



Teaching at the Loft

Last Updated: April 10, 2019

The Loft is always seeking great talent to teach our classes! The Loft has three class periods each year. We plan them out in advance to give them adequate outreach and registration time. Upcoming proposal dates are listed on the loft website and are subject to change.

Please note: Summer youth has a much earlier deadline because parents plan out summers far in advance, and we try to meet that interest earlier.

Please read the information below carefully before you submit your proposal.

The Loft offers creative writing classes through four programs:

- Adult In-Person classes (including classes at Open Book and Loft Around Town)
- Online classes for adults and teens
- Youth In-Person classes (including teen classes)
- Residencies

For all adult and youth classes, in-person and online, except for residencies, you will need to submit your proposal through Submittable. Please use the online submission portal even if you are proposing a repeat of an existing class.

The Fall 2019 Theme

In the fall of 2019 the Loft will present the theme of **"If"**

The bulk of our classes will not be about this theme; we'll likely run between 2-4 theme based classes for fall, in addition to all the others. And, we'll continue to offer hundreds more every year in the traditional form. However, if you would like to propose a class exploring this idea, please let us know. Those classes will be highlighted in the quarterly and included in thematic marketing. These themes strive to connect Loft programming across the organization by exploring common themes.

The question "What if?" is the most powerful one you can ask and the start of any story. Through this theme the Loft aims to explore how speculative fiction, and the act of asking what if, helps us to imagine solutions and create connections. Speculative work can act as a tool to interpret the world, to investigate topics that are too complex or too subtle to define with the limited tool of realistic fiction. It gives us an incredible opportunity to imagine alternative structures and futures, to consider how to make or avoid certain changes, and answer basic questions about our humanity.



What You'll Need to Propose a Class

You will need:

- A class title, short description (50 words max) and long description (200 words limit)
- The class duration and preferred dates
- The class genre and level (see loft.org/classes for current categories)

For new classes you will also need:

- A list of goals for the class.
- A schedule outlining each session or week's goals, topics, or focus.
- An example of a typical session/week's activities or a general description of how each session or week will run.
- A sample writing activity (optional)
- Required or recommended reading (optional)
- A teaching artist bio (required) and photo (optional)

New teaching artists and teaching artists who have not taught for the Loft in the last five years will also need:

- A resume or CV (PDF)
- A writing sample (PDF)
- Two references

Please do not propose the same class for both online and in person classes; choose which option you'd like to teach, using the guidelines listed for what each program is looking for in terms of class proposals. If you have questions after reading the "What we're looking for" section of this page, please contact the individual program managers directly.

Please contact the program managers if you have any questions or problems.

- Adult and youth in-person: Jennifer Dodgson, jdodgson@loft.org
- Online classes for adults or teens: Kurtis Scaletta, kscaletta@loft.org



About Teaching at the Loft

Since 1974, the Loft has been the place where writers learn from writers. Thousands of students, age 6 and up, enroll in Loft classes every year. Our teaching artists play a key role in fulfilling our mission to advance the artistic development of writers, foster a thriving literary community, and inspire a passion for literature.

Loft teaching artists propose classes and sessions that they design themselves, based on their passion, expertise, experience, and credentials. You'll find all our current requests for proposals listed above. We offer classes in poetry, fiction, creative nonfiction, as well as children's and young adult literature. We also invite proposals for screenwriting, blogging, spoken word, graphic and comic book storytelling, 'zines, magazine writing, new media, and humor writing, among many others. Classes may range from general overviews of a genre (e.g., Fiction for Beginners), to a specific focus (e.g., Writing the Video Game Narrative), to topical themes (e.g., Essays on Nature). Classes may also focus on categories of a genre (e.g. mystery, romance, thriller, fantasy, horror, and science fiction). We also offer classes on seeking publication and classes designed to start and sustain the writing process.

We understand that not all great writers are great teachers, and not all great teachers are published writers. When reviewing class proposals, we prioritize writers who:

- have experience teaching creative writing enrichment classes to adult learners (or appropriate age range for youth classes),
- have the highest Loft student ratings for effectiveness and mastery of content. (For writers who are new to the Loft, strong references and teaching experience are prioritized.)

For intermediate and advanced classes, we further prioritize:

- Teaching artists with publication credits and/or who have been honored for their work with awards or grants. While we are **not** a publish-or-perish organization, we do know from student evaluations that many intermediate and advanced student writers look for teaching artists who have successfully published in the genre they are pursuing, and whose work has been acknowledged with awards and grants.

Teaching artists who do not also serve on the Loft staff or board of directors are eligible for Loft grants and competitions. All current Loft teaching artists are invited to periodic in-services on issues related to the teaching of creative writing, as well as craft talks by visiting writers serving as mentors in the Loft's Mentor Series.



Loft Code of Conduct

The Loft is committed to providing a harassment-free space for all students, conference attendees, staff members, volunteers, and program participants regardless of gender identity and expression, sexual orientation, physical ability, appearance, race, ethnicity, age, religion, class, or identity. We expect participants to treat each other with respect in all interactions.

Harassment could include:

- deliberate intimidation
- repeated disruption of classes, lectures, or discussions
- unwelcome physical contact
- unwelcome sexual attention
- verbal comments or displayed images that harmfully reinforce structures of oppression
- written contact, such as sexually suggestive or obscene letters, notes, invitations
- verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures
- Continuing to express sexual or social interest after being informed directly that the interest is unwelcome
- Using sexual behavior to control, influence or affect the career, salary or work environment of another

Harassment does not include respectful disagreement or critique in good faith. Reading and writing, by their nature, include exposure to controversial, challenging, and sometimes offensive language.

Anyone asked to stop harassing behavior is expected to comply immediately. Those violating these expectations may be expelled at the discretion of Loft staff.

If you are experiencing harassing behavior, report it to a staff member or teaching artist as soon as possible. All incidents will be brought to the Loft's executive director. She will follow the Loft's harassment protocol which may include removing an offender from a program without a refund, reimbursement, or pay.

Loft Harassment Protocol

All complaints of sexual harassment and retaliation for reporting or participating in an investigation will be directed to the executive director either in writing or by requesting an



individual interview. If the executive director is the subject of the complaint, the Chair of the Board of Directors must be notified. All complaints shall be handled as confidentially as possible. The complaints will be promptly reviewed and resolved.

When the ED receives a complaint she will take the following steps.

1. Interview people involved as well as any witnesses
2. Ask any employee/volunteer/program participant found to have violated this policy to immediately stop the offending behavior
3. Respect issues of confidentiality and due process
4. Follow appropriate disciplinary action including warnings, reprimands, suspension, discharge, removal from event without refund, reimbursement, or pay according to the findings of the complaint research
5. Involve the police when necessary or requested
6. If sexual harassment has occurred, hold the harasser legally liable for their actions under state or federal anti-discrimination laws or in separate legal actions

Any program participant/staff/volunteer/contractor bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated.



Reference Guide and Policies for Loft Teaching Artists

About the Loft's Education Program

Thousands of people of all ages, backgrounds and interests enroll at the Loft each year. Among our educational offerings:

- Classes for adults (at Open Book, Loft Around Town sites, and online)
- Classes for young writers, ages 6 - 17
- First Pages, free 90-minute creative writing labs for adults and young writers offered at libraries throughout the west metro through our partnership with Hennepin County Library
- Poetry Out Loud, a national-level recitation contest for high school students
- Off-site residencies, in which the Loft can send creative writers into schools, libraries, and organizations to offer writing classes in any genre
- Manuscript Critique & Coaching Program, where writers work online and in-depth with an experienced Teaching Artist to achieve their writing goals
- Writers' conferences offer writers one weekend of focused on a particular genre (e.g., Children's and Young Adult Literature, Novel Writing, etc.)
- Writing at Work
- Our year long writing projects: Poetry-, Novel-, and Memoir Writing Projects

About Loft Adult Students

Expect a wide age range in adult classes – from young adults to senior citizens. Some students may be hobbyists with no interest in publication while others have published extensively and/or hope to be published. Adult students are largely working full-time or are retirees. Some will have very limited time to work on their writing outside the classroom, while others may have ample time. As an arts enrichment organization, our students do not receive grades or credit towards a degree.

Educational offerings for adults are tailored to writers at all levels of development, including:

- Absolute Beginners. These students are interested in writing, but may be reluctant to describe themselves as writers, and may view themselves as not ready to take a class. In addition to teaching the basics, making these students feel at home at the Loft is a priority.
- Beginners. These students are ready to take the leap into creative writing and are eager to learn the basics. Providing them with the fundamental building blocks of



creative writing is a priority. Some may be reluctant to share work in a classroom setting, but may also crave some feedback on their writing.

- Intermediate. These students have learned the basics and want to take their writing to the next level. Students may be interested in improving earlier works or trying their hand at new works that build upon their understanding of the basics. Most want feedback on their writing.
- Advanced. These writers expect thorough and constructive review of their work, along with strategies for revision. Review of a writing sample may be required before enrolling.

For the majority of classes, students self-select their level. Teaching Artists are prepared for a variety of skill levels in open enrollment classes.

About Young Writers

Young students include motivated writers who are passionate about their art, as well as reluctant readers and writers who may lack confidence in their abilities. Classes are offered by age-range, typically (but not exclusively):

- Ages 6-8
- Ages 9-11
- Ages 12-14
- Ages 13-17
- Ages 15-17

Teaching Artists tailor their content to the students' age and developmental level.

Teaching at the Loft

Teaching Artists play a key role in fulfilling our mission to advance the artistic development of writers, foster a thriving literary community, and inspire a passion for literature.

Teaching Artists are Independent Contractors

As an independent contractor, please note that the Loft does not make deductions from your compensation for taxes. We'll provide you with IRS Form 1099 at the beginning of each calendar year. You'll need to indemnify the Loft against adverse rulings by any taxing authority as a result of the consulting contract or in the event that you fail to qualify as an independent contractor for tax purposes.

Online Teaching Opportunities

What is the Loft Looking for in an Online Teaching Artist

Online teaching artists can live anywhere, and do not need to have online teaching experience (though it helps)!



Submitting a Class Proposal

Submissions are accepted online throughout the year. Feel free to contact the online education manager with ideas before writing a full proposal.

Competition

When you teach a class online for the Loft Literary Center, you agree to not teach similar online classes from the start date until six months following the end date of the class. This policy does not apply to any face-to-face versions you may teach or to online classes not related to the one(s) you are teaching for the Loft.

Student Registration

Registration is handled exclusively by Loft staff. Teaching Artists must direct any student questions regarding registration, transfers, and refunds to Loft staff. Loft staff will enroll students in your class and disseminate their login information and passwords when the class is ready to begin. Teaching Artists will be provided with a roster of registered students and will direct any persons who attend your first class meeting, but have not registered, to do so immediately at the Loft.

Course Cancellation Due to Low Enrollment

If the minimum enrollment is not achieved, the class is canceled, typically five business days before the first scheduled class meeting. To help avoid this scenario, please promote your class on your website, to your mailing list, and other networks.

Working Online

Loft Online Classes use Moodle, an open-source learning management system, hosted by MoodleRooms.com. Training and online guides are available to current and prospective Loft teaching artists, and you may request access to these materials before you have an online class accepted by the Loft. The training site also has a great deal more information about the process and policies for online classes.

Expectations for Online Teachers

The Loft does not currently have a required format for class websites, but there is an expectation that each online teaching artist will:

1. Be a real and visible presence in the site, posting regular text or video messages, responding to discussion posts, and sharing his or her experience with students.
2. Provide ample opportunities for students to interact with one another, using the discussion forums and other Moodle tools to critique one another's work, get to know each other, build community, and collaborate. The site for online teaching artists has more information on scaffolding engagement with online learners.



In short, it is our belief that a high-quality class experience results from a strong sense of community and reciprocity, whether those classes are face to face or online. During the class you should plan on spending two hours a week interacting with students in live chats and asynchronous forums.

The amount of time it takes a teaching artist to develop their online class website will vary widely based on technological expertise, the availability of existing materials, and familiarity with learning management systems. Keep in mind that class preparation is also a large part of face-to-face classes.

Required Texts & Handouts

You may not require students to purchase books you have written. Required texts should be few in number and readily available online, in bookstores, and in libraries. You may link to external resources or upload files for students to read online. Remember, the Loft is NOT an academic institution, but a community arts organization.

Challenging Students

Online teaching artists should take the same approach in dealing with challenging students – contacting them privately (via email) to guide their behavior in a way that is more constructive for the class as a whole. If the student posts disruptive or inflammatory posts in the online class website, contact the online education manager before deleting content or suspending students.

Supervision and Performance Review

Loft Education Staff may enter your class website to evaluate the class or to help students with technological issues.

Student Privacy

Loft teaching artists are expected to respect the privacy of their online students. This includes sharing names and contact information (including email addresses) of any participant with anyone without express permission, and re-posting of discussions, chats, or creative writing by any student without permission. This also includes sharing access to the class website with anyone who is not registered, though you may work with Loft education staff to make short-term access available to a guest who helps to attain the goals of the class (e.g., an author or editor may do a Q&A with your students). Teaching artists should also keep students mindful and respectful of one another's privacy.

Copyright Policy

Loft teaching artists are expected to understand and comply with laws regarding the use of copyright-protected material in their classes. For example, you should not make digital



copies of entire texts and share with your class for free, though you may copy short excerpts and provide with attribution. When possible, you are encouraged to link to stories and articles instead of posting directly to your website.

Policy on Controlled Substances

The policy on controlled substances also applies to teaching artists who are interacting with students online.

Teaching Opportunities in the Loft's Young Writer's Program

Writers, teachers and artists who are enthusiastic about nurturing the creative writing life of young people ages 6-17 are invited to submit class proposals to the Loft's director of education, Jennifer Dodgson, at jdodgson@loft.org. The proposal period for summer youth is generally October 1- December 1 of each year; exact dates are posted on the "opportunities" page of the Loft's website each fall.

The summer session (4 weeks in July) is the biggest term of the year for children and teens, with the most classes offered, and therefore the most opportunity for teaching. Classes generally are not scheduled during the month of September in the fall term or during the months of January and February in the winter term. Fall and spring terms are typically curated by the education director, and culled from classes that have done well during the summer term, though if you are interested in teaching a youth class in non-summer months, please do propose a class.

The general range of classes scheduled is listed below, but if you feel your class warrants a different time frame, put it on your proposal and it will be considered.

- One Week Classes (Mon-Fri) in the summer
- Two Week Classes (also Mon-Fri) in the summer
- Single or Double Session Classes (Saturdays only, fall and winter/spring, NO SATURDAY classes in the summer)

For summer classes, each class is 3 hours and takes place for one week, Monday-Friday, either:

- 9 a.m.-Noon
- 1-4 p.m.

For fall and spring classes, each class is a single session, half day Saturday option, either:

- 9 a.m.-Noon
- 1-4 p.m.



Most Loft policies for adult education apply to the Young Writers' Program as well (teaching artist pay rate, cancellation of class due to low enrollment policy, etc.), but there are many exceptions and additions meant to serve the different needs of a youth population. For more information, or if you have questions, please consult the youth RFP, available on the Loft's website during the proposal period, or contact the director of education (jdodgson@loft.org) to receive a copy.

Teaching Artist Compensation

Classes

Face-to-Face Classes: As of January 1, 2013, you'll be paid \$6.50 per student per contact hour based on enrollment for your second class meeting (students may drop the class during the first week).

Online Classes: As of January 1, 2013, you'll be paid \$13 per student per week of class based on enrollment for your second week of class (students may drop the class during the first week). If you have proposed and been approved for an online class that you haven't taught for the Loft before, you'll also receive a commission to develop your class (even if your class has to be canceled due to low enrollment):

Class Duration Class Development Commission

12 Week \$600

10 Week \$500

8 Week \$400

6 Week \$300

4 Week \$200

For Both Face-to-Face and Online classes: You'll receive total payment after class completion for single- and double-session classes and classes of six weeks or less. In general, 2 payments are made for classes of eight weeks or more.

Tuition alone does not cover the cost of the Loft's sliding-fee classes, which are made possible, in part, through grants and individual donations. Please consider becoming a member of the Loft (membership is not required to teach at the Loft).

Other Education Programs

First Pages: \$150 for a 90-minute First Pages session.

Contracted Classes and Residencies: Compensation may vary by contract.

Writers' Conferences: Compensation may vary, depending upon whether the conference is supported by a grant, sponsorship, or by tuition alone.



Teaching Artist Enrichment Opportunities

As independent contractors, Teaching Artists who are not members of the Loft Board of Directors or staff are eligible for Loft grants and competitions (eligibility guidelines vary by program), including:

- McKnight Artists Fellowships for Writers.
- Minnesota Emerging Writers' Grant.
- Mentor Series in Poetry and Creative Prose.
- Spoken Word Immersion Fellowship for artists of color and Indigenous artists.

Loft Teaching Artists are also invited to attend:

- Periodic in-services on issues related to teaching at the Loft.
- Craft talks by acclaimed writers in the Mentor Series.

Finally, only Loft Teaching Artists are eligible for:

- The Loft Excellence in Teaching Fellowship. Fellows receive 1 week at the Madeline Island School for the Arts to work on a writing project of their choice.

Teaching Artist Supervision and Performance Review

As an independent contractor, you truly are working independently within the parameters of your teaching contract. Our main performance review tool is student evaluations, which we also send to you. It's a good idea to survey your students mid-way through the course in order to build upon what students feel are the most helpful elements of the course, and to proactively address any concerns students may raise.

If you're teaching at the Loft for the first time, a member of the Education Team may attend your first class meeting to provide assistance, support, and encouragement.

Marketing Your Class

What We Do:

- Mail catalogs to 5,000 homes and distribute catalogs to more than 200 venues.
- Host tables at events throughout the year to promote classes and conferences.
- Issue the Loft e-newsletter to more than 16,000 recipients twice a month.
- Continually update and refresh our website, which attracts 20,000 unique visitors each month. Our blog receives over 9,000 page views per month.
- Advertise in local publications (all classes) and select national publications (online classes).
- Promote classes and conferences through Facebook and Twitter.

We Can Always Use Your Help:

- Take advantage of social media networks to promote your class.
- Post news of your class on your website.
- Promote your class to your email lists.



- Submit ideas for our blog to Rachel Yang at ryang@loft.org.
- If you have a good news story to pitch, we'll reach out to local media and try to promote classes as part of that pitch. Share your ideas with Chris Jones at cjones@loft.org.

A note about changes to class titles and descriptions, at the Loft's discretion

The Loft works very hard to ensure our classes run every term, rather than cancel due to low enrollment. This work includes the many things we do every day from a marketing and communications perspective (social media, promotions, and many other things, all listed in the Quick Reference Guide for Teaching Artists), as well as our close attention to details around how class content is communicated to and received by students. There are several key things that we know from experience about titles and descriptions. Class titles that either need extra explanation or titles that aren't as active and student-centered in their appeal tend to do far worse in terms of enrollment and cancellation. We know that students read and skim class titles, so a title needs to convey a sense of them actively engaged with their work.

In order to be successful, a class needs to be active, participatory, and able to engage curious minds. It makes sense, then, that class titles and descriptions convey this sense of active participation, so that someone who was skimming along reading titles and wanted a more active experience (our students do for the most part) might actually look down to the description. People generally read the titles and skim the descriptions, if they read them at all, so it is generally our class titles that need to do the work of getting the attention of readers right off the bat.

If the Loft team that puts together a class term (Education and Marketing/Communications) doesn't feel a class title or description aptly achieves these goals, we will work to tweak, change, and edit them, using your full descriptions as a guide. We ultimately only have a few days to edit and prepare about a hundred class titles for publication, so we don't have time to consult with every teaching artist before making these changes. While our team is sorry in advance if you don't agree with any changes or the reasons behind them, we hope you'll acknowledge the hard work that goes into ensuring that every class put on the schedule is a success, and understand our reasons for sometimes needing to make changes to class titles and descriptions. If not, our team understands your need to reconsider submitting a class proposal at this time.

Jennifer Dodgson
Director of Education

Chris Jones
Director of Marketing and Communications



Location & Parking

The Loft is located in the Open Book building, 1011 Washington Avenue South, Minneapolis, MN 55415. Exit Interstate 35W at Washington Avenue. From Saint Paul, exit Interstate 94 at 5th Street. From the northwest, exit Interstate 94 at 4th Street. Free parking is available in the Open Book parking lot, but it is often difficult to find a spot. Parking is also available at local lots and ramps and at parking meters near Open Book.

Loft Classrooms & Equipment

Equipment	Availability
Assistive Listening	All classrooms at Open Book.
Clock	All classrooms at Open Book.
Dry-Erase Board	All classrooms at Open Book.
Flip Chart & Markers	Available upon request for Open Book classrooms and off-site classes.
LCD Displays	Available in all 5 classrooms at Open Book. If your assigned classroom does not have an installed display, the Loft may be able to provide a laptop projector. If you plan on using a Macbook or mobile device with these technologies, please bring your own dongle as necessary. Please test compatibility prior to your class meeting.
Outlets	A limited number are in each Open Book classroom. Please encourage students to fully charge their laptops before class.
Wireless Connection	All Open Book classrooms are WiFi-equipped. Connect to the Open Book network by entering the password: openbook.

PLEASE NOTE: Open Book classrooms are not equipped with phones. You may wish to bring your cell phone to class for use in case of an emergency. A security officer is also on duty week day evenings and Saturdays.

Please let us know about classroom issues (temperature, noise, equipment, cleanliness). If you are teaching off-site: We'll let you know about the equipment and resources available.



Policies to Be Aware Of

Class Texts & Handouts

Please make sure your required texts are readily available online, in bookstores, and in libraries. College textbooks are often too expensive for Loft students and may not be a good fit for enrichment classes. When you select texts, please keep in mind that some students may have limited time available for readings and assignments outside the classroom.

Often Teaching Artists prefer distributing hand-outs in class versus requiring students to acquire their own copies of books. Copy fees for hand-outs are not included in tuition; students pay you directly during class. Please be sure to bring enough hand-outs for your students. Emergency copies may be made at the Loft for 10 cents per copy. Please also consider keeping things digital - provide links to readings, PDF's, google docs, etc - in order to save trees and minimize cost for everyone.

You may not require students to purchase books you have written unless your book is an instructional text on the content you'll be teaching. Please let us know when you propose your class that you want to assign an instructional text that you have written.

Feel free to use your own work to illustrate a lesson, but please do not use class time to promote sales of your books, and don't sell your books to students during class.

Controlled Substances

Alcohol and other drugs are prohibited.

Class Cancellation Due to Low Enrollment

If five or six students are enrolled, you may choose to teach the class (please be aware that there may be additional drops prior to your second class meeting). If less than five-six students are enrolled, the class is canceled, typically 3-5 business days before the first scheduled class meeting.

Class Cancellation Due to Weather

...are rare. The Loft follows the lead of surrounding universities (Metro State, University of Minnesota) regarding class cancellations due to weather. If concerned, please call us at 612-379-8999. We'll announce cancellations via an email, on our website, and on our phone line. Though we appreciate you making every effort to teach your class, the Loft would never force you to teach if you feel unsafe driving in; please express that concern to education staff and if we're open for classes but you're concerned about road safety, we



can cancel the class and notify your students. However, we rarely, if ever, reschedule due to weather cancellations.

Class Cancellation by Teaching Artist

Please contact us if you will miss a class due to illness or emergency. We'll inform your students and work with you to schedule a make-up class.

Please do not arrange for a substitute to teach your class without consulting Loft staff. If you cancel a scheduled class you have agreed to teach or fail to show-up for your class, you will be ineligible to teach at the Loft in the future.

Criminal Background Check

We conduct a criminal background check on anyone who will work with minors or vulnerable adults.

Promotion of Non-Loft Programs and Services

Many Teaching Artists also offer private services, and many teach at other organizations. We're happy to include your website address in your Teaching Artist bio. Feel free to respond to student inquiries about your services and other classes, but please do not use class time to promote your services, books, or classes you teach privately or at other organizations.

Sexual Harassment

Prohibited sexual harassment includes unsolicited and unwelcome contact (physical, verbal, and written communications) that has sexual overtones. Please see the Loft's code of conduct policy earlier in this guide for more details.

Student Registration

We manage all aspects of student registration. Please direct any questions regarding registration to Loft staff, and we'll take care of it. You'll be provided with a student roster. Please direct any persons who do not appear on your roster to the education office so we may register them.

Teaching Suggestions and Ideas from Staff and Your Fellow Teaching Artists

Challenging Students

You'll find that students are motivated, respectful, and occasionally a bit shy. At times, however, one student may dominate the class discussion or provide unconstructive feedback to other students. If possible, talk to the student privately, letting him or her know that you need their help to encourage other students to participate in discussions and/or to encourage students with constructive feedback. During class, let the student know you'd



like to hear from other students. Ask all students to take a turn at being the first to respond to a question. If the student continues to be disruptive, please contact Loft staff with your concerns.

First Class Meeting

Before You Leave for Class:

1. Double-check that you have enough copies of student handouts.
2. If collecting copy fees, bring enough single bills to make change.
3. Check that your cell phone and laptop are fully charged.
4. Budget plenty of time to arrive in time for your class. Parking can be a challenge, and traffic along Washington Avenue can be significantly delayed during rush hour.

Once You Arrive at the Loft:

1. Check your Loft mailbox outside our office for your class roster, class announcements, and any late-breaking news. Check your box each week before class.
2. Please let Loft education staff know that you have arrived to teach your class.

Once You Arrive in Your Classroom:

1. Take attendance to ensure all students have registered. If you have unregistered students, direct them to the Loft education office so they may register.
2. Provide a brief introduction to the Loft (sample introduction will be in mailbox).
3. Note upcoming Loft events of interest (notices will be in your mailbox).
4. For multi-week classes, ask your students briefly introduce themselves and describe at least one goal they have for the class. Consider an ice-breaker exercise.
5. For brief, single-session classes - which have a maximum enrollment of 30 students - it may take too much time to have students introduce themselves.

Workshopping

Occasionally, students contact us with concerns about their workshop. Most concerns are about time management and facilitation. At a recent in-service on workshopping, Teaching Artists shared their best practices, including:

- Clear guidelines, presented in advance and in writing, with opportunity for students to ask questions before the first workshop.
- Hands-on facilitation that keeps the workshop positive, constructive, and encouraging of writers' works-in-progress. If workshopping in small groups, a keen eye and ear for the tone and focus of the groups' discussions.
- Equal time for all works-in-progress.
- Questions that are specific and discussion focused.
- Feedback that helps writers decide how to shape the piece going forward, understanding that they make all the final decisions about their work.
- All writing is understood to be a work-in-progress.



- Feedback is focused on the work, not the person who wrote it.

We ask all Teaching Artists to:

- carefully develop your workshop process,
- clearly explain the process to students (with written guidelines and time for students to ask questions),
- keep the discussion focused, equitable, and constructive,
- be in control of the discussion, and
- ensure that each student's work-in-progress gets equal time.

In Case of Emergency

Disturbances in Building or Parking Lot

1. Call 911 and report location: 1011 Washington Avenue South, Minneapolis.
2. DO NOT get involved.
3. If you are able, move students to a safe area, away from disturbance.
4. Stay calm and try to calm students.
5. Note as many details about the disturbance as you can.

Elevator Emergency

If you are trapped in the elevator:

1. Pick up the phone in the elevator. You will be immediately connected to Minnesota Elevator's answering service.
2. Provide the building location: Open Book, 1011 Washington Avenue South, Minneapolis.
3. Inform them you are stuck in the elevator.
4. A technician will be dispatched immediately.
5. DO NOT attempt to free yourself.

Fire Procedures

If you discover a fire, call 911

1. Provide building address: 1011 Washington Avenue South, Minneapolis.
2. Provide floor number and location of the fire.
3. Provide any other details.
4. If it is safe to do so, stay on the line until the 911 operator ends the call.

Evacuate the building by stairways, do NOT use the elevator. Have students assist any students with limited mobility. Close classroom door as you leave. If heavy smoke is present, stay near the floor where the air is better. Take short breaths and breathe through your nose. Do NOT try to fight the fire yourself.

Intruders

1. Note the location and description of intruder(s) and/or suspect vehicles.



2. Call 911 and report location: 1011 Washington Avenue South, Minneapolis.
3. Call security guard during evenings/weekends at 612-715-1662.
4. DO NOT attempt to confront or detain intruders.

Medical Emergency

If a student is injured or becomes ill:

1. Call 911.
2. Provide the following information:
 - Open Book, 1011 Washington Avenue South, Minneapolis.
 - Floor number and classroom number.
 - Type of injury or description of illness, if known.
 - Student's present condition.
 - Stay on the line until the 911 operator ends the call.

DO NOT move the injured person, unless their location is causing more harm, but try to make them comfortable.

If possible, have a student meet the emergency crew at the front door of the building to quickly direct them to the injured person. First Aid Kits are located in the following areas:

- First Floor in coffee shop.
- Second Floor in the Target Performance Hall sound booth and in Loft offices.
- Basement next to shower room door by the vending machines.

Mental Health Emergency

When a severe disturbance of mood or thinking threatens a person's safety, call Hennepin County's Community Outreach for Psychiatric Emergencies (COPE) at 612-596-1223.

Available 24 hours a day, 7 days a week, COPE professionals are dispatched to people in severe distress to handle the immediate crisis and provide clinical assessment.

You can also call 911.

Open Book Building Security

A security guard is on duty in the Open Book building and parking lot at the following times:

Monday – Thursday 7:00 p.m. – 11:00 p.m.

Friday 6:00 p.m. – 10:00 p.m.

Saturday 8:30 a.m. – 5:30 p.m.

Sunday 8:30 a.m. – 5:30 p.m.

The on-duty security guard's cell phone number is 612-751-1662

Power Outage

Key building lights will run on emergency power.

1. Call property management office at 612-338-2828.



2. Raise the blinds to let in outside light.
3. If you are instructed to evacuate, follow the lit emergency exit signs. Have students assist students with limited mobility.
4. Do not let your students congregate in the lobby or literary commons.

Tornado Warning/Severe Weather Procedures

A public warning will be announced over the radio, TV and/or by five-minute steady blasts of the sirens by the Civil Defense Warning System. Actions to take:

1. Stay away from exterior windows and the perimeter of the building.
2. Take your students to the basement of the building, accessible by the internal stairwell (not the main stairwell in the lobby).
3. Do NOT use the elevator – have your students assist any students with limited mobility.
4. Once in the basement, have students protect themselves by putting their heads as close to their laps as possible, or have them kneel to protect their heads.
5. Remain in the basement until the All Clear has been issued by the National Weather Service.
6. If the building sustains damages, and/or you and/or a student is injured call 911.