

Course Proposal

Please complete all fields below. Once we receive all of your proposal materials, a Continuing Education staff member will be in contact with you to discuss scheduling opportunities. If you have any questions, please contact us at 216.421.7460 or geburrage@cia.edu.

Instructor name: _____

Address: _____

Phone: _____

Email: _____

If you have not taught at CIA in the past, please include the following with this form:

- Resume
- Brief Instructor Bio
- Link to your website or online portfolio (if available)

COURSE INFORMATION

1. Course Title:

2. Please indicate the course details, session, day of the week, and the time of day for the course to be offered.

Program(s): Adult class Young Artists class Workshop

Session(s): Summer Fall Spring

Adult Courses meet once a week for 8 weeks. Evening courses meet Monday - Thursday, 6-9pm or 6:30-9:30pm. Saturday adult classes meet either 9:30am-12:30pm or 1-4pm. Please indicate all of your availability in the boxes below and we will schedule your course based on available schedule and classroom spaces.

	Monday	Tuesday	Wednesday	Thursday	Saturday
6-9pm					9:30am-12:30pm
6:30-9:30pm					1-4pm

Youth Courses classes meet weekdays, Monday, June 6 - Friday, June 17 for 10-sessions and can be offered during the morning (9:30am-12:30pm) or afternoon (1-4pm). Please indicate your availability in the boxes below:

9:30am-12:30pm	
1-4pm	

Workshops meet Saturdays and/or Sundays from 9:00am-12:00pm and/or 1-4pm. Please indicate your workshop dates and times below. **(Please note: if you would like to offer a Teacher Workshop, it will be scheduled on Saturday, April 23, 9am - 4pm.)**

	Date(s)
9:30am-12:30pm	
1-4pm	

Is this a Teacher Workshop?

- In-person classes must adhere to CIA's COVID-19 protocols. These include vaccinations, masks, temperature checks, and security health assessments. An explanation of these protocols and any updates will be sent out prior to fall classes. If you are proposing an online class, CE instructors will use Google Meet to virtually connect with their students, lead demonstrations, conduct check-ins, and host wrap-up discussions and/or critiques. Please indicate the format of your class below:

This is an in-person class at CIA

This is an online class

This is an in-person class at CIA, but could be transitioned online if necessary

5. Max # of students: _____

6. Please include a 60-90 word course description of your class for the catalog.

7. Please indicate the age range for your class (ex: Grades 5-8, Grades 9-12, Adults, etc.)

8. Please list the skill level for your class (Beginner, Intermediate, Advanced, or All Skill Levels)

SUPPLIES

11. Approximate material cost per student: _____

12. Please provide a supply list that will be sent out to registered students using the template on the next page. For any technical equipment needs or required equipment (computers, wacoms, software, projectors, easels, etc.), please list items below:

ADDITIONAL INFORMATION

13. **Required:** all **new** instructors must submit to a background check. CE will be in contact regarding how to submit your information safely online.

14. **Required:** Instructors teaching in-person courses must be fully vaccinated and boosted (pending date of last vaccine) against COVID-19. More information on how to submit proof of vaccination or exemption will be sent if your course is scheduled to run.

15. Optional: Please include a JPEG/visual example of the coursework that we can use in eblasts, social media, catalogs, and additional promotional material for your class.

Syllabus

Course title:

Meeting days & times:

Instructor name:

***Instructor email:**

Course Description:

Course Goals and Learning Objectives (Briefly describe the outcomes students will gain from the class; for example: specific skills, finished products, areas of growth, techniques learned):

Briefly describe the final project(s) or what students will walk out of the class with:

Course Outline/Schedule (Schedule subject to change based on student needs or class cancellations.)

Week 1

Project:

Goal:

Materials:

Procedure:

Week 2

Project:

Goal:

Materials:

Procedure:

Week3

Project:

Goal:

Materials:

Procedure:

Week 4

Project:

Goal:

Materials:

Procedure:

Week 5

Project:

Goal:

Materials:

Procedure:

Week 6

Project:

Goal:

Materials:

Procedure:

Week 7

Project:

Goal:

Materials:

Procedure:

Week 8

Project:

Goal:

Materials:

Procedure:

***Safety:**

***Additional course information:**

***Field trip information:**

