



Peggy R.
McConnell
Arts Center
 of Worthington

Class, Workshop and Camp Proposal & Application

Name: _____ Phone (cell/work): _____

Address: _____ Other Phone (optional): _____

City: _____ State: _____ Zip: _____

E-mail/Web site: _____

Term (circle one): **summer** **fall** **winter** **spring** **summer camp** Course Year: _____

Type of class: (please check and circle as appropriate)

- Art Appreciation/History Ceramics (hand built or thrown) Crafts [beadwork, jewelry]
- Dance (specify type) Drama 3-D Art [sculpture, woodworking, metalsmithing]
- Fiber Arts Literary arts [poetry, memoir writing, _____]
- Music; type: _____ Digital Imaging [photo, animation, design, _____]
- Visual arts (painting, printmaking, drawing) Other: _____

Proposed Course Name: _____

Student age range: _____ Max. # of students/class: _____

Please circle which level this course is best suited for: **Beginner** **Intermediate** **Advanced**

Classes will be offered once a week for: (please circle one)

6 weeks **8 weeks** **1 time only session** (e. g. weekend workshop) **Other:** _____

Is the proposed class part of a series? **Y / N**

If so, please list other classes in series: _____

Proposed instructor fee per hour: \$ _____ Preferred time/day of week: _____

Approximate costs of materials per student: \$ _____

Facility/space requirements for class (Please include description of preferred classroom setup):

Please respond to the following in either the lines provided or in one separate document.

Provide a short description to be used in class brochure, website and other marketing materials:

Describe the course objectives and/or outcomes. If applicable, note whether there will be any final products produced.

Please provide a brief syllabus:

List of equipment/materials requirements for use during the class by the instructor. Please indicate whether you or the MAC will provide the equipment/materials:

Please provide a materials list for students, if applicable (please indicate required vs. optional items. List will be accessible on the MAC website and at Dick Blick):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

How much setup time will you need prior to each class (Note: The MAC provides ½ hour of paid prep time per class)? _____

Please provide high resolution images for promotional use for this specific class: your work, of you teaching and/or of your students and their work. Images should be no larger than 1Mb.

Please provide any additional information that you feel will help facilitate the MAC offering your class:

FOR NEW FACULTY APPLICATIONS:

Please provide the following. Attach additional pages if necessary.

1. What is your previous and/or current teaching experience?
2. List three references to your ability, with appropriate contact information.
3. Provide a short bio for yourself.
4. To best promote your class, please provide the following high-resolution images no bigger than 1Mb per image: A profile picture. Please also provide pictures of your work, of you teaching and/or of your students and their work.
5. Updated resume/CV

Please label all files sent via the internet in the following format: **Last name_file name.file type**. For example:

Dalton_ClassProposal.pdf

Dalton_profilepicture.jpg

Images should also be no more than 1Mb in size.

Please send or email this form, along with supporting materials to:

Missy Donovan
Director of Programs and Outreach
Peggy R. McConnell Arts Center
777 Evening St.,
Worthington, OH 43085

mdonovan@mccconnellarts.org

614.431.0329

