

# Seminar Teacher Standards

## Definitions

### **Prospective Teacher:**

- Any member who would like to teach at seminar

### **New Teacher:**

- A person who teaches at seminar for the first time
- A teacher with poor class assessments who requires mentoring

### **Continuing Teacher:**

- A teacher who has taught successfully at seminar in the past

### **Mentor:**

- A continuing teacher who will coach and help teachers placed on probation, as assigned by the teacher liaison

### **Recruit:**

- An advanced-skills stitcher who will audit a new teacher's class as requested by the mentor

## Procedures for New Teachers

- The **prospective new teacher** will submit the following to seminar chairman:
  - ◆ *Intent to Teach* form
  - ◆ A complete bio, including teaching experience
  - ◆ Names of three students or teachers for references, if requested
- The **seminar chairman** will notify the teacher liaison of the new teacher request.
- The **teacher liaison** will assign a mentor to help the new teacher in the process of preparing to teach at seminar.
- The **seminar chairman** will send a *Prospective Teacher Packet* to the new teacher.
- The **new teacher** will submit to her mentor two different finished pieces with clearly written instructions, as follows:
  - ◆ One design as it will be taught at seminar
  - ◆ One design as a sample of the teacher's stitching ability
- The **mentor** will evaluate both designs for stitching proficiency and quality of written instructions .
- The **new teacher** will submit one class proposal and color photo of the completed design to the seminar chairman.
- The **new teacher** will obtain written permission from the original designer for any design taught that is not her own.
- The **new teacher** will notify the original designer of any changes made to the instructions.
- The **new teacher** will take a learning skills class before teaching at seminar.
- The **new teacher** will teach one single-session class the first year of teaching.
- The **mentor and recruit** will audit the new teacher's class to assess teaching skills
- The **seminar class description** published in the newsletter and on the website will include the words: *First Time Seminar Teacher*.

## **Procedures for Continuing Teachers**

- Continuing teachers will submit an *Intent to Teach* form to seminar chairman.
- The seminar chairman will send a *Prospective Teacher Packet* to continuing teachers.
- Continuing teachers will submit up to five class proposals and color photos of the completed designs to the seminar chairman.
- Continuing teachers will obtain written permission from the original designer for all designs taught that are not their own.
- Continuing teachers will notify the original designer of any changes made to the instructions.
- Continuing teachers will, every five years, take a minimum of three continuing education hours that are related to teaching adults. This can include classes offered by BDEIG, other guilds, community colleges or other approved venues.

Prepared by the BDEIG Standards Committee 4/2006, approved by membership 6/2006.

*At the discretion of the Board, any rules and requirements can be waived for extraordinary circumstances.*

*The Standards Committee has on file procedures for evaluations and assessments of classes and teachers.*

## **Mentor and Recruit**

### **Shared Characteristics**

- Has attended at least one seminar
- Has the ability to give constructive feedback
- Has good communication skills
- Has advanced stitching skills and knowledge of Brazilian embroidery and can include expertise in other handwork taught at our BDEIG seminars.
- Is willing to audit new teacher's class
- Is familiar with BDEIG teaching standards

### **Shared Responsibilities**

- Attend new teacher's class, audit and evaluate her teaching methods and process.
- Review the class teaching with the new teacher immediately after class.
- Give their original written assessments to the seminar chairman.
- Give a copy of their written assessments to the new teacher, the teacher liaison and seminar chair elect for informational purposes.

# Mentor

## Additional Characteristics

- Is willing to spend time helping the new teachers before and after class.
- Is familiar with prospective teacher requirements as listed in the Seminar Teacher Standards.

## *Additional Responsibilities*

*All responsibilities apply when mentoring a New Teacher and apply as needed when mentoring a Continuing Teacher.*

- Will review the new teacher's finished pieces and written instructions.
- Will send the finished pieces and written instructions to seminar chairman with recommendations for teaching. A copy of the recommendations will be sent to the teacher liaison.
- Will discuss with the teacher her teaching background and experience.
- Will identify areas of weakness and give guidance to the new teacher as needed.
- Will inform the seminar chairman and teacher liaison of the new teacher's progress.
- Will recruit an experienced stitcher to audit and evaluate the class taught by the new teacher.
- Will counsel the new teacher on areas of improvement for teaching at the next seminar.