

Instructor Contract

The following constitutes a contract between **Horizon Learning Solutions LLC** and _____ for the specific assignment as detailed below.

Name: _____

Social Security # _____

Class Taught _____

Location: _____

Date / Duration: _____

Total Compensation (to be filled by Horizon Learning Solutions) _____

Pay Dates / Amounts (1) (TBD) _____

(2) _____

Deduction for missing each class session: (TBD)

Instructor Obligations

- Be available at class location 10 minutes before instruction begins.
- Be available for “office hours” student help for 10 minutes after class ends
- Do NOT solicit, or make offers, or accept offers for any private or group tutoring to students of existing class for duration of class, and 90 days from date of last class.
- Use the Instruction material provided to teach the class
- Obtain approval of supplemental material you want to use, by Horizon Learning Solutions LLC before it is used.
- Provide a detailed instruction schedule for each class, at least 1 week before the class. Recommended length is ½ to 1 page in length for each class session.
- Call and inform if you cannot teach for the upcoming session(s).
- Be flexible to teach up to 2 alternate workshop sessions, if they have to be postponed to a different time slot.

Neal Maheshwari
Horizon Learning Solutions LLC

Instructor Name