

Special Studies Instructor Handbook

In the following pages you will find information about Special Studies policies and procedures for the 2024 season. You must read this document in full before beginning your class. Please note that failure to adhere to the policies contained within the handbook may result in an instructor not being approved for future seasons. Thank you for your help in making this year's program a success.

SPECIAL STUDIES STAFF

Chautauqua Institution's Special Studies program is facilitated by a dedicated support team during the summer season. This summer, these are the folks here to help you out: Special Studies Office, 716-357-6348, specialstudies@chq.org

- for questions about enrollment, room capacity, program policies and procedures

A/V Support, 716-357-6349, specialstudies@chq.org

- for questions about audio/visual equipment and support
- in 2024, A/V support will be provided by Christian Ambrose (Turner) and Ryan (Hultquist and other facilities)

Registration Clerks — Karrie Olmstead, Linda Rothschild, 716-357-6348, specialstudies@chq.org

- for questions about enrollment, rosters, class registration

Manager of Community Education, Emily H Novak, enovak@chq.org.

- for questions about payroll, catalog listings, proposals and anything not mentioned above

Please note that we will not have a dedicated Publicist in 2023. In case of emergency, call 911 or 716-357-6225 to be connected to Chautauqua Safety & Security.

SPECIAL STUDIES OFFICE AT HULTQUIST CENTER

The Special Studies office is open from June 23 to August 23 during the 2024 season. The phone number is 716-357-6348, and the office is located on the second floor of Hultquist Center on Bestor Plaza. Please note that this phone number is only in service during the summer season. For questions regarding Special Studies during fall, winter and spring, please contact Emily Novak.

SPECIAL STUDIES OFFICE HOURS (STARTING JUNE 23rd)

Sunday	12 p.m.–3 p.m.
Monday–Tuesday	8 a.m.–4 p.m.
Wednesday–Thursday	8 a.m.–3 p.m.
Friday	8 a.m.–1 p.m.
Saturday	Closed

WELCOME PACKET

When you arrive at Chautauqua, please pick up your green welcome packet at the Main Gate Ticket Office, open from 8 a.m. to 8 p.m. daily beginning June 22nd. Packets will be available for pick-up after noon Wednesday, June 19 (pre-season hours are 10 a.m. to 4 p.m.). You must report to the Special Studies office at Hultquist Center on the Sunday prior to the week you teach to turn in your check-in sheet (included in your packet) and verify your correct address for payroll processing.

GATE TICKETS AND PARKING PERMITS

Your complimentary traditional Chautauqua gate pass and parking permit will be enclosed in your green welcome packet if you requested them (and if you haven't already received your gate pass from the ticket office). Passes and packets must be picked up in person from the ticket office. No passes will be mailed. Weekly gate passes and parking permits are valid from 10 a.m. Saturday until the following Saturday at 10 a.m. Gate passes and parking permits are not transferable to any other person, nor do they have a cash-exchange value. All instructor parking permits are for the Overflow Main Lot and cannot be changed to any other lot or driveways on the grounds. If you are extending your stay beyond your allotted Special Studies gate pass, please call the ticket office at 716-357-6250 to arrange for your passes. The ticket office will prorate your extended pass based upon the total weeks or days you plan to stay on the grounds. For specific details regarding gate pass pricing and rates, please contact the ticket office.

BUILDING ACCESS/ROOM KEYS

Instructors must pick up keys at the Special Studies office on Sunday if they are teaching in the Pier building. Keys must be returned on the last day of your class. For access to classrooms at Turner Community Center, the instructor will sign out a room key from the Turner Support Staff in the Turner lobby. If you need to access your classroom ahead of your class start to drop off equipment or assess the space, you must make arrangements with the staff on Sunday of the week you teach. Requests for access must be made between 11:30 a.m. and 12:30 p.m. at the Hultquist Center registration office. All class buildings are closed on Saturdays and may not be accessed, except for Turner Community Center, which is open from 8 a.m. to 4 p.m. and can be accessed only during those times.

INTERNET ACCESS

There are two networks that are accessible in most classroom locations:

1. CHQ Guest — an open network that does not require a password. If your students need to access the internet, this is the network they are permitted to use. Most devices connect automatically.
2. CHQ Staff — is for instructor use ONLY. Request password by emailing specialstudies@chq.org. Instructors may also use the CHQ Guest network.

A/V EQUIPMENT, POLICIES AND PROCEDURES

When you arrive at your classroom, the equipment you requested should be in the room. If you do not see the right equipment, please call the A/V Coordinator. Note that equipment allocation decisions are based upon total course enrollment. In the event that a projector is not available, you will be provided with a TV to connect your laptop. Some A/V equipment is not available in all classrooms. Late or last minute requests will be filled on an as-available basis. If you would prefer to bring your own equipment, be advised that most classrooms are used by multiple instructors each day and are often unlocked; securing equipment is not usually possible.

We have a limited supply of A/V equipment and it will be often shared with other instructors during the week. Do not remove A/V equipment or adapters from the classroom. Please be considerate. You must provide your own laptop/computer. Instructors will be responsible for any broken, misused or lost equipment. Ask for assistance before moving heavy A/V carts or other equipment.

HANDOUTS & PHOTOCOPYING

Instructors may make use of the Special Studies photocopier on the first floor of Turner Community Center Mondays through Fridays from 8 a.m. to 5 p.m. Please ask for assistance from the Special Studies staff member on duty in the Turner lobby. This machine is for black-and-white copies only and is limited to class enrollment requirements. Limited photocopying may be available on Sundays at Hultquist — please check in with Hultquist staff on Sunday to determine availability. You must have a hard copy available to give to staff.

Please limit the number of copies you make for your classes. Special Studies will not cover the costs of copying lengthy manuals or significantly long documents. If you have questions about what is acceptable, please contact Emily Novak at enovak@chq.org. For color copies, you must use the Publications Office, located behind the Colonnade building (a copy charge will apply and is not paid for by Special Studies). The Publications Office is open from 9 a.m. to 5 p.m. Monday through Friday. You may also send handouts electronically to students through our Online Classroom. Please contact Emily Novak at enovak@chq.org for more information and to be given online access.

PUBLICITY AND MARKETING

The Special Studies course curriculum will be publicized regularly via Chautauqua Institution e-newsletters and on our various social media platforms. Our major publicity vehicles are our print catalog (mailed to more than 6,000 patrons and available on grounds) and our online catalog. During the summer season, our up-to-date green insert in *The Chautauquan Daily* (also available in multiple locations around the grounds) is very successful at promoting the week's courses.

You are strongly encouraged to participate in the Sunday “Meet and Greet” from 12 noon to 3 p.m. Sunday in front of Hultquist Center. The event allows Chautauqua visitors and community members to learn more about your class, ask questions, and immediately register at the second-floor Special Studies office. Handouts, photographs and any interactive examples related to your course can help draw attention from passers-by. You may also design a class poster to be posted at Hultquist Center. Please email a digital file (.doc, .pdf., .jpg, etc.) to specialstudies@chq.org and your poster will be displayed beginning on Friday of the preceding week. Our office must receive your digital files no later than 10 days prior to the first day of your class.

File specifications:

- Must be 8.5 x 11 inches
- Must be portrait/vertical layout, NOT landscape/horizontal
- Posters will be displayed at the discretion of the manager of community education

You are welcome to purchase advertising for your class in our daily newspaper, *The Chautauquan Daily* (for those new to Chautauqua Institution, the Daily has a 90% penetration rate on the grounds and is the core means of communication within our community). For more information, please visit <http://chqdaily.com/advertise/> or contact the advertising manager at dailyadvertising@chq.org. We encourage you to find your course listing on learn.chq.org and share with your personal and professional networks. Our students come from near and far and are both returning and first-time guests at Chautauqua Institution. Your promotion of your class will help grow our community of lifelong learners. If you use social media, please feel free to post about your class using the #CHQ2023 tag as well as [@tagging@chq](https://twitter.com/tagging) (Twitter/X) or [@chq1874](https://www.instagram.com/chq1874) (Instagram) in your posts. We'll share as we deem appropriate.

PREDICTING CLASS ENROLLMENT

Pre-season registrations begins online and through our Ticket Office on June 1. If you wish to check on the current number of registrants in your course before its start date, please email specialstudies@chq.org or call 716.357.6348 after June 24th. Sundays are very busy and the registration numbers may change, as this is our largest enrollment day. Please respect the established class enrollment limits and do not admit students beyond the maximum. If the class is full we may contact you about raising maximum numbers, and those on the waiting list will be contacted.

INSTRUCTOR COMPENSATION

All registration fees are collected and deposited by Chautauqua Institution. The standard instructor's independent contractor agreement for in-person classes is designed as a 40/60 split. As an independent contractor, you will receive 40% of all course revenue and Chautauqua Institution will retain 60% of the total registration fees

collected from your course. Instructors teaching in-person classes will also receive a complimentary Traditional Chautauqua Gate Pass and parking permit for the duration of the class (under guidelines below). No housing, food, or travel allowance is provided. The Traditional Gate Pass provides Summer Assembly grounds access and general admission to all Amphitheater, Hall of Philosophy and Lenna Hall events as well as the Family Entertainment Movies (7 pm Mondays) and CHQ Documentary Series films (5 pm Tuesdays) at Chautauqua Cinema. The full Calendar of Events is available online at: <https://chq.org/schedule/events/>

A complimentary traditional gate pass is extended to instructors on the following basis:

- An instructor who teaches at least three days and four hours during a given week will receive a gate pass and parking permit for that entire week. Weeklong gate passes run from Saturday to Saturday of each week.
- An instructor who offers a course that occurs on any one day or two days of the week receives a gate pass and parking permit only for the days they are teaching, no matter how long the course is or how many weeks it is offered.
- An instructor who chooses to be at Chautauqua for extra weeks beyond his or her teaching commitment pays the standard gate fee for those extra weeks.
- Instructor gate passes and parking permits are not transferable to any other person. They may not be exchanged for their cash value, nor may their value be applied toward the purchase of a longer-term gate pass or the payment of other Chautauqua fees.

Instructors teaching online classes will receive 60% of tuition for the course. Online instructors will not receive a gate pass.

GATE PASS POLICY FOR SOLD-OUT OR STANDING ROOM ONLY AMPHITHEATER EVENTS

There are a small number of evening events when we expect to have sold-out crowds. On these occasions (Friday and Saturday evening Popular Entertainment performances), we ask all employees and complimentary gate pass holders to withhold taking a seat until 30 minutes after the mainstage performance begins, thus enabling our guests who have purchased long-term and single/General Admission tickets to be seated first.

Employees and complimentary pass holders may enter the Amphitheater venue using their gate pass, but we ask you to use the standing room on these evenings until the 30-minute threshold has passed. At that time, you may take a seat, if seats remain available.

For current information as to which events are Sold-Out or SRO, please contact the ticket office at 716-357-6250. We expect that this self-monitoring and kind consideration will enhance the levels of satisfaction experienced by those who have purchased long-term and single tickets to our events.

NOTE: Additional events may be added to this list, depending on sales volumes.

INSTRUCTOR PAYMENT SCHEDULE

Independent contractors are paid after receipt of services. Instructors must have an independent contractor agreement and W-9 form (or international equivalent if your primary address is located outside the United States) filed with the Special Studies office before payment can be processed.

Payments are processed and mailed within two weeks of the end of your class. Annual payments to the instructor from Chautauqua Institution in excess of \$600 will be reported to the Internal Revenue Service and the instructor will receive a 1099 at the end of January.

MATERIAL FEES

Material fees are fees that are charged to the participant in addition to the class fee. Material fees cover supplies that the instructor requires the participant to have in order to participate in the class.

Material fees are collected directly by the instructor for expendable supplies for students, e.g., craft supplies, handouts, oil paints, etc. The classroom monitor will not collect these fees; they are paid directly to the instructor. Instructors may not require students to purchase books authored by the instructor.

CLASSROOM MONITORS

Your class will be assigned a classroom monitor. The monitor will admit students into the class, collect payments for single-session admissions (if applicable) and will write receipts for admissions. The monitor does NOT: collect materials fees, move furniture, increase enrollment or change course location. The monitor may audit the class if approved by the instructor. Monitors are responsible for paying any materials fees owed to the instructor if they participate in the class.

FULLY ENROLLED CLASSES/WAIT LIST PROCEDURE

When a class is fully enrolled, no more seats are available in the class. Enrollment numbers are followed due to fire code and room capacity. A potential student may go to the Special Studies office located on the 2nd floor of Hultquist and have their name placed on a waiting list. If a cancellation occurs they will be notified to come to the office to register for the class. Students must have a registration receipt to be admitted into the class. If the registered person does not arrive, the seat is considered sold and we do not re-sell seats. Monitors are instructed to follow this policy and cannot sell spots in a full class.

ENROLLMENT CHANGES

Maximum enrollments are set based on classroom capacity, student comfort, and type of class. If an instructor wishes to increase the maximum enrollment to admit additional

students, the instructor must contact the Special Studies office for permission to do so. No additional students will be admitted without permission from the Special Studies office or the Manager of Community Education.

Enrollment cannot be increased after the class begins. If a student gets past the monitor and request the instructor to admit them to the class, the instructor must refer the student to the Special Studies office.

CLASSROOM ASSISTANTS/HELPERS/GUEST SPEAKERS

No assistants or guests are permitted into the classroom unless the instructor has notified the Special Studies office prior to the class start date to have their name placed on the class roster. This notification must be made to specialstudies@chq.org or in person at the Hultquist office by 1 p.m. on Sunday of the week of the class.

CLASS FEES PAID AT DOOR

All class registrations must be made in advance of the class and will be for the entire week. No classes will be sold by the single session at the door. Students may register themselves for the class up to the start of the class at learn.chq.org.

COURSE TRANSFERS AND CHANGES

Within 24 hours of the first meeting of a course, students may, if necessary, elect to change or transfer their registration. All such changes or transfers require a \$10 processing fee per course. Because many courses reach maximum enrollment, changes or transfers must be made as soon as possible to allow another student access to that course.

CLASS CANCELLATIONS

Once courses are selected and published in the catalog, it is our policy to conduct class regardless of the level of attendance. We believe that all courses that are chosen have a potential audience, but predicting eventual attendance is difficult. While many students do pre-register, many more typically register within one or two days of the course date. Therefore, we expect instructors to conduct their course and we similarly maintain our commitment to the gate pass and other compensation, regardless of attendance. Special Studies does not typically cancel classes due to low enrollment. If robust group discussion is essential to a class, an exception can be made if the instructor feels there is no way to teach the class otherwise.

For youth under age 18, classes with only one participant **MUST** be cancelled unless the child's parent or guardian remains present for the entire class or the monitor agrees to stay for the duration of the class.

All cancellations must go through the Special Studies office. Students of a cancelled class will be refunded.

EVALUATIONS

Special Studies staff may evaluate classes periodically and on a random basis. Participants are also encouraged to complete the 2024 Special Studies survey, which will be emailed upon conclusion of a course. Survey data provides important information to instructors and staff on customer service issues, registration procedures, and future Special Studies offerings.

Instructors are encouraged to remind their students that the survey will arrive in their email following the class and that they may also access the survey at chq.org/classes. Instructors may also complete a survey by visiting chq.org/classes and follow the link for the course evaluation (available July 1).

PROPOSING A SPECIAL STUDIES COURSE

If you are interested in proposing courses for the 2025 Season, please use the online instructor portal at <https://learn.chq.org>. All proposals must be submitted through the online portal by Nov. 1, 2025. Submissions after this date will be considered late and reviewed after the final curriculum is set to fill in any gaps. The final curriculum will be chosen by the end of January and all applicants will be notified of our decisions thereafter.

No course is guaranteed a place in the 2025 Special Studies program. Our aim is to create a balanced curriculum for Chautauquans of all ages within each week of the season and within the various subject areas. The elimination of some previously offered courses or a reduction in the frequency of teaching for some instructors will be necessary to introduce new instructors and courses and broaden the program's reach on the grounds.

Courses will be reviewed by the Special Studies curriculum cabinet. Feedback from previous course evaluations (when available) will be considered, as will limitations of time and availability of appropriate classroom space. While some courses may be chosen to complement the theme of the week's lecture platforms, most are chosen to provide a balance to the week's offerings.

A proposal is required for all Special Studies courses, including those that have been offered in previous years. You are invited to submit more than one course proposal. A separate online form must be completed for each proposal. Information you provide online will be used in the print and online catalog if your course is accepted. Edits may be made to course descriptions for clarity and consistency. Instructors may have the opportunity to review catalog information before the publication goes to print.

If proposing to present your course with another instructor, both instructors must submit an online form and clearly indicate the other as a co-instructor. Please clarify why more than one instructor is needed for the course. For additional information, please stop by the Special Studies office during the season, located on the second floor of Hultquist Center or visit learn.chq.org. The deadline for Special Studies proposals is Nov. 1, 2024, to be considered for the 2025 Season.

Thank you for all you are doing to make the Special Studies program a success in the 2024 season. I look forward to working with you!

Kind Regards,
Emily H Novak, PhD(c)
Manager of Community Education
enovak@chq.org