Course Proposal Form – Summer 2016

Summer term runs June 6, 2016 to August 8, 2016 (with make-up classes the week of August 8, 2016. No classes on July 4.)

To apply, please complete and submit the following by February 5, 2016 to Megan Hardgrave, Director of Community Education (mhardgrave@watkins.edu):

• This Course Proposal Form
• Current résumé
• 3 references – names, phone numbers, emails (only if you have never taught at Watkins before)
• Work samples: 5-7 images and a link to your portfolio/website (if applicable). (Please provide high-resolution images that we can use in the catalog, website, and other marketing materials.)

PART 1: TEACHING ARTIST INFORMATION

Name:

Address:

Email: Phone:

Website:

Artist Bio:
(Briefly give a description of your art making and teaching experience. If your proposal is selected, this description will be used for our website.) If you are a returning teaching artist, please update.
PART 2: COURSE INFORMATION

Course titles and descriptions are what best capture the attention of students, parents, and CE staff when we review proposals. Be clear and concise, and consider your tone. Using language or definitions that are uncommon for the general public may be off-putting. Know your audience and direct your attention to them. Keep in mind: you are selling your course!

If your course is selected, Watkins CE reserves the right to edit and refine descriptions and titles for length, clarity, or tone, if necessary.

Title:

Description:

Program type:

- 9-week course
- 6-week course
- 4-week course
- 1-day workshop
- 2-day workshop

Other: ___________

Describe 2-3 objectives for student learning. Objectives should be outcome-oriented (i.e., specific skills, finished product, areas of growth, etc.).

1.
2.
3.

List 5-10 key terms/concepts/skills/techniques that students will develop an understanding of and be able to use upon completion of the course.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
What prior knowledge/experience would be necessary for a student to have in order to be successful in this course?

PART 3: AVAILABILITY

Note: 9-, 6-, and 4-week courses meet once a week on a weeknight from 6-9pm or Saturday afternoon from 1-4pm. Workshops are usually scheduled on weekends, with 1-day workshops on Saturdays 10am-4pm; 2-day workshops on Saturdays/Sundays from 10am – 4pm.

RANK all available times in order of preference, and leave unavailable times blank.

___ Monday evenings  ____ Saturday mornings
___ Tuesday evenings  ____ Saturday afternoons
___ Wednesday evenings  ____ Sunday mornings
___ Thursday evenings  ____ Sunday afternoons

If you are proposing a workshop, please RANK your preferred weekends, and leave unavailable weekends blank.

___ June 11, 12  ____ July 16, 17
___ June 18, 19  ____ July 23, 24
___ June 25, 26  ____ July 30, August 1

Any additional notes about availability?

PART 4: STUDIO AND SUPPLIES

List any supplies that students would be asked to buy and bring on their own. For example, you might want students to purchase particular acrylics colors for a painting class or their own personal bone folder for a book arts class. Please keep in mind that students may not be able or willing to spend a lot of money on additional supplies. If your course is accepted, you will have a chance to refine this list.

List course-specific specialty supplies that would be best ordered ahead of time and provided with a materials fee, paid up front by each student. Specialty supplies and items that are best
ordered in bulk would fall into this category. Please include a link to each item, as well as quantity needed and price. In general, materials fees per student should not exceed $65. If your course is accepted, you will have a chance to refine this list.

**List additional general supplies that would be needed.** These are supplies that could be found inside of our general supply storage and provided on a limited basis as INCLUDED materials for students. These supplies do not warrant an additional materials fee for your course, but you should not rely on these for the bulk of your supply planning. If your course is accepted, you will have a chance to refine this list.

**Describe any tech/equipment needs** (computers, software, projectors, internet, etc.).

**PART 4: SYLLABUS**

The purpose of a syllabus is to outline course expectations, set the tone for the class and guide student learning. A well-planned syllabus allows teaching artists, staff, and students to understand the outcomes and learning goals for the course. More importantly, it creates the day-to-day structure.

We understand and expect that the syllabus will evolve and change as you adapt to your students’ interests, skill levels, and needs. The syllabus you write here is for planning purposes only. You may choose to provide your students with a handout syllabus (in the format of your choosing) as well.

**Class meeting # 1** (for 9-, 6-, and 4-week courses as well as 1- and 2-day workshops)
Class meeting # 2 (for 9-, 6-, and 4-week courses as well as 2-day workshops)

Class meeting # 3 (for 9-, 6-, and 4-week courses)

Class meeting # 4 (for 9-, 6-, and 4-week courses)

Class meeting # 5 (for 9- and 6-week courses)

Class meeting # 6 (for 9- and 6-week courses)

Class meeting # 7 (for 9-week courses)

Class meeting # 8 (for 9-week courses)

Class meeting # 9 (for 9-week courses)