



Class Information/Proposal

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

Karen Barone, Selection Committee Chair, at kbarone0117@live.com

Mail a copy to: Tori West, GVL Coordinator, at artistori@gmail.com

If you have not received an email confirming the receipt of your proposal within 3 days, please re-submit

If you have technical questions about the feasibility of teaching your project online or equipment you might need, please contact Ann Pennypacker at aminithing@gmail.com

Section I: Instructor Information

Write your name as you wish it to appear in the GVL Social Media Platforms and web pages

Instructor (s): _____ Artisan ___ Fellow ___

Address: _____ Telephone: _____

City: _____ State: _____ Country: _____ Zip: _____

Cell: _____ Email: _____ Website: _____

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. You are expected to teach, and students expect to work up until the end of scheduled class

Type of Course/Medium: _____

Class Project/Title: _____

Class Description: The class description you provide will be used on Guild Virtual Learning registration pages and social media platforms. 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.

Submit a high-quality photo or line drawing of your class

email your high quality .jpg photo to Karen Barone at kbarone0117@live.com. Put the name of your class project/title in the subject line

Check off the length of your class:

1 to 2 hours 12 hours 24 hours 36 hours 48 hours

Ongoing series, i.e. weekly, monthly (give expected number of sessions and time)

Other - (for example, I would like 6 hours over two weekends)

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 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

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

Please list any power tools or specialized equipment:

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:

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 the 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.

Your class fee\$ _____

Section V: Materials Fee

- **Include the amount you will need in order to ship class materials to the students. You may state charges based on your country of origin with exceptions - for example, if you are in the United States you may state "Fee includes shipping within the United States. International students will be charged according to the amount necessary to ship items to their country and will be charged separately. International students should make arrangements with the instructor as soon as possible after registration".**
- 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 will be sent to you after the registration cancelation deadline upon your written request. Any new signups in your class after the initial materials disbursement has been sent to you will be added to your final payment (unless other arrangements are made).

The materials fee will be \$ _____

Do you want to include the statement in quotes above (in red section) regarding International shipping?
___ **Yes** ___ **No**

If necessary, please specify any other materials fee or shipping information you wish to include:

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

The optional fee will be \$ _____ for the purchase of: _____

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. The class may be cancelled if a minimum of 3 students isn't met.

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.

My preferred number of students for this class is: _____

- Do you want registration for your class to close as soon as you reach your preferred number of students, or are you open to the possibility of selling a video only class, video with meeting, or offering a 2nd class if your class fills? (You will be notified as soon as your class fills and will be given a list of options, etc. depending on the number of students on the waitlist, should you choose to have one)

___ **Close registration when class size is reached** ___ **Allow waitlist**

Thank you for your applying to teach with the GVL Program!

You will be notified when the GVL Selection Committee has completed their review