

(ah) HHAA INFORMATION FOR INSTRUCTORS

The academy offers customized instruction to students ages 6 and older privately or in small groups of up to 8 students. Our goal is to match students with instructors, so we must determine what students need or want to learn and what instructors want and are able to teach.

Rather than providing a standard curriculum with a pre-established scope and sequence of content, the Academy provides a variety of self-contained sessions divided into two categories: Academic and Extra-Curricular. Educational outcomes result from sessions in both categories, but only the Academic Sessions have stated objectives and evaluation procedures.

OBJECTIVES

Academic sessions are based on instructional objectives that clearly state the knowledge and skills students should master as a result of participating in the sessions. The objectives for a particular session can be determined (1) exclusively by the instructor; (2) exclusively by the students or the adult leaders of the students; or (3) jointly by the instructors and students.

METHODOLOGY / INSTRUCTIONAL STRATEGIES

The methodology of sessions should be experiential and interactive rather than passive. For example, methodology should include field trips away from Harpers Ferry, tours within Harpers Ferry, drama, music, workshops, demonstrations, coaching and practice for skill development, audio/visual presentations, and other interesting activities that will facilitate the students' mastery of the knowledge and skills related to the stated or unstated objectives of the sessions.

RESPONSIBILITIES OF INSTRUCTORS

Instructors are responsible for designing / developing their sessions, implementing their sessions, and evaluating their sessions. Upon request, Karan and Erin are available to assist with the development and evaluation of sessions for a fee of \$20 / person / hour.

Design / Development of academic sessions requires:

- (1) Creating a lesson plan that specifies objectives, learning activities, length of session (number of hours), and resources (equipment, supplies, etc.) for sessions in a format similar to the attached "Session Plan" form.
- (2) Developing / obtaining the resources needed for instruction.
- (3) Determining the price of sessions. The price should be high enough so that a 10% administrative fee can be paid to the Academy from the tuition.

Implementation of sessions requires meeting with and instructing students.

Evaluation of the sessions requires providing formative (on-going) feedback to students throughout the session and summative (final) testing at the end of the session.

Please use the "Session Plan" form to provide information about any sessions you are willing and able to offer. Session plans should be submitted in electronic form via an email attachment if possible. The session plans will be reviewed, and you will be informed of approval for your session and/or contacted to discuss possible revisions. After your session plan(s) are approved, we will contact you each time your session is requested by one or more students to see if you are available to teach on the dates and at times requested by the student(s).