



## Class Information/Proposal

Please fill out completely and accurately and return at your earliest convenience to either:

Karen Barone at [kbarone0117@live.com](mailto:kbarone0117@live.com) or  
Tori West at [artistori@gmail.com](mailto:artistori@gmail.com)

If you have technical questions about the feasibility of teaching your project online or equipment you might need, please contact Ann Pennypacker – [aminithing@gmail.com](mailto:aminithing@gmail.com)

### Section I: Instructor Information

Write your name as you wish it to appear in the GVL Social Media Platforms and The CUBE.

Instructor (s): \_\_\_\_\_ Artisan \_\_\_\_\_ Fellow \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Section II: Class Description

- While the focus of the GVL is on learning techniques and improving skills, usually, students want and expect to complete their project. Keep this in mind while planning your class project.
- You are expected to teach, and students expect to work up until the end of scheduled class.
- The following information you provide will be used in writing on the Guild Virtual Learning social media platforms and The CUBE. It is to your advantage to put a great deal of thought into this process. Make it clear, accurate, complete, interesting, descriptive, and informative. Sell yourself. Sell your class. Write it in the third person.
- Include your goals and objectives; be specific about techniques and skills you will be teaching (and not teaching); give interesting historical information about the project piece. Dimensions are important.

**Type of Course/Medium:** \_\_\_\_\_

**Class Project/Title:** \_\_\_\_\_

**If this is a repeat project, indicate year in which it was taught:** \_\_\_\_\_

**List your teaching experience:**

**Send your Class Description electronically via email to either Karen or Tori. This is required.** Microsoft Word is required, or you may type it in the text of the email. **Do not send it as a PDF or JPG or in Pages.**

**Send a photo or line drawing electronically via email** - as an attachment to either Karen or Tori, not in the text of the email. (*See attached guidelines for sending electronic email of photos.*) The most common mistake in sending digital photos is that they are too small and thus too grainy – pay attention to the dpi info in the photo guidelines document.

**Check off the length of your class:**

- 48-hour
  - 36-hour
  - 24-hour
  - 12-hour
  - 1 to 2 hours
  - Ongoing series, i.e., weekly, monthly
- 
- It is likely that this project will be completed by the end of the GVL Event/Class in the allotted time.
  - It is likely that this project will be completed by the end of the GVL Event/Class if students work overtime **on their own outside of the classroom** (homework).
  - It is unlikely that the project will be completed by the end of the GVL Event/Class, but the students will have the necessary information and will be given proper instruction and/or demonstration of techniques in order to complete the project on their own.

**Section III: Skill Level**

- Skill level is critical in that it relates to safety as well as to frustration/satisfaction level.
- To help students judge their skill level and determine if they are suited for your class, please put careful thought into the following questions, as well as into your overall class description.
- The GVL will suggest the requisite skill level required to operate power tools.

- It is assumed that if you do not specify otherwise, you will teach students how to operate any power tools used in your class.

**Check off the power tools you will use in class.**

- |                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Table Saw  | <input type="checkbox"/> Flex Shaft  | <input type="checkbox"/> Shaper/Mill            |
| <input type="checkbox"/> Scroll Saw | <input type="checkbox"/> Moto Tool   | <input type="checkbox"/> Potter's Wheel/Kiln    |
| <input type="checkbox"/> Lathe      | <input type="checkbox"/> Drill Press | <input type="checkbox"/> Other, please specify: |

**Other comments you might want to include in the catalogue as they related to the use of power tools in your class:**

- No power tools will be used in class.

**List hand tools or other specialized equipment that students will be using in your class, if they are an important part of the learning process:**

**Skill Level for Classes Using Power Tools:** What degree of skill is required for students to take your class and use these tools?

- Intermediate       Advanced

**Skill Level for Classes Not Using Power Tools:** What degree of skill should a student have to take your class?

- Beginner       Intermediate       Advanced

**What further recommendations do you have for helping students gauge their ability to undertake your class?**

**Section IV: Class Fee**

**GVL Instructors are able to choose their own fee per student for the class, IGMA will add 20%, plus materials fee you specify (see below), and the total is what students are charged on registration. It is up to you to determine what you feel an acceptable amount will be to your students.**

### **Section V: Materials Fee**

- Include the amount you will need in order to ship class materials to the students. You may state that international students will be charged according to the amount necessary to ship the items to their country and will be charged separately.
- You can include printing costs, your actual time to prepare materials, and specialized tools.
- This is on a cost recovery basis. Keep materials fee to a minimum. When determining your fee, charge students only for what the materials cost you, **not for design/development**

**You have the option to request your course materials fee ahead of class or it will be included in your final payment. Students are notified in the online catalogue that this is nonrefundable if they cancel unless their slot in your class is filled. They are not entitled to these materials if they cancel. Materials fee would be reimbursed after the cancellation deadline upon your written request. Any new signups in your class after a reimbursement will be added to the final payment.**

**The materials fee will be: \$ \_\_\_\_\_**

**If there will be choices offered in your class which involve an optional fee, please specify:**

**The optional fee will be: \$ \_\_\_\_\_**

**What supplies will you ask your students to provide and bring to class with them in order to take your class? List everything. Use a separate sheet of paper, if necessary.**

### **Section VI: Class Enrollment**

- Although class size is limited to 15 students, there are some classes which would not be negatively affected by having more students.
- The final determination on individual class size will be made by the GVL, in agreement with the instructor.

**Please indicate the class size you prefer and/or believe you can comfortably teach. Keep in mind that students prefer smaller classes. By taking extra students, you may negatively affect the quality of your own teaching and may impact other instructors' enrollment.**

- 10 students
- more than 10 only in an emergency
- 11 students
- 12 students
- 15 students

**Are you open to the possibility of selling a video only class or a 2<sup>nd</sup> class if your class fills?**