



## 2016 – 2017 Course Proposal Form

Thank you for your interest in hosting a workshop or course at Art.Science.Gallery. Laboratory! Proposals will be considered according to the following schedule:

SEMESTER	PROPOSAL DUE DATE	CLASSES STARTING BETWEEN*
Spring	December 1st	January 1 <sup>st</sup> – April 30 <sup>th</sup>
Summer	April 1 <sup>st</sup>	May 1 <sup>st</sup> – August 31 <sup>st</sup>
Fall	August 1st	September 1 <sup>st</sup> – December 31 <sup>st</sup>

\*Exact start/end dates flexible within this date range.

### INSTRUCTOR COMPENSATION

Each course proposal will be required to include an itemized budget that will be covered by the course's registration fee. Instructors will receive 55% of each student's course registration fee upon successful completion of the course. This percentage is your compensation for teaching and to purchase materials (if any) that you are providing as part of your course. Budget accordingly. Our minimum class size is 4 students required for the class to make. Our maximum class size is 40 students for lecture-style class, and up to 20 for a workshop style class (depending on set-up), but you may set your own maximum lower than this number upon request. Art.Science.Gallery. retains the remaining 45% of each registration fee.

### INSTRUCTIONS

Please e-mail the following information *as a single PDF* to [laboratory@artsciencegallery.com](mailto:laboratory@artsciencegallery.com) with "Course Proposal [Your Last Name]" in the subject line.

1. Your Resume or CV. We understand that different fields of study have distinct formats for these documents, so follow your field. Make sure that this includes your contact information, links to any professionally relevant websites or blogs you manage, and any professionally relevant social media accounts.
2. A brief cover letter that addresses the following:
  - a. Your interests in the arts and sciences.
  - b. Your preferred interests and goals for the course you are proposing.
3. Your course proposal information, including:

<b>Instructor Name</b>	
<b>E-mail address</b>	
<b>Phone Number</b>	



- I. **Proposed Course Title**
- II. **Proposed Course Length** – Include number of class meetings, and length & time of each meeting. (example: 4 meetings / 3 hours each.) If you have preferred dates or days of the week, or date ranges you prefer, please include those here. (example: I prefer Saturdays 9am-noon and am available all of the Saturdays from Sept – Dec except December 14<sup>th</sup>).
- III. **Course description** – Please limit your description to 100 words. This will be printed in the course catalogue.
- IV. **Course Learning Objectives** – What knowledge or skills will the students acquire?
- V. **Itemized Budget** – in addition to each item and a total budget for the course, please also include the minimum and maximum number of students allowed to register for the course, and the registration fee per student (total budget divided by the minimum number of students). See example budget below for further details.

Item	Cost
Supplies per student (procured by instructor; you will receive 55%)	\$10
Instruction (\$10/student/hour; you will receive 55%)	\$20
<b>Total (you will receive 55%)</b>	<b>\$30 per student</b>
Minimum # of students	4
Maximum # of students	40
Instructor compensation for minimum class size	\$66
Instructor compensation for maximum class size	\$660

- VI. **Course Materials** – Provide a supply list and whether materials will be provided by the instructor and included in the registration fee, purchased by the student, or a combination of the two.
- VII. **Classroom layout** – Provide your ideal classroom layout so we can be prepared to accommodate your furniture needs (ex. lecture style with 25 chairs facing a screen, workshop style with 4 chairs at 4 tables).
- VIII. **Course Outline/Calendar** – Include the general plans or activities for each course meeting.