

## **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](mailto: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

Fall Intensive Workshop

1 or 2-Day Weekend Workshop

**Adult Courses:** Please use the check boxes below to indicate all of the days/times you are available to schedule your course and we will schedule it based on classroom space availability. Courses meet once a week for 8 weeks, unless you specify you'd like to adjust the length of the course in the notes section below. Evening courses are scheduled Monday - Thursday, 6-9pm or 6:30-9:30pm. Saturday courses meet 9:30am-12:30pm or 1-4pm. One or two-day workshops can be scheduled Saturdays and/or Sundays (please indicate workshop dates in the notes section below). Intensive workshops will be held October 22-25.

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

**Notes:**

**Youth Courses** classes meet Saturdays for 8-weeks and can be offered during the morning (9:30am-12:30pm) or afternoon (1-4pm). Please indicate your availability in the boxes:

	Saturday 8-week
9:30am-12:30pm	
1-4pm	

- In-person classes must adhere to CIA's COVID-19 protocols. These currently include face masks, temperature checks, and security health assessments. An explanation of these protocols and any updates will be sent out prior to 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 \_\_\_\_\_

- Max # of students: \_\_\_\_\_

- Please include a 60-90 word course description of your class/workshop 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)
9. Briefly describe the outcomes students will gain from the class (for example: specific skills, finished products, areas of growth, techniques learned)
10. Briefly describe the final project(s) or what students will walk out of the class with.

## SUPPLIES

11. Approximate material cost per student: \_\_\_\_\_
12. Describe any technical equipment needs or required equipment (computers, software, projectors, easels, etc...).

## 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:** should your proposal be accepted and your class scheduled, you must submit a full syllabus and supply list for your students. More information will be sent on how to submit this information.
15. **Required:** Instructors teaching in-person courses must be fully vaccinated against COVID-19. More information on how to submit proof of vaccination or exemption will be sent if your course is scheduled to run.
16. 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.