

NEWPORT·ART·MUSEUM

Coleman Center for Creative Studies Spring and Summer 2012 Class Proposal Form

Overview: Please review the following guidelines and submit proposals by January 15, 2012 for spring classes, January 31 for summer classes and youth camps.

Course schedule: The 2012 calendar year is broken into four 10-12 week quarters:

- Winter: January 9 through March 17
- Spring: April 2 through June 16
- Summer: June 25 through August 31
- Fall: September 17 through December 8

Weekly Class Schedule: Standard weekly schedules are divided into morning, afternoon and evening sessions. Classes typically run for three hours, with some classes running 2.5 to 4 hours:

- Monday-Thursday: 9:30am-12:30pm; 1:00-4:00pm; 6:00-9:00pm
- Friday: 9:30am-12:30pm; 1:00-4:00pm
- Saturday: 9:30am-12:30pm; 1:00-4:00pm

Workshops: We offer a number of one-day workshops on Saturdays throughout each quarter. We will also consider two and three day workshops, meeting for three to six hours per day.

- One-day workshop: Saturday
- Two-day workshop: Saturday and Sunday
- Three to five day workshop: any combination of Monday through Saturday

Youth programs: We recommend that proposals for youth classes be offered for students in the following age groups: Pre-K, Kindergarten-Grade 2, Grades 3-5, Grades 6-8, Grades 9-12

Weekly (once per week) Class Schedule Pre-K through Grade 1 (year-round)

- 10:00am-12:00pm, 1:00-3:00pm Monday-Friday for home school students
- 4:00-5:00pm Monday-Thursday
- Saturdays, 11am-12noon

Weekly (once per week) Class Schedule Grades 3-12 (year-round)

- Monday through Friday 10:00am-12:00pm, 1:00-3:00pm for home school students
- Monday through Thursday, 4:00-5:30pm
- Saturday, 10:00am-12:00pm, 1:00-3:00pm

iNCASE afterschool program for Grades 6-9 Spring session (March 27 to May 10, 2012)

- Tuesday and Thursday 3:45-5:15pm

Art Camps for spring public school vacation (April 16-20, 2012) and weekly from June 25 to August 24, 2012

- Monday through Friday, 9:30am-2:30pm (April vacation week only)
- Monday through Friday, 9:00am-1:00pm
- Monday through Friday, 1:00-5:00pm

Materials: Please provide a list of materials or supplies for the class and an estimate of cost. Please indicate if you would expect students to provide any or all of the materials or supplies.

Payment: While rates of pay may vary based on the experience of the instructor, the following are typical examples of what is paid for a class:

- \$300 for a five week class (3 hours/class)
- \$360 for a six week class (3 hours/class)
- \$475 for an eight week class (3 hours/class)
- There is a full enrollment bonus incentive from \$25 to \$100/class

Please Note: The final contractual fee will be negotiated with the Director of Education.

Please submit proposals by email to Shawn Parker, Director of Education, at sparker@newportartmuseum.org or call (401) 848-8200 ext. 7982 for further information.

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Name _____ SS# _____

Address _____ Phone # _____

Email Address _____

Class Title _____

Dates _____ # Weeks _____

Please give 3 choices of days and times for the proposed class.

	1 st Choice	2 nd Choice	3 rd Choice
Day			
Time			

Description (50 words or less)

Goal

Unit Plan

Evaluation criteria

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Materials description (attach additional list if needed)

Estimated materials cost \$_____

Requested instruction fee \$_____ per hour totaling \$_____ for _____ sessions.

Please Note: Instructors should provide simple, informative class hand-outs and supplemental materials for their students. This is especially true for digital media and photography classes. The Director of Education will make copies for you if you email her the information the week prior to class. Scheduled outdoor classes should have an inclement weather plan in place so students know where to go in advance!

Instructor Signature _____ Date _____

Proposal Accepted Proposal Amended (see below)

Proposal Rejected

Below for Newport Art Museum use only

Signature _____ Date _____

Amended as follows
