

VERSION 3.0

MAY 1, 2018



A Not-for-Profit Lifelong Learning Center

INSTRUCTOR APPLICATION & COURSE PROPOSAL

TERMS AND CONDITIONS FOR TEACHING COURSES AT MTP

8415 SW 80TH STREET, SUITE 2, OCALA, FL 34481

WHO WE ARE

Master the Possibilities is a not-for-profit lifelong learning center designed to allow students to explore their interests, uncover their passions, and leverage their talents to make a positive change within themselves and their communities.

Our program reflects the powerful knowledge, achievements, diversity and talent of the people and communities that surround us.

Our students are an integral part of who we are and, as such, motivate our actions.

Our employees, faculty and volunteers are the assets which sustain our foundation; provide a quality learning experience, and help shape our future.

WHO WE SERVE

Adults in pursuit of lifelong learning from Marion County and the surrounding area.

MEMBER AND NON-MEMBER STATUS

Course fees are “member” or “non-member.” Member fees apply to residents of On Top of the World Communities, Indigo East, and Stone Creek communities.

COURSE TERMS

MTP currently publishes three course catalogs as follows:

- Winter: January-May
- Summer: June-August
- Fall: September-December



FACULTY & COURSE SELECTION PROCESS

Selecting the best possible course mix to meet our students' needs and interests is very important to us. We strive to include a broad spectrum of courses, so everyone can find something that they will enjoy. Many courses are offered in multiple terms and MTP includes a significant number of new courses each term. We are always on the lookout for topics that may generate interest such as current events, new trends and technology, topics emerging in books, magazines and the electronic media, and courses requested by our students. New courses or updates to an existing course are always encouraged.

Generally, financial and legal courses are not offered unless they are provided by a public service entity or have been part of MTP's long-term programming. We are a non-solicitation campus and not interested in programs which sell products or services and do not offer educational value. Each term, staff and faculty will work collaboratively to identify and promote learning.

We welcome prospective faculty members to submit an application, and encourage they become familiar with our curriculum before submitting a proposal. Please visit www.masterthepossibilities.org for additional MTP information.

Review of the proposals will be completed at our earliest convenience. If the course is appropriate and a good fit with other programming and student interests, and does not promote a business, we will contact you to discuss options for adding the course to our curriculum. Additional contractual agreement information will be provided at this time.

A FACULTY MEMBER IS...

- A clear communicator.
- Able to teach with ample real-world experience.
- Able to show confidence teaching and presenting to a class.
- Technologically savvy: can utilize, or is willing to learn, email, different online learning systems and other ways to communicate with students.
- Passionate about specific topics, and education in general.
- Able to develop own teaching materials by providing handouts and other basic learning support materials, and complies with all licensure/tax requirements, if applicable, including copyrights.
- Able to complete administrative duties, including but not limited to recording attendance, student evaluations, announcements, etc. in a timely manner.
- Creatively engaged in instructional development and research to improve participant learning and remain current in the field of study.
- One who attends meetings and/or special events held by Master the Possibilities, Inc. to help promote individual courses, and the organization as a whole.
- One who communicates with MTP staff concerning any issues related to classroom operations, and abides by all policies and procedures of Master the Possibilities, Inc.
- One who demonstrates cordial, professional interaction with all faculty, staff and students at all times.



FACULTY COMPENSATION

Instructor/lecturers are independent contractors and not employees of Master the Possibilities (MTP). MTP shall neither pay nor withhold federal, state or local income tax or payroll tax of any kind on behalf of the instructor/lecturer. Instructor/lecturers are individually responsible to determine their tax liability, if any, and to pay any amounts due to the appropriate taxing authorities. MTP does not share faculty information outside the organization, except that which is required by law.

The different faculty compensation options are:

- Volunteer Instructor
- A per person rate
- Visiting Scholars and Artists – Based on travel costs, distance, and credentials

APPLICATION SUBMISSION

If you are interested in becoming a member of our faculty, please review and complete the required information and submit your form(s) to:

Email: proposals@masterthepossibilities.org

Mail: MTP, 8415 SW 80th St, Suite 2, Ocala, FL 34481

In Person: 9 am– 4 pm Monday– Friday at the Education Center Main Office
(8415 SW 80th St, Suite 2, Ocala, FL 34481)

MTP prohibits the promotion and advertising/marketing of any type of business. Marketing examples include: name tags; logos; company promotions; sales of books and distributions of business cards.

When submitting any course proposal, I will agree to the terms set by MTP, which includes no promotion of any kind of business or organization outside of MTP (unless given permission).

I am also aware MTP is only able to provide the following for my course facilitation:

- Classroom space
- Classroom Technology (specified on proposal form)
- Staff help with curriculum, registrations, and classroom set-up
- 500 copies per class section for handouts
- Marketing (if specified deadlines are met)

All other resources are the responsibility of the instructor, unless previously agreed upon by MTP staff.

