

If You Teach It, They Will Come!

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Opportunities:

- Number of potential students interested in obscure, specialized, esoteric, and advanced topics
- Class descriptions posted on Pennsic website: publicity, exposure
- Students from the entire Known World: networking, access to far-away resources
- Extended time: all-day, multi-day, evening classes
- Extremely messy classes
- "Field trips": shopping, fishing, walking tours (period encampments, weed walk, etc.)
- Comment sheets from students (??) provide(d) feedback
- Pennsic Teachers mailing list is a sounding board, source of advice
- You don't have to "be someone" to teach at Pennsic. Anyone can teach!

How to register:

- <http://www.pennsicwar.org/penn41/AANDS/PENNU/univform.html>
- Class registration generally begins in early February.
- Cutoff date for registering classes and having information appear in the Pennsic book is May 1.
- You may still register to teach after that time, and your information will be included in the online class database, but will likely not appear in the paper book on site.
- The earlier you sign up, the better your choice of days and times will be.

Here's what you'll need to fill out when you register your class(es):

- Your name (Modern and SCA), email address and phone number
- Class title, class description, and a summary of 250 characters or less
- Category of your class (choose from drop-down menu)
- Class length
- The names of any others teaching with you
- What dates and times you are willing to teach
- Whether you want to teach in a private camp or to restrict your class to certain ages
- What fee, if any, you will charge for materials, including handouts
- Any special needs, such as a messy" tent (with a sink), evening hours, electricity, whiteboard and markers, or specific scheduling requests

HINT: Know the answers to all these questions before going on-line to fill out your Teaching Request.

Prior to Pennsic:

- After you register, the Class Scheduler will send you a message acknowledging your registration.
- In July, the Class Scheduler will send you a message confirming your class schedule.

On-site Check-in:

- Once on-site, check in at A&S Point. Make sure there are no conflicts or problems with your scheduled day(s) and time(s) and tent assignment(s). (And pick up your teacher token!)

Challenge	Possible Solution
Many competing activities	Register by May 1 st to have class info published online and in site booklet Write compelling blurb to attract attention Promote class prior to Pennsic on electronic lists, blogs, etc.
Weather: potential damage to materials, uncomfortable, dangerous, creates noise	Protect teaching materials: plastic totes, zip-lock bags, large garbage bags, keep in car till needed Don't bring anything if you would be devastated if it were damaged Morning classes cooler than afternoon classes Dress for comfort Use best judgment if bad weather threatens
Classrooms not ideal: dark, stuffy, dusty, noisy, minimal resources	Check out tent prior to class; determine best arrangement for time of day, line of sight, etc. Rearrange to suit as needed: raise/lower walls, rearrange furniture, etc. ; if not possible to rearrange prior to class, ask students to quickly rearrange as needed during first few minutes Request "Special Needs" when registering: whiteboard and markers, electricity, access to water, not along road, etc. Be creative! Large tablet paper or poster board binder-clipped to tent walls, "flip chart" instead of computer projector, etc. If there is a compelling reason and as long as it is not a class primarily for children, teachers can request to hold class in their camp: for example, if heavy equipment would be difficult to otherwise move (i.e.: blacksmith forges, wood lathes, or large looms) or if there is some ambiance that contributes greatly to the mood of the class (i.e.: Mongol culture classes being held in a yurt, Japanese tea ceremony in a Japanese style encampment, Middle Eastern music in a merchant booth specializing in ME instruments). If a class is held in a private camp, the teacher must give detailed directions to that camp starting from University Point. They can do this when they check in at University Point on site.
Noise: distracting	Teacher's volume must be sufficient to overcome; ask students in back corners to signal if they cannot hear Request a tent that is not along road
Dirt/Dust: dirty, potential damage to materials, allergies	If a concern, request time slot early in the day Bring wipes to clean tables, hands, prior to class; bring tablecloths to cover dirty tables Protect teaching materials: plastic totes, zip-lock bags, large garbage bags, keep in car till needed
"Schlepping" stuff to/from class	Wagon, shopping cart, wheeled crate, etc. Enlist helper(s) ? Keep class materials in car, drive to A&S Point and drop off?
Distance to town/Unfamiliar with local stores/ Local stores don't carry what I need for my class	Going off-site for copies or supplies is very time-consuming. Avoid if at all possible. Make a list of supplies you'll need. Bring EVERYTHING needed for class with you to Pennsic.
Distance from camp to class area	Allow sufficient time to get there from camp, plus time to catch your breath, use the loo, etc. Bring EVERYTHING needed for class with you to class. If charging a fee for handouts or materials, remember to bring change.

Challenge	Possible Solution
<p>Popular classes overcrowded: no limits</p> <p>Teachers are not allowed to stop people from coming to their class and "auditing" it. Teachers may, however, limit the number of handouts or kits they plan to bring.</p>	<p>Request less-popular time slot: first week, early morning, opposite major battle or event</p> <p>Classes held in private camps are more likely to be under-attended than ones held in A&S tents.</p> <p>Teach class more than once</p> <p>Limit handouts/materials to number you feel comfortable with</p> <p>Students who purchase kits should have preferential seating; ask auditors to remain standing until students with kits have found seats.</p> <p>For hands-on classes, ask experienced students with some knowledge of topic to sit next to inexperienced ones</p> <p>If there might be safety concerns related to the size of the class, be sure to mention this when registering your class.</p>
<p>How many handouts?</p>	<p>What is the typical attendance of similar classes you have attended at Pennsic?</p> <p>Some topics ALWAYS attract large numbers</p> <p>Mystic Mail offers a service for Pennsic University teachers: They will digitally store class handouts. If teachers need to make prints, or more prints, or if students want to share, they can simply stop by Mystic Mail and ask for a print-out from the class. Teachers can upload materials electronically prior to Pennsic or drop them off at the Mystic Mail booth after arriving at Pennsic. For details, go to http://www.pennsic.net/classes.html</p>
<p>Class requires a lot of set-up</p>	<p>Request first time slot of the day or request extra time (1.5 or 2 hours instead of 1 hour)</p> <p>Prep outside of tent while previous class winds down, then ask helpers to bring inside at beginning of your class</p> <p>Prior to class, prepare "kit" for each student to save time passing out materials</p> <p>Arrive early to sell handouts/kits</p> <p>Enlist helper(s) to assist with passing out handouts/class materials/kits, collecting money</p>
<p>Teacher before you runs into your class time</p>	<p>Prep outside of tent while previous class winds down, then ask helpers to bring inside at beginning of your class</p> <p>While waiting, mentally review class outline, determine what can be omitted</p> <p>Be gracious!</p>
<p>Class requires a lot of clean-up</p>	<p>Request last time slot of the day or request extra time (1.5 or 2 hours instead of 1 hour)</p> <p>If messy, cover tables with plastic drop cloths or tablecloths; at end of class, roll up and toss in trash</p> <p>Ask helpers to bring mess outside of tent prior to end of class</p>
<p>Increased possibility of "problem" students</p>	<p>Exude confidence! Repeat after me: I OWN THIS CLASS!</p> <p>At beginning of class, post/list topics to be covered</p> <p>Pass out cards to jot down questions to share during Q&A at the end</p> <p>Review difference between "I need help!/I'm lost!" vs. "I have a comment/observation"</p> <p>Enlist helper(s)</p> <p>Build in "release valve" opportunities; offer to stick around after class for more in-depth sharing</p>
<p>Increased potential for theft/damage</p>	<p>Keep things safe in camp or locked in car</p> <p>Don't bring anything if you would be devastated if it were lost or stolen or damaged</p>