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*The FMNP Program Leader and Administrative Team serves to assist FMNP Instructors deliver high quality educational programs.*

*FMNP Instructor Roles, Responsibilities, and FAQs*

# **LEAD INSTRUCTORS are responsible for every aspect of FMNP courses taught by their team and guest lecturers, including during field** **activities.**

**FMNP LEAD INSTRUCTORS:**

1. Are the point contact for their FMNP Instructor Team and Training Facility and are answerable for all aspects of FMNP courses they deliver to the FMNP Program Leader.
2. **May establish an** **FMNP Instructor Team, but all team members must apply and be certified as Associate or Assistant Instructors. Guest lecturers do not require FMNP Instructor status.**
3. Must deliver at least one FMNP course annually
   1. Lead Instructors are required to schedule and conduct at least one course each year at their Training Facility. All FMNP Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
   2. If two or more Lead Instructors and Training Facilities collaborate to offer an FMNP course together, those Training Facilities and their participating Instructors satisfy their one-course-per-year requirement.
   3. If a Lead Instructor does not meet their annual course teaching requirement, the FMNP Program Leader may discuss with the Lead Instructor, including future course plans and whether to continue active Lead Instructor status.
4. Are responsible for developing course agendas, booking FMNP courses, and submitting related FMNP course paperwork for FMNP courses provided by their FMNP Instructor Team.
5. Be well-prepared for the delivery of FMNP curricula and field experiences.
6. Be present at **ALL** course presentations and field trips unless another Lead or Associate FMNP Instructor is present.
7. Coordinate, oversee, and mentor the FMNP **Instructor Team’s** Associate and Assistant Instructors. The Lead Instructor is ultimately responsible for every instructor on their team.
8. Establish and implement a marketing strategy for their FMNP Courses.
9. Collaborate in every way possible with FMNP Instructors from other Training Facilities.
10. Develop partnerships with local experts who can assist with guest lectures and field trips.

# **ASSOCIATE INSTRUCTORS are authorized to teach course lectures and lead field trips without the Lead Instructor being present at the discretion of the Lead Instructor, who is responsible for the course.**

**ASSOCIATE INSTRUCTORS:**

1. Assist the FMNP Lead Instructor with FMNP courses as necessary. This may include activities associated with delivering educational information, logistical support, etc. Associate Instructors are answerable to the Lead Instructor and/or the FMNP Program Leader.
2. Are authorized to lead FMNP course lectures and field trips without the FMNP Lead Instructor being present when approved by FMNP Lead Instructor.
3. Must be prepared and professional in delivering course material and representing the FMNP.
4. Must assist with delivery of at least one FMNP course annually
   1. Associate Instructors are required to assist with delivery of at least one course each year at their Training Facility. All FMNP Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
   2. If two or more Lead Instructors and Training Facilities collaborate to offer an FMNP course together, those Training Facilities and participating Instructors satisfy their one-course-per-year requirement.
   3. If an Associate Instructor does not meet their annual course teaching requirement, the Lead Instructor and/or FMNP Program Leader may discuss whether to continue active Associate Instructor status.
5. Assist the FMNP Lead Instructor with specific requests, such as:
   1. Developing course agendas
   2. Mentoring FMNP Assistant Instructors
   3. Establishing and implementing a marketing strategy for their FMNP Courses
   4. Collaborating with FMNP Instructors from other Training Facilities
   5. Developing partnerships with local experts to assist with guest lectures and field trips
   6. Be present at course presentations and field trips when requested by the Lead Instructor.

# **ASSISTANT INSTRUCTORS are authorized to provide or assist with course lectures and field trips when the Lead Instructor is present.**

**ASSISTANT INSTRUCTORS**:

1. Assist the FMNP Lead Instructor with FMNP courses as necessary. This may include activities associated with delivering educational information, logistical support, etc. Assistant Instructors are answerable to the Lead Instructor and/or the FMNP Program Leader.
2. Are authorized to assist with or lead FMNP course lectures and field trips when the FMNP Lead Instructor deems appropriate and is present.
3. Must be prepared and professional in delivering course material and representing the FMNP.
4. Must assist with delivery of at least one FMNP course annually
   1. Assistant Instructors are required to assist with delivery of at least one course each year at their Training Facility. All FMNP Instructors who contribute to that course satisfy their one-course-per-year requirement to maintain their 'Active' status.
   2. If two or more Lead Instructors and Training Facilities collaborate to offer an FMNP course together, those Training Facilities and participating Instructors satisfy their one-course-per-year requirement.
   3. If an Associate Instructor does not meet their annual course teaching requirement, the Lead Instructor and/or FMNP Program Leader may discuss whether to continue active Assistant Instructor status.
5. Assist the FMNP Lead Instructor with specific requests, such as:
   1. Logistical elements and developing course agendas
   2. Establishing and implementing a marketing strategy for their FMNP Courses
   3. Developing partnerships with local experts to assist with guest lectures and field trips
   4. Be present at course presentations and field trips when requested by the Lead Instructor.

# **Frequently Asked Questions**

**Must Lead Instructors be affiliated with an organization?** Yes. Lead Instructor applicants must be affiliated with an organization that will serve as a Training Facility to support the FMNP conceptually and physically (classroom for 24 students, AV equipment that can project PowerPoint presentations and videos).

**As an FMNP Instructor, am I required to teach an FMNP class each year?** FMNP Lead Instructors are expected to schedule and provide FMNP training at least once per calendar year to maintain active instructor status– flexibility exists in how classes are scheduled. Associate and Assistant Instructors are expected to assist the Lead Instructor with at least one course each year.

**Can I build a team of FMNP Instructors to teach classes?** Yes. FMNP Instructor teams are an excellent strategy to deliver FMNP training. All FMNP Instructors must have minimum qualifications, apply and be accepted, attend Instructor Orientation, and be registered as Instructors with the FMNP. Guest lecturers do not require FMNP certification.

**Can FMNP Instructors invite guest lecturers?** Yes, guest lecturers may provide FMNP presentations or their own material, but if they provide material different from the FMNP the required FMNP presentations must still be delivered. A Lead or Associate FMNP Instructor must be present for all FMNP course PPT presentations, including guest lectures.

**Can FMNP Instructors have local experts lead field trips?** Yes, Instructors may establish partnerships with local experts (e.g., park ranger) to assist during field trips, but a Lead or Associate FMNP Instructor must be present and should still take an active role in discussing local habitats, asking students questions, and assisting students in the process of learning.

**Can we schedule more than 3 field trips?** FMNPcore module has 3 required field trips to representative ecosystems. Additional field trips may be scheduled as an option at the discretion of the Instructors, but additional field trips cannot be made mandatory. Because additional field trips are optional, Instructors can charge a fee as necessary (e.g., to cover canoe rental). If an additional optional field trip is planned, we encourage Instructors to post this information on their course schedule.

**Do FMNP Instructors receive financial compensation?** Financial compensation is provided to the FMNP Training Facility (typically not to individuals) and is currently established at $95/student for Core courses and $80/student for Special Topics courses.

**Can different FMNP Teams/Training Locations teach classes together?** Yes, FMNP Instructors from different organizations are encouraged to collaborate and assist each other in any and every way possible. This includes teaching classes together. In these cases, the Instructors inform us how they wish the financial incentives distributed.

**What are the requirements for FMNP Students to graduate from a course?** Students are allowed to miss one class day, but otherwise must attend all classes and field trips and complete the final project to be certified. If students miss more than one class, we ask that they make arrangements with the Instructor to attend another FMNP class or make up the class work they missed. These arrangements are at the Instructor’s discretion and approval and may be discussed with the FMNP Program Leader.

**How do I market my class?** Instructors have primary responsibility for promoting their classes (newsletters, mail outs, brochures, displays, hand-outs, public talks). The FMNP Program Office provides various marketing materials to FMNP Instructors to assist with this process (also available on the Instructor page of the FMNP website).

**How far in advance should I post my course schedule on the FMNP website?** We recommend posting your FMNP course schedule with the FMNP Conference Coordinator at least 10 weeks prior to the beginning of the course. Registration closes one week prior to the first class date to allow time for FMNP class materials, patches, and pins to be mailed to the Instructor.

**How are Instructors trained?** Only instructors with adequate knowledge and experience will be approved as FMNP Instructors. In order to become oriented to the procedures specific to teaching with the FMNP, each approved applicant must attend a free 2-hour online orientation, submit required paperwork, and complete a phone call with the FMNP Coordinator, to be certified as an Instructor.