Course Proposal Form – Summer 2016
“Veterans” Version

Returning Watkins CE teaching artists ONLY should use this version IF:
• You wish to propose the SAME class you have previously taught with Watkins CE.
• AND you have previously submitted a proposal (including syllabus and materials list)
  for this course.

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).

• A previously approved syllabus
• This Course Proposal Form
• Most recent résumé
• 2-3 images of your work that we can use in the catalog, website, and other marketing materials.

You will be asked to submit an updated materials list and syllabus prior to the start of the term.

PART 1: TEACHING ARTIST INFORMATION

Name:

Address:

Email: Phone:

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:

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
___ June 18, 19
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>June 25, 26</td>
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<td>July 16, 17</td>
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<td>July 23, 24</td>
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<td>July 30, August 1</td>
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Any additional notes about availability: