

VERSION 3.8

MAY 1, 2022



FACULTY GUIDEBOOK

A GUIDE FOR TEACHING AT MTP

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

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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.

ORGANIZATIONAL HISTORY

In October 2006, the Education Center was built to serve adult learners of On Top of the World, Indigo East, Candler Hills, Stone Creek, Marion County and the surrounding region. Course catalogs, a website and more formal educational opportunities were developed. Multi-faceted instruction included courses in art, history, technology, wellness, religion, sociology, philosophy, and more. The original program, sponsored by Sidney Colen & Associates, Ltd. (SCA), grew from 3,200 student registrations in 2006 to more than 25,000 annually.

On Aug. 25, 2014, the IRS approved 501(c)(3) tax exempt status of Master the Possibilities, Inc. retroactive to date of incorporation, March 18, 2013. On Jan. 1, 2015, the Master the Possibilities, Inc. began operations as a not-for-profit educational organization-public charity. This format change allows the lifelong learning center to expand and attract more visiting scholars, collaborate more easily with other non-profit organizations and apply for grants which benefit the community through enhanced educational programming.

KEY FACTS AND INFORMATION

WHO WE SERVE

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

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 publishes two course catalogs as follows:

- Winter: January-June
- Fall: July-December

OFFICE HOURS

Office hours at Master the Possibilities are Monday-Friday, 9 a.m. – 4 p.m. The office phone number (352) 861– 9751. The office is closed during nationally observed holidays. When classes or programs are scheduled evenings or weekends, staff is scheduled on-site to assist with room and audiovisual set-up, whenever possible.

FACILITIES

The Education Center currently utilizes four art studios, one multi-purpose classroom, computer lab, four academic classrooms, and two large teaching halls. On occasion, large lectures and presentations are held at Circle Square Cultural Center.

MASTER THE POSSIBILITIES STAFF

Michelle Shideler	Director of Education
Trish Perry	Program Support & Volunteer Coordinator
Caren Francis	Curriculum Assistant & Facility Coordinator
Bert Cobos	Facilities Support Specialist
Tim Thompson	Data Analysis & Reporting Assistant
Jim Shook	Systems Administrator
Bini Printer	Staff Accountant

ADDRESS AND DIRECTIONS



Master the Possibilities is located at 8415 SW 80th Street, Ocala, Florida in Circle Square Commons. When driving south on SR 200, turn right on 80th Ave. From the north, turn left on 80th Ave. (A billboard directs you to Circle Square Commons). Follow 80th Ave. for about a mile and turn left at the second stoplight which is 80th St. After the Ranch Fitness Center and Spa and the Circle Square Cultural Center, take a right into the second entrance. You will see a sign that sign states “Master the Possibilities.” Upon entering the main entrance of our building, the Education Office is the first door on the right. We are directly across the lobby from Sid’s Deli.

Large parking lots behind the building provide ample parking. Feel free to call the office at (352) 861-9751 if you are having trouble locating MTP and we will be more than happy to direct you!

Note: If you are driving from north or downtown Ocala, go west on SR 40, turn left on SW 80th Ave. and turn right on SW 80th Street.

For a copy of a detailed campus map see Appendix A.

PROGRAM MANAGEMENT

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 hot 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.

Staff will contact existing faculty to coordinate scheduling. For new proposals, please complete the course proposal form including a simple course description, agenda, scheduling preferences, equipment needs, set-up requirements, and materials needed. Please include credentials and a brief biography, as well. See <https://masterthepossibilities.org/teach-at-mtp> for more 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 that time. MTP may choose to add your proposal as part of our interest survey process. It could take up to three (3) months to complete this process, which is one of the reasons we accept course proposals year-round.

If a faculty member does not respond to requests for the necessary information for the catalog by deadline, the course may not be included in the print catalog. This is vital to having accurate information about you and your course in the catalog and on the website. A well-written course description and biography are important to attracting many registrants. Biographies are posted online but are currently not included in the catalog. Biographies are posted online for active instructors.

COURSE TYPES

MTP offers a wide variety of programs. The catalog is organized by major categories and subjects within those categories. To examine all available categories and sub-categories visit <https://www.campusce.net/mtp/category/category.aspx>.

MTP programs are offered in different formats. Examples include lectures, workshops, small group discussions, Learn & Go (short lectures with follow-up tours), and project demonstrations.

COURSE MANAGEMENT

Students may register 1) online through the MTP website, 2) over the phone through MTP's registration line, 3) in-person at the MTP Education Office, or 4) by mail. Each student creates a unique individual account and must register in order to attend the class. Each individual account will hold one (1) seat in the class. If a class has met the maximum number of students allowed, specified and approved by MTP staff and faculty upon scheduling, the student has the option to be placed on a wait list. If a seat becomes available, students on the wait list have first priority to enroll. Staff will contact them.

E-mail is sent to faculty members a week prior to the class date to serve as a reminder of the date, time and location. The e-mail includes the number of students registered as of that date. It is the faculty's responsibility to request the room set-up requirements and AV equipment needs either by phone or an e-mail reply.

COURSE CANCELLATIONS AND ROOM ADJUSTMENTS

Payment for some instructors is contingent on the number of students who have registered for the course. Students pay at the time of registration. If enrollment is low, the instructor and the MTP staff may decide to cancel the class no later than five working days prior to the course date. Compensation may require adjustment if enrollment is below the minimum required for the course.

It is the responsibility of the instructor to inform staff as soon as possible if they are unable to teach the course on the scheduled class date and time. We prefer to reschedule as soon as possible in order to have ample time to notify students of the class cancellation or schedule change.

If a class is full, we will make efforts to move to a larger classroom to accommodate added enrollments, unless you have a stated maximum class size limit. In some cases, an instructor may be asked to schedule another course to accommodate many students on a wait list. We will contact you in order to confirm before such changes are finalized. Please note, it is the instructor's responsibility to specify room and media requirements at the time of contract.

COURSE EVALUATIONS

Paper and electronic evaluations are utilized to obtain student input. Printed evaluation forms are available in classrooms. Evaluations are input into an electronic database for MTP to track the overall effectiveness and quality of MTP programming. Faculty members will receive an email with a recap of all student feedback. This information will include the average score from those who completed the evaluation, along with all comments made by students who submitted forms. This email will be sent automatically, and can generally be expected no longer than two weeks after the end date of class.

FACULTY JOB DESCRIPTION

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 email, different online learning systems and other ways to communicate with students.
- Willing to learn and stay current with the introduction of new technologies.
- 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.
- One who has an active instructor teaching agreement.

FACULTY SUPPORT

MTP will provide these resources to Faculty members:

- classroom space
- staff help with curriculum, registrations, and classroom set-up
- 500 copies per class section for handouts
- marketing (if specified deadlines are met)
- classroom technology (as described in the course proposal)

AUDIO/VISUAL SUPPORT

MTP will provide audio visual and computer equipment for presentations. Our staff will set up the equipment and may arrange a meeting before the presentation to test the equipment to ensure equipment is operational. This includes testing videos, checking sound levels of the microphones, connecting to the Wi-Fi, or any other technology needs required.

Presentations may be brought on a thumb drive. Please note: MTP uses Windows computers. File extension types like .pages or .key are not acceptable. If you have your own laptop, or your presentation contains sounds, video, or uses the internet; please let us know ahead of time. It is the instructor's responsibility to ensure that personal equipment is compatible with MTP presentation equipment. Prior testing is mandatory.

BASIC SUPPLIES AND COPIES

All classrooms and teaching halls contain white boards and dry erase markers, except for the art studios. A rolling white board may be requested for use in an art studio. MTP has flip chart easels, paper and markers available. Faculty members are responsible for supplies other than white board supplies, flip charts, and copies requested in advance (see below).

If you require copies, please email, fax or bring a "clean copy" to the office **at least five working days before your class**, if you would like for the staff to generate the copies. You may fax your originals to (352) 861-9752 or email them to MTP@masterthepossibilities.org. The preferred format(s) are Microsoft Word or PDF. If copies are received as requested above, staff will print the number of copies based upon enrollment numbers by the course scheduled date. Copies are available in black and white only, unless the cost of color copies was included in the course fee or special arrangements are made.

Instructors are given a code for copy machine use, and may stop by the office 9:00 AM to 4:00 PM, Monday through Friday to make their own copies for the class. Instructors will receive 500 copies per section, per term.

FACULTY TRAINING

Training programs will be offered periodically at no cost to MTP faculty members. These trainings are designed to allow faculty to share best practices, enhance teaching skills, and optimize student learning and engagement. Participation is highly encouraged but optional. Instructors will be notified by email regarding upcoming trainings.

WHAT TO EXPECT / WHAT MTP REQUIRES

FACULTY ARRIVAL TIME

Faculty should arrive a minimum of 15 minutes prior to their scheduled class. Equipment should be set up by that time. All faculty has 15 minutes for set-up and breakdown of class, unless arrangements for additional time have been made with MTP staff at time of contract. Faculty members need to inform staff at time of booking classes the set-up time, if more than 15 minutes is needed.

CLASS ROSTERS AND ATTENDANCE SHEETS

MTP staff will have a student roster and attendance sheet in the classroom. For classes requiring a registration fee, make sure that all students have signed in and paid. If they have not paid, please refer the student to the MTP office prior to class starting. For larger classes, MTP will arrange, if possible, for a volunteer class host to check-in students. *Note: It is recommended that attendance sheets are left in the classroom after each class.* MTP staff will collect the sheet and return it to the classroom for each class meeting date. Note: Requests for instructor payment will be submitted the week following receipt of attendance sheets.

PROGRAM OUTREACH EFFORTS AND MARKETING REQUESTS

MTP has a variety of tools to educate potential students about classes. The most effective tool is the course catalog designed and printed prior to each term. Catalogs are distributed at the MTP Education Center, On Top of the World, Stone Creek, various other community drop-off points in Marion and Citrus counties and select public libraries. The schedule is available on the MTP website at MasterthePossibilities.org.

Master the Possibilities distributes flyers and other promotional materials in newspapers and weekly publications to announce the start of each term and to promote featured courses selected by staff periodically throughout the term. Staff produces press releases, posters, social media updates, posts on the daily video screen in the MTP lobby and the electronic sign on 80th Ave. for course series and special programs. Classes are also included in MTP weekly e-mail alerts to students and prospective students who subscribe to them. In addition, Master the Possibilities conducts presentations to inform the community about MTP programming.

Faculty members are not permitted to directly place advertising or distribute press releases about their courses or other MTP programs. If instructors would like to write a press release, it must be sent to mtp@masterthepossibilities.org for approval. Content is subject to editing to fit the needs of the course offering, and the school that the material is representing. All outreach efforts must be coordinated through MTP staff. We are open to other outreach suggestions and welcome faculty involvement.

If faculty members would like to request assistance with promoting their programs by means of social media and targeted email blasts, the request must be received at least three (3) weeks prior to the start date of the scheduled program in order to be accommodated.

Instructors are permitted to create and distribute their own flyers to promote their upcoming courses. However, it is required that the materials are reviewed by MTP staff prior to distribution, so we can ensure all the information is accurate and the registration details and logo are properly placed on the

document. Due to the number of requests we receive for assistance with promoting programs, last-minute requests may not be accommodated.

DRESS AND PERSONAL APPEARANCE

Employees, instructors and volunteers should represent MTP and their selves well by dressing professionally. Business casual is generally the most appropriate form of attire unless the faculty is engaged in field, art and other work that can be messy.

GUIDELINES FOR PHOTOS AND MATERIALS

Master the Possibilities may include photographs and supplemental materials for your class that may appear in either, or both, print and website catalogs. To ensure the quality and practicality of the materials you submit, please adhere to the following guidelines:

SUBMITTING PHOTOGRAPHS AND IMAGES

All photographs of you or objects related to your class MUST be your original work. Photographs must be taken by you, or another photographer directed by you. You may NOT submit stock photos or copies of photos gathered from web sites, magazines, newspapers, or other published media.

- Photographs should contain only the image of the object, or person, represented in the course description. Photos of the instructor should contain the image of the instructor alone (not a group shot).
 - o The best head shot to include in your bio should be framed from mid-chest to slightly above the top of your head, as you look directly into the camera lens. Don't forget to smile!
 - o A shot of you holding an object should be framed from mid-thigh to slightly above the top of your head. Hold larger object(s) directly in front of your chest. Smaller objects may be held high, close to your head.
 - o Avoid the inclusion of background objects like wall hangings, door frames, furniture, etc. These distract from the viewer's focus on the person or item photographed.
- Photographs must be:
 - o High resolution (300 dpi) and in focus.
 - o In a standard electronic format (jpg, tiff, etc.) Printed photographs cannot be accepted.

USE OF MTP DIGITAL MATERIALS

All photographs, images and other digital materials that are the property of, or licensed by Master the Possibilities, Inc. are strictly for internal use and may not be used by instructors for any purpose unless given express, written permission.

COURSE MATERIALS

We can include lists of supplies, recommended readings, and other short descriptive items that help communicate information students may need to acquire supplies, or understand prior to attending a class.

- All written materials related to your class MUST be your original work. You may NOT submit copyrighted material gathered from websites, magazines, newspapers or other published media.
- All materials MUST adhere to Master the Possibilities' policy against solicitation.
- Documents must be:
 - o Short (lists or bulleted phrases) and in large type.
 - o Submitted in electronic format (docx, pdf, rtf or odf). We cannot accept documents in .pages format, or in printed form.
- Documents may contain a photograph that adheres to the guidelines for photographs above.

FINAL EDITS AND ACCEPTANCE

Master the Possibilities may edit or enhance images or written material as needed, to ensure quality and practicality for publication in its catalogs. Master the Possibilities may reject the inclusion of any photograph or materials submitted for any reason.

ROOM SET-UPS

Staff can suggest appropriate seating formats if you are unsure of the best arrangement. For special room set-ups please notify MTP staff at the time of contract. We can provide extra tables or special layouts, we just need notice so we can prepare!

LOCATION	SEATS	TYPICAL SET-UP AND EQUIPMENT	LOCATION
CLASSROOM 1	14	Classroom style with tables and chairs	Lobby Area
CLASSROOM 2	14	Classroom style with tables and chairs	Lobby Area
CLASSROOM 3	16	Classroom style with tables and chairs	Lobby Area
CLASSROOM 4	18	Theatre style seating with chairs	New Addition
CLASSROOM 5	30	Multi-purpose classroom with tables, chairs, kitchen in the back, and concrete floor.	New Addition
COMPUTER LAB	16	Fixed classroom style for technical, hands-on workshops and lectures	Lobby Area
STUDIO 1 STAINED GLASS AND INDUSTRIAL ARTS STUDIO	6	Lighted work benches with stools, sink area, and some table space in the middle for small art classes. Has concrete floors and sink.	New Addition
STUDIO 2 POTTERY STUDIO	6	U-shaped tables with concrete floors, sink and counter. A kiln room for firing the pottery.	New Addition
STUDIO 3 CULINARY ARTS STUDIO	8	Multi-purpose studio with tables, chairs, kitchen appliances, sink, and concrete floor.	New Addition
STUDIO 9 MULTI-PURPOSE STUDIO	10	Visual arts studio with tables and good lighting. Has demonstration display, sink area and rolling white board.	Off the town square.
LIVE OAK HALL	60	Theatre style seating. Has fixed projector, DVD, and wireless or handheld microphone.	Off back parking lot.
CYPRESS HALL	60	Theatre style with approx. 60 chairs on one side and U-shaped tables and chairs on the other side. Can be set-up for 175. Has fixed projector, DVD, and handheld or wireless microphone.	Off back parking lot.
CIRCLE SQUARE CULTURAL CENTER	400	Used occasionally for very large lectures and events. Theatre style seating with stage. Can be reconfigured into round tables or another set-up.	East of MTP Education Center.

POLICIES

All policies apply to faculty, paid or volunteer, volunteers, and staff. The policies apply to all MTP classrooms, teaching halls, education sites, MTP events and activities.

FACULTY COMPENSATION AND COURSE PAYMENTS

PAYMENT PROCESS

The board and staff of Master the Possibilities are grateful that many of our faculty members donate their time. Your valuable efforts allow MTP to offer many classes at low cost and stretch the limited budget. We ask that any volunteer instructors report any anticipated preparation time at the time of contract.

For paid Faculty, attendance sheets are due at the end of class. Without an attendance sheet and a w-9 tax form, we cannot process your check. Please allow ample time for payment processing. Payment requests are submitted for payment every Monday. Payments are generally processed within two weeks and checks will be mailed by US postal service. Checks may not be picked up by faculty members.

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 instructor information outside the organization except that which is required by law, or unless the instructor has approved to release their information to students who request it.

The different faculty compensation options are:

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

MTP reserves the right to cancel, postpone or relocate a class if necessary. Should the session be cancelled by MTP for insufficient participation or other legitimate reason, except in emergencies, MTP will attempt to notify the instructor at least five business days in advance. Instructors/lecturers will not be compensated for cancelled sessions.

Instructor/lecturer agrees that except in emergencies, should they be unable to conduct the above session, they will provide MTP with sufficient notice to properly notify participants. In most cases, sufficient notice is at least five business days.

FACULTY AGREEMENT FORM

Prior to the beginning of each term, instructors must complete and return the Instructor Teaching Agreement (ITA) and applicable additional documents to mtp@masterthepossibilities.org, fax them to (352) 861-9752, or mail to Master the Possibilities, Inc., 8415 SW 80th St., Suite #2, Ocala, FL 34481.

Information and the specifics of each class to be taught will be confirmed by email to the faculty member before each term begins.

ACCEPTANCE OF GIFTS

No employee or faculty member may solicit or accept a single gift or money in excess of \$25 value, entertainment or other benefits from potential and actual students, customers, co-workers, suppliers, vendors or competitors. No employee or faculty member may solicit or accept gifts from any person, household or company that total in excess of \$50.00 in any calendar year. Special care must be taken to avoid even the impression of a conflict of interest. Any questions regarding this policy should be addressed to Michelle Shideler at (352) 387-7571.

A NOTE CONCERNING COURSES OFFERED TO STUDENTS FOR FREE

We offer some classes at no charge to students when the content of the course matches the MTP criteria related to public service. Some of the criteria for that include:

- Classes with a public service focus
- Classes where fees are prohibited or picked up by a grant funder or sponsor
- Classes conducted by elected or appointed officials

Concerning Class Fees – MTP is not directly affiliated with OTOW. Rather, MTP is a separate educational foundation, since 2015. As such, it is not included in the monthly community service / association fee. The Master Association, serving all communities, provides a small level of support to MTP, which provides members with class discounts.

INTERACTION WITH STUDENTS

CONDUCT WHEN IN CONTACT WITH STUDENTS

Providing quality, timely, and courteous service to our students is a primary goal. To prevent any misunderstanding concerning your appropriate conduct when dealing with students, the following standards of conduct or behavior must be followed:

- Always conduct yourself in a business manner.
- Never engage in an argument with a student. If you have a challenging student situation, please refer them to the Director of Education.
- Under no circumstances are you to solicit, ask, or accept paid work assignments, gratuities (tips) or gifts from students while performing as a faculty member.
- Prior to accepting anything from a student, check with the Director of Education who will advise you if acceptance is a violation of this policy. Gifts may be subject to federal tax liabilities. (See Acceptance of Gifts above for basic limitations.)
- Immediately report to the Director of Education any verbal, physical or threats of abuse from students.
- Complaints and requests from students should be referred to the Director of Education.

STUDENT CODE OF CONDUCT

In order to give all students a pleasant experience, we ask students and faculty to help foster a positive learning community in our classrooms and studios. For all our courses, programs, special events, and off-site trips we ask our students to:

- Be respectful of MTP staff and staff policies.
- Please make sure all cell phones are either on vibrate or off during class time.
- Be mindful of others in the classroom and give everyone a chance to express an opinion.
- Be respectful of others' views and opinions, even with a difference of opinion.
- Give others the attention and respect they deserve while speaking.
- Not interrupt an instructor during a presentation.
- Be respectful of our classrooms and resource/materials in those rooms. Please do not manipulate equipment or fixtures, unless asked to do so by the staff/faculty.

Failure to adhere to these guidelines may result in a student being excused by faculty or staff, without a refund.

FACULTY STEPS TO TAKE FOR DISRUPTIVE STUDENTS

In the case of a disruptive student, the following steps are to be taken by faculty and staff:

- Student is privately asked to stop being disruptive in class.
- Verbal warning in front of the class.
- Excuse the student from the class. Instructor will meet with MTP staff to discuss the issue.
- Instructor will let staff know if student may continue to participate conditionally, or not.
- Staff will contact the student to let them know a complaint has been made. At that point, staff will discuss the result of their discussion with the instructor.
- Student will either be excused from the class with no refund, or, on a case-by-case basis, if the Director decides based on evidence from discussions, student may be dropped from the class with a refund.

COMMUNICATIONS POLICIES

ELECTRONIC COMMUNICATION SYSTEMS POLICY

All information systems and equipment are the either the property of Sidney Colen & Associates, Ltd. (SCA) or On Top of the World, who contribute use of the facilities and technology to Master the Possibilities, Inc. Improper use of the provided Network services, Internet services, Microsoft Exchange and/or other IT systems, telephones, devices and services can create legal liability and embarrassment for faculty members, employees and the organization. This policy applies to all network service, internet service or Microsoft Exchange service that is:

- Accessed on, from, or into the Master the Possibilities, Inc. facilities;
- Accessed using the computer equipment via external access point or
- Used in a manner that identifies the individual with the company.

PROHIBITED COMMUNICATIONS

Instructors are strictly prohibited from using MTP-provided Network, Internet or Microsoft Exchange services, telephones and/or devices in connection with any of the following activities:

- Engaging in illegal, fraudulent, or malicious conduct;
- Working on behalf of organizations other than MTP;
- Sending, receiving, or storing offensive, obscene, or defamatory material;
- Annoying or harassing other individuals;
- Sending uninvited e-mail of a personal nature;

- Monitoring or intercepting the files or electronic communications of employees or third parties;
- Obtaining unauthorized access to any computer system or stored documents and files;
- Using another individual's account or identity without explicit authorization;
- Attempting to test, circumvent, or defeat security or auditing systems of MTP or MTP-provided services without prior authorization;
- Distributing or storing chain letters, jokes, unapproved programs or software, solicitations, offers to buy or sell goods, or other nonbusiness material of a trivial or frivolous nature; or
- Installing or downloading of unauthorized applications.
- Personal use of student information from the Faculty Portal.

MEDIA REQUEST POLICY

Occasionally, an instructor may be approached by the media to provide a statement pertaining to Master the Possibilities. Public statements about MTP should be made by authorized or designated individuals. In most cases, the spokesperson will be the MTP Board President or the Director of Education. Under no circumstances should an instructor respond to a media request for information or submit materials on Master the Possibilities' classes or program to the media without the prior approval or request of the Master the Possibilities' President or the Director of Education.

MODEL RELEASE POLICY

Faculty is often photographed, recorded or cited in various media to inform the students and public about Master the Possibilities, Inc. All faculty members are requested to provide a model release. If you do not want your voice or likeness used at any time, please notify staff in writing of your preference. Such forms are requested from students whose image, voice or written testimonial may be used in outreach materials.

NONDISCRIMINATION POLICY

The Master the Possibilities school will admit students of any race, color, national and ethnic origin, gender, gender identity or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It will not discriminate on the basis of race, color, national and ethnic origin, gender, gender identity, or sexual orientation in administration of its educational policies, admissions, faculty recruitment and selection, policies, scholarship and loan programs, and all other school administered programs.

NON-SOLICITATION POLICY

Master the Possibilities requires strict adherence to this policy. As part of the course of instruction as instructors are interacting with students, instructors may not refer or direct students to any other business or organization for the purpose of promoting, recruiting, membership, sales, mailing lists, or any other form of engagement asking for a student's participation with an organization or activity outside of class.

In short, Master the Possibilities, Inc. does not permit solicitation of our students in any way. Examples of solicitation include, but are not limited to:

- Requesting and using student emails for purposes other than providing instructional references / supplemental material for the class
- Wearing items with a business logo or using letterhead or business cards in the classroom
- Asking for the purchase of products or services from students
- Promotion of specific products or services during course presentations
- Distribution of business cards, the use of business logos during presentation, supplying contact information
- Distribution of sales literature including discount coupons designed to solicit purchases of products or services
- Sign-ups for memberships or subscriptions for any public or private entity
- Promoting additional courses or consulting services offered outside of MTP
- Requesting student signatures to support political actions
- Circulating surveys or questionnaires other than those provided by MTP
- Any other type of promotional influence beyond instructional teaching on a specific topic.

If unsure, instructors should contact MTP staff prior to the class start to verify that any material or message imparted to students meets non-solicitation standards. Master the Possibilities may inspect classroom materials and content at any time and may reject all or part from inclusion in a class. **Failure to adhere to this policy may result in removal of the instructor's class(es) from the curriculum up to exclusion of the instructor from any further classes.**

In some cases, books, videos, movies, or other items that are directly applicable to the course content may be pre-approved for sale by the Director of Education. An example would be a visiting author whose program focuses primarily on their published book. All such items must be pre-approved in writing. Faculty members are permitted to share their credentials including current employer and contact information such as email and phone numbers only for the purpose of additional assistance with the instructional content provided in class.

COPYRIGHT AND FAIR USE POLICY

Instructors are responsible for compliance with US Copyright law. This means that appropriate clearances and permissions must be obtained before copying, displaying, or performing all or part of any copyrighted works.

Among other things, copyrighted works include text, photographs, images, music, and audio and video recordings. Any works published after approximately 1923 may be subject to copyright. Note that "performing" a work includes playing a motion picture or other video or audio recording.

When submitting your proposed course materials, instructors must identify any copyrighted materials that they propose to reproduce or perform for the class, including any motion pictures, videos, or recorded music. It is permissible to quote short excerpts from a work in the context of discussing or commenting upon the work. However, instructors should not undertake their own analysis of copyright law and should not attempt to determine independently whether a proposed use qualifies as a "fair use."

All films or movies shown in class must be covered under a license acquired by MTP through an official licensing firm. Licensing may not be available for all films and media and substitutions may be required. Licensing fees must be considered in the course fees.

The Director of Education should be contacted as soon as it is determined any media items will be utilized, so their copyright status may be ascertained, and whether licensing is required and may be obtained. Note: MTP reserves the right to refuse a course addition if the licensing fee for the film/work is cost prohibitive.

EMERGENCIES

In case of emergencies, dial 9-911 from classroom phones to contact the appropriate emergency services, then notify the MTP staff (office hours) or maintenance (after hours) to make arrangements to direct emergency vehicles and personnel to the appropriate location. Numbers are posted in each classroom. In the case of a fire, 9-911 should still be contacted even if the fire alarms were pulled.

It is important to know the exact address for the 911 dispatcher. Addresses for various classrooms are as follows. The addresses are posted near each telephone.

MTP Office Building and Classrooms 1-5, Computer Lab, and Studios 1 - 3:

8415 SW 80th St., Ocala, FL 34481

Live Oak Hall and Cypress Hall:

8413 SW 80th St., Ocala, FL 34481

Circle Square Cultural Center:

8395 SW 80th St., Ocala, FL 34481

Studio 9:

8405 SW 80th St., Suite #9, Ocala, FL 34481

Please familiarize yourself with where emergency exits, first aid kit, evacuation plan, fire extinguisher, automated external defibrillator (AED) devices, and designated emergency meeting station are located (across from MTP office at the flagpole). Please be aware all emergency resources are in each classroom in a pink drawstring "Emergency" bag.

Accidents or injuries must be reported to the MTP staff no matter how insignificant they may appear. An accident form will be completed by the staff, if available. This form is in pink drawstring "Emergency" bag.

EMERGENCY CONTACTS

Master the Possibilities: (352) 861-9751 (Office)

8415 SW 80th St., Ocala, FL 34481

Extensions from classroom and office phones:

All MTP staff **ext. 1253** (rings on all phones below)

Michelle Shideler **ext. 7571** (352) 857-0636 (cell)

Trish Perry **ext. 7575**

Caren Francis **ext. 7570**

Tim Thompson **ext. 7305**

Bert Cobos **ext. 7370**

Jim Shook **ext. 7438**

Circle Square Cultural Center (352) 854-3670

8395 SW 80th St., Ocala, FL 34481

For assistance with the **Cultural Center, Live Oak and Cypress Halls, and other audiovisual issues.**

Gary Pierre **(352) 427-3982 (cell)**

Nelson Dueno **(352) 816- 0088 (cell)**

For assistance **with doors, air conditioning and heating, plumbing, electrical or other facility emergencies.**

After Hours:

Jerritt Weaner (Maintenance) **(352) 427-1185 (cell)**

Juan Rivera (Maintenance) **(352) 266-2778 (cell)**

APPENDIX A – CAMPUS MAP

