

INSTRUCTOR GUIDELINES CHECKLIST

Central Oregon Chapter of OSU Master Gardeners Association Mission is:

- To TEACH sustainable gardening practices which have their foundation in research-based information.
- To SUPPORT the OSU Extension Service horticulture program in Crook, Deschutes, and Jefferson Counties.
- To PROMOTE the OSU Extension Service Master Gardener program in Central Oregon and statewide.

INSTRUCTOR DUTIES

1. Amy Jo Detweiler, the OSU Horticulture Professor in charge of Master Gardener Education Outreach in Central Oregon must approve both the instructor and the course materials.
 - Instructors must be Certified Master Gardeners with expertise in the topic or other experts approved by Professor Detweiler.
 - All classroom materials must be chosen from official OSU research-based publications, OSU Horticulture approved presentations, or expert – offered materials approved by Professor Detweiler for our classes.
 - Handouts must also be approved even if they are subsets of the publications.
 - Resource List
 1. FLICKR account for Central Oregon plant photographs
 2. Extension office publications list on COMGA Google Workspace (Shared Drive)
 3. Extension office PowerPoint slideshows on COMGA Google Workspace
 4. OMGA program outlines.
2. The VP of Community Education will recruit and train Teaching Assistant to help with classroom logistics details: Sign In, Evaluations, set up and tear down, handouts, and sales of soil thermometers and row cover, if appropriate to your class. With this support you can focus on teaching and responding to student questions.
 - If you have TA's, then meet with them in person or by phone to decide what tasks each of you will do and what time you will arrive at the classroom for set up and how long you will commit for tear down and returning the room to the way you found it.
 - Refer to the Teaching Assistant Checklist on the website www.gocomga.com under the "Forms" tab to see how helpful these TA's are trained to be.
3. Have you confirmed with the VP of Community Education that the date, time, and location of your classroom has been booked?
 - Do you know who to contact if there are problems at the class location?
 - Do you know what equipment is available for your use in the classroom and if there will be the support the day of the class?
 - Do you know the rules for moving furniture and returning the room to the way you found it?
4. Have you turned in your course description and publicity request to communityed@gocomga.com ? The earlier the better, but the minimum should be 4 weeks before the class. The classes Growing Vegetables in Central Oregon, Seed Sowing

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& Transplanting, and Seed Saving & Storing have established write ups and press releases.

- Refer to the Press Release Template in the “Forms” tab on the www.gocomga.com website for other unique classes.
5. Do you have an Outline to help you prepare?
 6. Have you reviewed the list of OSU existing resources for instructors?
 7. Have you prepared and gotten approval for your handouts/visual aids to help communicate your points? There are already approved PowerPoint presentations for both a 60 minute (luncheon speech) or 90 minute live classroom lesson on the Google Workspace.
 8. Do you have enough OSU/COMGA bookmarks to hand out to everyone? If you have a TA, those will be in the TA box
 9. If you do not have a TA, do you have sign-in sheets for your attendees to use?
 - If the event is run through Eventbrite, the VP of Community Ed will email you the Attendee List
 - If the event did not have online sign ups, you will need a Sign in Sheet. Class Sign in Sheets can be downloaded from the “Forms” section on the www.gocomga.com website
 10. If you do not have a TA, do you have evaluation forms for your attendees to complete? Three Forms are available on www.gocomga.com website: for the Evaluation procedure
 - Class Evaluation Rev 2023
 - Class Evaluation Instructions and Worksheet Tally
 - Class Evaluation Final Report (*for electronic report*)
 11. After your class, if you do not have a TA, have you turned in your forms to the VP of Community Education?
 - Email the Final Evaluation Report to communityed@gocomga.com
 - Turn in the hard copies of the Evaluations and the Worksheet Tally to the VP of Community Education In-Box in the Plant Clinic.

THANK YOU for helping us complete our Mission to Teach Sustainable Gardening Practices!