



**ADULT LEARNING PROGRAMS  
INFORMATION FOR INSTRUCTORS**  
(Revised December 2016)

Thank you for working with us to provide quality educational experiences at The Morton Arboretum.

The checklists in this document will help you keep track of important details you'll need before, during, and after your course. Keeping this information handy will help ensure that your class is a success.

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**\*\*Course and Weather Information Update Number is 630-719-7979\*\***  
**\*\*Arboretum Duty Ranger: 630-878-1566\*\***

## New Instructors Checklist

- If this is your first time teaching at the Arboretum, or if you have not taught for a few years, please complete the [IRS W-9 form](#) and return to Accounts Payable by mail or fax. (Outside contractors only; does not apply to Arboretum staff.)

Accounts Payable  
The Morton Arboretum  
4100 Illinois Route 53  
Lisle, IL 60532  
Fax: 630-719-4884

- Read the [Tips for Success](#).
- Complete the **Program Planning Worksheet** and with your Adult Learning Programs contact (Megan Dunning or Brooke Pudar) and use this sheet to guide the creation of your course outline.
- Check out the [Champion of Trees Video](#) to find out what it means to be part of The Arboretum's team of tree champions.
- Complete the [instructor bio](#) form (click on the link to complete). This form needs to be completed only once unless you have updates to your bio. We'll use your bio to promote the class.

## Preparing for Your Course

### Upon Scheduling a Class

- Email a **photo** or two that the Arboretum can use for promotion (Preferred: horizontal photos, action shots)
- Complete the [Book List](#) form. The Arboretum Store will carry texts that you require for the class (no specialized textbooks or out-of-print books, please) and may carry recommended texts that align with the mission of the Arboretum and the store.
- If students need to bring specific supplies they may not have on hand, please **send the supply list as early as possible** to allow students time to locate and purchase. Being able to include the supply list with the course listing as early as possible helps avoid cancellations due to unexpected costs.

### 4 to 6 Weeks Before

- Sign and return your **contract** to Terry Ripoli, Program Coordinator.
- Complete the [Welcome Letter](#) form (click on the link to complete).
- Complete the [instructor bio](#) form if you haven't already (click on the link to complete).
- Supply list due if you haven't already sent it (if applicable)

### 2 to 4 Weeks Before

- Submit your **Outline/Syllabus** and **PowerPoint** (if using one).
- Complete the [Room Set-Up & AV Form](#) (click on the link to complete). Please request a broom and dustpan if you or your students will be doing any demonstrations or activities that require clean up.

### 1 to 2 Weeks Before

- Submit **Handouts** to be photocopied\*
- If you plan to hold a class offsite, you must **scout the site** the week before the class will visit to evaluate the current conditions and the feasibility of running your class there.
- If you will need to access your classroom more than 30 minutes before class starts, please send Terry Ripoli an email and copy your program manager to request access (contact information below).

### For classes that meet offsite:

- Inform the Program Manager of your site(s) and your schedule. The Program Manager must be informed of and approve any offsite locations.
- Supply driving directions to any offsite location at least three weeks prior to the first session of your program.
- Watch for your Roster Packet to arrive in the mail, by fax, or by email.

**Send all files to Terry Ripoli ([tripoli@mortonarb.org](mailto:tripoli@mortonarb.org)) and copy your Adult Programs contact (Megan Dunning [mdunning@mortonarb.org](mailto:mdunning@mortonarb.org), or Brooke Pudar [bpudar@mortonarb.org](mailto:bpudar@mortonarb.org))**

\*We are only able to accommodate copying requests during weekday business hours (8am–4:30pm). For last minute copies, you are free to use an outside vendor; we will cover reasonable expenses with a signed invoice, pending the Program Manager's approval.

## On the Day of Your Course

- Arrive 30 minutes before your class is scheduled.
- Pick up your green plastic **Roster Packet** in the lobby of your classroom building (unless you make other arrangements with us). Inside you will find your rosters, handouts, and evaluation forms.

Class Location	Roster Packet Pick-Up Location
In/near Thornhill Education Center <i>Includes: Arbor Room, Godshalk Hall, Thornhill Rooms A, B, C, D, E, the Gallery (lower level), and the Shelter.</i>	In the hallway outside the Registrar's Office (Enter through main doors and turn left)
Research/Admin Building <i>ncludes: Botany Lab, Sterling Morton Library, and Cudahy Room</i>	Reception Desk
Visitor Center <i>Includes: Sycamore Room, Hawthorn Room, Chestnut Room, VC breezeway, Arbor Court</i>	Visitor Center Information Desk
Parking Lot	Arboretum Staff: Reception Desk in the Research Building. Contract instructors: Visitor Center Information Desk.

- Check in with the Building Monitor.** They will have a safety checklist for you to initial.
- Use the roster to **take attendance** each time the class meets.
- Occasionally, a last-minute registrant or cancellation might not appear on your list. **If someone's name does not appear, welcome them to the class, write his/her name, phone number, and email address on the roster.** We will verify registration. Do not collect payment from walk-ins.
- Set aside the last 10 minutes of the class so students can complete the course evaluation. Students can leave them with you or mail them to the Education Department.

For classes that leave the building:

- Inform the Building Monitor about where you are going and when you will return.
- Leave your cell phone number with the Building Monitor.
- Write your name, location and cell phone number on the chalkboard in your room.

For weekend and evening classes:

- Buildings are open from 8:00 a.m. to 4:30 p.m. Monday - Friday.
- Outside of those hours, buildings will be opened no earlier than 30 minutes before the start of class.
- For weekend and evening classes, a Building Monitor will staff each building, orient you to safety procedures, and assist you with logistics.

## After Your Course Ends

- ❑ We encourage you to read the student evaluations before turning them in with your Roster Packet.
- ❑ Complete the instructor class evaluation and place it in the Roster Packet.
- ❑ Leave the classroom as you found it. Classrooms are in high demand much of the year so it's important to make sure the classroom is clean and ready to go for a quick turn-around.
- ❑ Put evaluations, rosters, and grades (if applicable) in your Roster Packet.
  - ❑ Thornhill Education Center/West side: Place in the plastic box on top of the instructor mailboxes.
  - ❑ Admin Building/VC: Staff can return via interoffice mail. Contractors, please ask the Building Monitor to assist you.
- ❑ Submit an invoice to the Arboretum for your fee for the course and any approved supply expenses. (If you need an example of an invoice, please contact Terry Ripoli)
- ❑ Be sure you've returned your signed contract to Terry Ripoli.

***It is essential that you submit your paperwork as soon as possible when a class is completed.*** Your commitment to the Arboretum requires you to turn in attendance records, grades if appropriate, and evaluations. Upon receipt of those records, we will process your invoice for your Program fee and any supply reimbursement.

## Important Notes About...

### Rosters

- Roster information should be kept confidential. Rosters include personal information about students; please keep the roster with your materials until class is completed.
- Rosters and participants' names and contact information are not to be used for any other business purpose.

### Professionalism

- Students consider your statements authoritative. Exercise due professional care in preparing and presenting your Program and in recommending procedures and/or products. Please always keep in mind the mission and policies of the Arboretum. We expect that you will not do anything that reflects badly on the Arboretum or that is inconsistent with Arboretum practices.
- Please refrain from promotion or criticism of products unless you are an expert with regard to such products. Assume a neutral posture and refer students to published literature or studies and to manufacturers' recommendations.
- We encourage you to describe your professional background and current business, hand out business cards, or a simple informational brochure.
- We discourage you from actively selling your services or product within the classroom setting, including distribution of price lists.
- Student information is not to be used for any other business purpose.

### Off-site Classes

- A site visit in the weeks before your class is essential. Even if you are very familiar with the site, the conditions may have evolved since your last visit and may impact the success of your class.
- Instructors are responsible for providing driving directions to any off-site location in the Welcome Letter.

## Cancellations and Emergencies

### Course & Weather Updates

- Please advise the Program Manager immediately if you will be unable to attend a scheduled class session.
- The Course & Weather Information Update phone line is **630-719-7979**.
- If the Arboretum is closed or Education Department staff decides it is unsafe to travel, the information line will be updated as soon as possible.
- The Registrar's Office will make every attempt to contact students and instructors but we do encourage people to call if they are unsure of conditions.
- Anytime you are on the grounds and storm conditions develop (lightening, high winds, etc.), please direct your class members to the nearest building or shelter.

### Emergency Information for Classes on Arboretum Grounds

- Emergency information will be on a laminated pocket card in your mailbox. We ask that you **carry this pocket card with you** when you are out on the grounds with students. If you need a new card, please contact Terry Ripoli (tripoli@mortonarb.org).
- In the event of an emergency while on the grounds of the Arboretum, contact Arboretum Security through the Duty Ranger at **630-878-1566**. If there is a serious medical or other emergency, you should call **911**. If you call 911, be prepared to give the following information:

Location: The Morton Arboretum

Address: 4100 Illinois Route 53, Lisle, IL 60532

Cross Streets: Park Boulevard and Illinois Route 53

Your Exact Location in the Arboretum: East or West Side, building, closest parking lot, etc.

Telephone number from which you are calling or the Duty Ranger's number (630-878-1566)

Caller's name

What happened

How many people are injured

Condition of the injured person(s)

Help/care being provided

**After calling 911, you must also contact Arboretum Security and give them the same information, so that they can help direct the ambulance or emergency services from the entrance to your location within the Arboretum.**

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## THANK YOU.

Thank you for your cooperation. We hope to provide the best possible learning environment for both our students and instructors. By working together, we can make that happen! If you have any questions or concerns, please contact the Program Manager or staff listed below:

### Instructional Staff and Resources

Therese Ripoli Program Coordinator Thornhill/Room 104 630-719-2423 or <a href="mailto:tripoli@mortonarb.org">tripoli@mortonarb.org</a>	Megan Dunning Manager of Adult Learning Programs Thornhill/Room 102 630-725-2101 or <a href="mailto:mdunning@mortonarb.org">mdunning@mortonarb.org</a>
Elizabeth Halleck and Bill Frerichs Registrar's Office Thornhill/Room 103 630-719-2468 or <a href="mailto:registrar@mortonarb.org">registrar@mortonarb.org</a>	Brooke Pudar Coordinator of Adult Learning Programs Annex 630-719-2110 or <a href="mailto:bpudar@mortonarb.org">bpudar@mortonarb.org</a>
Additional contact information	
Request herbarium specimens: Marlena Hahn Research and Herbarium Assistant 630-725-2114 or <a href="mailto:mhahn@mortonarb.org">mhahn@mortonarb.org</a>	Request library materials and prints: Laurel Rhame Access Services Librarian 630-719-7998 or <a href="mailto:lrhame@mortonarb.org">lrhame@mortonarb.org</a>
Lesley Kolaya Manager of Youth and Family Programs 630-725-2035 or <a href="mailto:lkolaya@mortonarb.org">lkolaya@mortonarb.org</a>	Meghan Weisbrock Manager of Curriculum and Instruction 630-719-7947 or <a href="mailto:mweisbrock@mortonarb.org">mweisbrock@mortonarb.org</a>
Anamari Dorgan Director of Education 630-719-2461 or <a href="mailto:adorgan@mortonarb.org">adorgan@mortonarb.org</a>	Susan Wagner Vice President of Education & Information 630-719-2407 or <a href="mailto:swagner@mortonarb.org">swagner@mortonarb.org</a>