

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 programs at Sonoma State University. Saturday Academy provides students with enrichment classes and targeted tutorial assistance to enhance and support their regular school courses.

2. What is my pay rate?

The instructors' pay rate is \$40 per instructional hour, and instructors teach a minimum of two (2) periods per day. The salary includes compensation for class preparation and attendance at all instructor meetings.

3. How many students do I have per class?

Every effort is made to cap student enrollment at 20 students per class. However, some tutorial or advanced courses may have fewer students and high-demand courses may have more students.

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

Instructor copy and supply requests submitted by **Friday, September 21st**, will be available by the first Saturday Academy date, **September 29th**. The Copy Request Form and Supply Request Form can be found on the website: www.sonoma.edu/trio under the "Instructors (CURRENT)" tab.

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: www.sonoma.edu/trio under the "Instructors (CURRENT)" tab.

NOTE: Original receipts must be attached.

6. Where is my classroom?

Class schedules are provided at the Instructor Orientation; they are updated and redistributed if/when any classroom changes occur. Because several on/off-campus groups compete for classroom use throughout the year, classroom assignments may change. Please check your email daily in case your room has been changed. 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.

8. Do I have access to technology equipment?

Yes, please notify Kerry Jo Bourns, at (707) 664-3017 or via email kerry.bourns@sonoma.edu of the specific items you need at least **48 hours in advance or the Thursday prior to each Saturday Academy** to secure the requested technology/media equipment.

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

Instructors are responsible for purchasing their own parking permits: **\$5.00** for a non-reserved daily pass; **\$8.00** for a reserved daily pass. (See campus map for non-reserved and reserved lot locations.)

10. Do I have access to a computer lab?

Yes, a computer lab is available to all instructors. Please contact Amy Tompkins to reserve computer labs.

11. Are students allowed to eat inside the classroom?

No.

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

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

13. How much homework should I assign per night?

No homework should be assigned, though students may be offered a little extra credit for completing extra work outside of class. All regular coursework should be completed in class.

14. Are there instructor meetings?

Yes, instructor meetings will be held during lunch on the following Saturdays: **10/20, 11/3, 12/1; 1/26, 2/23, and 3/9.**

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

- **Kerry Jo Bourns, Director, Upward Bound Napa and Sonoma County Programs:** supervision of instructional staff, student discipline/concerns, pay issues, copy/supply requests, classroom/logistics issues, computer lab assignments, absences, mentor roles and responsibilities, PCP's web page and on-line needs, general procedural questions, and overall programmatic concerns.
- **Amy Tompkins, Curriculum & Instruction Coordinator:** course descriptions and outlines, lesson plans, instructor observations and evaluations, student assessments and awards, course grading, and all other curricular questions/needs.