

Spring 2019 ARC Workshops

SPECIAL NOTES:

All workshops will begin no earlier than Week #4.

1. Workshops are no longer drop-in only. Students must sign up at least 48 hours in advance in order for a workshop to run. The workshop will be cancelled for that week if fewer than 8 students are signed up. If the workshop minimum of 8 students is not met two weeks in a row, the workshop will be cancelled for the duration of the semester.
2. Workshops without live models should be no more than two hours in length. ARC Onsite Workshops with models should be scheduled for three hours.
3. All workshops begin in Week #4 and end no later than Week #13 (up to 10 modules per semester). Exceptions must be approved by the Executive Office.
4. Please observe the following teaching maximums:

Part-time instructors:

- no more than 6 hours of scheduled onsite class time on any day;
- maximum 27 total scheduled teaching hours per week of online + onsite class time + 6 scheduled classes per week (excludes EAP support);
- no more than 18 units per semester.

Part-time staff:*

- no more than 8 total hours in a single day and 40 hours per week (Monday to Sunday) in ALL combined roles within the Academy;
- no more than 6 teaching hours per week, in addition to the staff position.

*Full-time staff are not permitted to hold additional part-time instructor or tutoring positions, unless pre-approved to teach on a limited basis (to be re-evaluated each semester).

If the work schedule cannot be reduced or adjusted to accommodate the teaching hours, the part-time staff employee will not be permitted to teach.

Spring 2019 semester runs from Monday, February 4 to Saturday, May 25, 2018. However, ARC Onsite Workshops start on **Monday, February 25 (Week #4)** and run through **Sunday, May 12, 2019 (Week #13)**— there are no ARC Workshops scheduled on **Sunday, March 24** through **Friday, March 29, 2019** and on **Sunday, April 21, 2019** because of Spring Break and Spring Holiday.