



Teacher Welcome Information

v. 1.3

Thank you for being a teacher at the Saratoga Joinery!

We are a non-profit community woodworking shop with a mission to make woodworking accessible to all. We are committed to providing a space for woodworkers of all backgrounds and experience levels to learn, connect, and become inspired.

If you need to contact us for any reason, [here is a list of contacts](#).

Goals of Class for the Student

Our classes are designed to provide students with a comprehensive and inspiring introduction to woodworking that extends far beyond completing a single project.

- **Create an engaging learning experience** - Students should have fun while building foundational woodworking knowledge through hands-on practice. Focus on explaining the reasoning behind techniques and decisions, not just demonstrating steps, so they understand the "why" behind what they're learning.
- **Provide tangible results** - Students gain a genuine sense of accomplishment when they can take home a completed project to share with family and friends, giving them something concrete to show for their investment in learning.
- **Build confidence and spark ongoing interest** - The ultimate goal is to help students develop confidence in their woodworking abilities and discover a passion they'll want to pursue further through additional classes or by becoming a Saratoga Joinery shop member.

What We Expect From You

Students make a significant investment in both time and money when they enroll in our classes, so we're committed to delivering high-quality, professionally run instruction. Effective time management ensures students feel engaged without being rushed or left idle. Here are key expectations for ensuring successful classes:

- **Prioritize safety above all else** - As the instructor, you're responsible for assessing each student's capabilities and providing appropriate guidance to ensure everyone's safety, including determining when someone should not use certain equipment.

- **Participate in test runs** - We conduct trial sessions to verify machine setup, identify required tools and jigs, assess space needs, and confirm realistic timing for class activities.
- **Send pre-class communication** - Email students at least two days before class with information about yourself, dress code, and any preparation they should do. We'll provide participant contact information upon request, and you'll receive automatic notifications for new registrations.
- **Arrive early and be prepared** - Students typically arrive 15 minutes before class starts, so be ready to greet them and begin promptly.
- **Schedule setup time** - We recommend coming the day before class to prepare materials and workspace. Coordinate with our staff to ensure the shop is open during your setup time.
- **Respect time boundaries** - Classes must end on schedule since some students have commitments afterward, but they also shouldn't end early since fees are based on instruction hours. If the main project finishes early, offer additional practice time or supplementary activities.
- **Clean up after class** - Ensure the workspace is left clean and organized for the next group. This includes putting away tools, sweeping up debris, wiping down surfaces, and returning the space to its original condition.
- **Create an inclusive environment** - Every student must feel welcome and respected regardless of their background, experience level, gender, age, or any other personal characteristic.

What You Can Expect From Us

As a valued instructor at our woodworking shop, we're committed to providing comprehensive support so you can focus on what you do best—teaching and inspiring your students.

- **Dedicated classroom support** - We provide a knowledgeable assistant for each class to help with setup, student questions, and any technical needs that arise during instruction.
- **Pre-class preparation** - We're always available to arrange prep visits so you can familiarize yourself with our tools, workspace, and materials before your first session. We ask that teachers prep stock for their own classes, but we're happy to help if you need.
- **Marketing and promotion** - Our team handles all promotional activities and advertising to attract students to your classes, maximizing enrollment and visibility.
- **Registration management** - We manage the complete registration process from initial sign-ups through payment processing, streamlining the administrative workflow. Our registration software automatically sends reminder emails, collects

feedback, caps the class at our agreed upon capacity, and starts a waitlist once we've reached that number of registrations.

- **Real-time enrollment updates** - You'll receive timely notifications for each new registration, keeping you informed about class enrollment and allowing you to plan accordingly. While it's nice for instructors to also send a personal email in their own words leading up to the class, if you don't get to it, we've got you covered with our automated system.

Class Structure

Here's a suggested framework for organizing your class sessions:

1. Welcome and Introductions (Lobby)

- a. **Greet students** as they arrive and engage in casual conversation about the Joinery, especially since many students are visiting for the first time. Reference the "[Introductory Information and Talking Points for Class Instructors](#)" document for guidance if needed.

2. Class Opening

- a. **Introduce yourself** - You're a skilled craftsperson and part of the reason students enrolled, so share your background and expertise with confidence.
- b. **Student introductions** - Have participants share their names, where they're from, why they signed up, and their woodworking experience level. Provide name tags from your Instructor's Folder.
- c. **Review the day's agenda** - Outline what students will accomplish and the general flow of activities.
- d. **Saratoga Joinery overview** - Give a brief introduction to our facility and mission (refer to the talking points document as needed), cover [Shop Safety Rules and Shop Code of Conduct](#), explain that only members with completed safety training can use machines independently, and point out bathrooms, PPE station, and exit doors.

3. Begin Instruction

- a. Move into the hands-on portion of your class following your planned curriculum.
- b. **Machine Room Guidelines** Students must be accompanied by the instructor or assistant when using the machine room. Only members who have completed our safety training may operate machines independently.
- c. **Finishing Work** Most finishing activities (gluing, clamping, hand tool work) should take place in the upstairs workspace. There are tables with thin sheets of plywood on top of them in the Bench Room for gluing up. If you'd prefer, there are plywood sheets for the tables in the classroom as well. Please do not let students glue up their projects directly on a table.

- d. **Class Conclusion** End with a formal wrap-up session explaining next steps for multi-day classes or guidance on how students can complete their projects independently.

Tips for an Excellent Class Experience

We've identified the following "golden rules" for delivering a top-notch class experience to your students!

- **Provide regular breaks** - Plan for 10 minutes per 2 hours of instruction, with a minimum 30-minute lunch break for full-day classes. If you prefer a longer lunch break, please inform us so we can adjust class pricing accordingly.
- **Monitor student progress** - Check in regularly with all participants to ensure they're following along and not becoming frustrated or overwhelmed.
- **Remember your audience** - Students may be encountering tools, techniques, and vocabulary for the first time. Take time to explain terms like "kerf," demonstrate proper measurement techniques, and show how to read wood grain direction. Tasks that feel natural to you, like using a chisel, can be challenging for beginners.
- **Utilize your support team** - Don't hesitate to ask your assistant or Joinery staff for help when needed.
- **Manage your time** - Keep track of pacing to ensure you complete planned activities without rushing students.

We're excited to have you share your knowledge and passion with our community - your students are truly fortunate to learn from you!