting artist workshops that do not qualify for a refund. Those ineligible for a refund may request an acknowledgement from the Workhouse Institute of a tax-deductible contribution in the amount of the unused tuition.

**Refund Time Limit:** In the event that a class or workshop is canceled and our offices contact the student for further information, the student has 30 days to contact us before their funds are considered a donation to the Workhouse Arts Center.

**Late Registration, Transfer's, and Missed Classes:** A \$10 late fee will be added to any class, workshop or camp registration received after its first meeting. (Late registrations are only allowed for classes that do not have full enrollment.) All transfers must be made prior to the second meeting of the class. Should a student miss a class due to personal conflicts, sickness or prior engagement the Workhouse instructors are not required to offer make-up lessons to that student. Neither the Workhouse nor our instructors are responsible for a student's personal schedule and how that may affect the student's class attendance.

**Workhouse Policy:** Students or participants enrolled in classes, camps and workshops are required to obey all safety standards and policies established by instructors and/or program directors. Some classes and media carry inherent hazards, which will be discussed by instructors before or at the first class meeting. The Workhouse is not liable for any personal injury or loss of property, including art work belonging to any student. No student will be denied admission on the basis of race, sex, or ethnic origin. However, because of the need for group cooperation in classes, the Workhouse reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness, or for any impediment to the learning process of the group as a whole.

**Weather Policy:** In the event of inclement weather, The Workhouse Arts Center will make a decision regarding closure and will update our website to reflect the status of our campus. We will make the current closure status available to the public as soon as possible through our website and Facebook page. Please note that our closure policy, while informed by Fairfax County Government, will not always reflect the same closure status.

**Workhouse Holidays:** New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Veterans Day and Christmas. These holidays, weather-related closures, or any additional days designated by the instructor may have make-up dates to be scheduled with students.

## **When will I receive my payment for instruction?**

In an effort to make sure weekly instructors get paid according to the schedule outlined on page 14, the Education Department will request payment on the second and sixth week of weekly classes. Workshop payments will be submitted to the Business Office directly following the completion of the Workshop. The Business Office is responsible to distribute checks on the 15th and the 30th of every month. If you are not a studio artist your check will be mailed to the address you have provided. **For payment inquiries, please contact our accountant Bobbi Lineweaver at [bobbilineweaver@workhousearts.org](mailto:bobbilineweaver@workhousearts.org) or 703-584-2914.**

## **When will I be notified if my class is cancelled?**

The Workhouse Arts Center reserves the right to cancel any class, workshop or camp that does not meet the minimum enrollment at least 3- 7 days prior to the start date of the class. The managing Program Director will notify instructors via email if enrollment is low. If the instructor would like to hold on cancelling the class one week prior in an effort to gain a few last minute registrations, that can be negotiated with the Program Director for up to three days before the class is to begin.

The Program Director will honor special requests made by instructors if there is need to cancel a class more than one week prior to its start. Please contact us for more details. (e.g. -death in the family, unexpected travel, etc.)

## **How long do I have to make changes to my submitted proposal before it goes to print?**

The "due date" for submitted proposals is a final due date. You have the option of submitting proposal(s) prior to the final due date but no changes can be made after the final due date.

## **Can I submit a proposal after the deadline?**

The deadline for proposals is to ensure that your class will be listed in the class catalog. Any proposal submitted after this deadline will not be included in the class catalog print version but may still be considered for the web listing if space and scheduling allow.

## **I was given a roster with more student names than actually attended my class. Who should I notify?**

If a student fails to attend the first day of your class, please notify the Program Director **immediately**. Our registration system automatically sends every student an email confirming the start of their class and as stated above we encourage every instructor to email his/her students before class begins, however in some cases a student will still fail to come to class.

## **Where can I find a copy of the Workhouse Education course policies?**

The Workhouse Education course policies can be found on the inside cover of every class catalog, online and on page 27 of this packet. In addition to this, every student who registers online must read and check mark the course policies to complete registration. The course policies are also included in the confirmation email every student receives.

## **What should I do if the weather is bad on the day of my class?**

If the classes are cancelled the Workhouse will place a note about the cancellation on our facebook page and our main page at [www.WorkhouseArts.org](http://www.WorkhouseArts.org) and the Education Department will notify the instructors. It is then the responsibility of the instructor to follow up with his/her students. If the Workhouse is closed due to weather and unsafe conditions instructors **can not** hold class. If instructors do not see a cancellation note on the main page, classes are expected to run as scheduled. If a class falls on a day the Workhouse has not cancelled classes and the instructor still feels the weather is particularly bad he/she can postpone class but must inform his/her students and the Education Department.