

Instructor Contract

The following constitutes a contract between **Horizon Learning Solutions LLC** and

_____ for the specific assignment as detailed below.

Name: _____

Social Security # _____

Phone# / email _____

Class Taught _____

Location: _____

Date / Duration: _____

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

Pay Dates / Amounts (1) (TBD) _____

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 class taught for duration of class, and 1 year 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 Signature