

# NEWPORT·ART·MUSEUM

## Coleman Center for Creative Studies Faculty Class Proposal Form

### Overview:

Course schedule: The calendar year is broken into four 10-12 week quarters with each session running:

Fall: mid-September through mid-December

Winter: January through March

Spring: April through mid-June

Summer: mid-June through August

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: 9:30-12:30; 1:00-4:00; 6:00-9:00

Friday: 9:30-12:30; 1:00-4:00

Saturday: 9:30-12:30; 1:00-4:00

Workshops: We are looking to offer a number of one-day workshops on Saturdays throughout the fall. We will also consider two and three day workshops, meeting for three to six hours per day. Workshops can be indoor or outdoor or a combination. Weekend and full week workshops must be coordinated with the overall class schedule of the Coleman Center.

One day workshop: Saturday

Two day workshop: Saturday and Sunday

Three to five day workshop: any combination of Monday through Saturday

### Youth programs:

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

4:00-5:00 pm Monday-Thursday

Saturdays, 11am-12noon

Weekly (once-per week) Class Schedule Grades 2-12 (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 (Newport County After School Excitement) for grades 6-9

4-5pm Tuesday and Thursday, October 4 to November 10, 2011 (12 one-hour sessions)

Art Camps for Summer (late June through mid-August) and Winter (December 27-29, 2011; February 20-24, 2012) and Spring public school vacations (April 16-20, 2012)

Monday through Friday, 9:30-3:30pm

Monday through Friday, 9:00-1:00

Monday through Friday, 1:00-5:00

Unless indicated, we recommend that 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

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.

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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 electronically to the Director of Education [sparker@newportartmuseum.org](mailto:sparker@newportartmuseum.org)**

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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 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice
Day	_____	_____	_____
Time	_____	_____	_____

Description (50 words or less)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unit Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation criteria

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\_\_\_\_\_  
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Materials description (attach additional list if needed)

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Estimated materials cost \$\_\_\_\_\_

Requested fee \$\_\_\_\_\_ per hour totaling \$\_\_\_\_\_ for \_\_\_\_\_ sessions.

Please Note: All 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.

All 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

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Amended as follows

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