



LEARN. EXPLORE. BE CREATIVE.

Brookfield Craft Center
286 Whisconier Road, PO Box 122
Brookfield, CT 06804
education@brookfieldcraft.org
(203) 775-4526
brookfieldcraft.org

Brookfield Craft Center Course Proposal

We welcome your ideas for classes and workshops at Brookfield Craft Center.

Please return this completed form, images and bio information to us via fax at (203) 740-7815, or by mail to Brookfield Craft Center, PO Box 122, Brookfield, CT 06804-0122.

Thanks for your interest in teaching at BCC! An online version of this form can be completed at brookfieldcraft.org/course-proposal.

Date Submitted:

1. Instructor Information

Name:

Address:

Email:

Phone Number(s):

Website:

2. Course Description

This is the text that will be viewable to prospective students. Please visit our website, www.brookfieldcraft.org/classes to see the style in which the course information is presented.

A representative photo of your class project is required, and must be attached with your proposal. Image file name must include your last name and descriptive title (Dunlap_EtchedPendant).

Course Title:

Medium and/or technique:

Student level (check all that apply):

Note: Classes that can accommodate more than one or many skill levels are more apt to run with sufficient enrollment. However, please consider the pace of the class and safety when considering opening the course to multiple skill levels.

- ☐ **All Levels** - Students of varying skill levels will be appropriately challenged and supported
- ☐ **Beginner** - Student has no knowledge of materials, tools or techniques
- ☐ **Experienced Beginner** - Student has some previous knowledge, has already taken an introductory-level class or was once knowledgeable but would like a refresher
- ☐ **Advanced Beginner** - Student is knowledgeable and is proficient at an introductory-level
- ☐ **Intermediate** - Student is knowledgeable and works independently, but looks for some guidance to improve skills
- ☐ **Advanced** - Student is very knowledgeable, is highly technically proficient and is looking to learn a specific advanced technique or study under a specific instructor

Prerequisites or required experience (if any):

Please specify technical skills or knowledge that students should already have before taking this course. This is generally useful for Advanced Beginner, Intermediate or Advanced-level classes.

Course description (approx. 90-120 words—attach additional pages if necessary):

Briefly introduce technique(s), material(s) or uniqueness of course offering. Explain what materials and tools will be used, what skills will be learned and what finished project(s) (if any) should students expect to accomplish.

3. Scheduling and Payment

Class or workshop duration (number of hours or days required):

- ☐ 4 weekly classes (1 day a week for 4 weeks, 3 hours per session) Total 12 hrs
- ☐ 6 weekly classes (1 day a week for 6 weeks, 3 hours per session) Total 18 hrs
- ☐ 1-day workshop (1 day for 6 hours) Total 6 hrs
- ☐ 2-day workshop (2 days for 6 hours per day) Total 12 hrs
- ☐ Other _____

Availability to teach (select all that apply):

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Weekends | <input type="checkbox"/> Saturdays |
| <input type="checkbox"/> Weekdays | <input type="checkbox"/> Sundays |
| <input type="checkbox"/> Mondays | <input type="checkbox"/> Mornings (10a-1p) |
| <input type="checkbox"/> Tuesdays | <input type="checkbox"/> Afternoons (3p-6p) |
| <input type="checkbox"/> Wednesdays | <input type="checkbox"/> Evenings (6p-9p) |
| <input type="checkbox"/> Thursdays | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fridays | |

Would you prefer to be paid via BCC's tuition sharing compensation policy or via flat fee?

See attached explanation of tuition sharing.

☐ Tuition sharing

What is the minimum payment you are willing to receive to teach the course? *Note: This minimum dollar amount will allow us to calculate the minimum number of students required to run a course with tuition sharing compensation. A lower minimum number of students will lead to a higher paycheck if more than the minimum number of students enroll.*

\$ _____

☐ Flat fee

Rate: \$ _____ **Per day or per hour?** _____

☐ I'm unsure—please discuss payment options with me

4. Course Details

When and where have you taught this class before?:

Maximum number of students you will be comfortable teaching:

Minimum Age (e.g., teens 13 and up, adult only, etc.):

How much lead time do you need to order supplies?:

Note: We ask that teachers be as flexible with cancellation dates and lead time as possible. We realize that ordering supplies takes ample time. Most students enroll in classes 1 to 2 weeks before the first class session, and some enroll only days before. BCC will do our best to ensure that a class will run before a mutually agreed upon date.

5. Tools and Materials

Please specify what tools and materials you will provide and what BCC or students should provide. Please also help us determine the value of these materials. This information will help us calculate the studio/materials fee to charge students, and the dollar amount that you need to be reimbursed per student for materials you provide.

List all materials and/or tools that you will provide for students and the dollar amount you need to be reimbursed for materials per student:

Note: As prices of materials rise, students become more hesitant to take classes that require high materials fees. Please consider using the minimal amount of materials that still offers students a satisfying experience. Consider listing additional supplies as optional.

List materials and/or tools the student should bring to class:

Note: Beginner-level students are typically less comfortable purchasing and providing their own materials than experienced students. If materials are hard to find or only available in bulk, please discuss this with BCC.

List all materials that BCC needs to provide and the approx. cost of supplies (if known):

Do you have any special supplies that we should purchase? Are you familiar with materials we stock in the studio? Can you give us an approximate value of the consumables used per student?

Example: "Each student is expected to consume an average of \$15 worth of gas over the duration of the workshop when using a torch." This information helps us immensely.

List all studio requirements that BCC needs to provide for your class (tools, equipment, workspace):

Will you bring additional (optional) materials for students to purchase?

6. Additional Information

The more information about you, the better we can market your class or workshop.

Please submit a bio, teaching statement, artist statement or any other helpful information.

Thank you!



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Tuition Sharing Breakdown

BCC pays instructors by sharing the revenue of students' tuition. The instructor receives 40% of each student's tuition for the minimum number of students. For each student above the minimum, the instructor receives 50% of the student's tuition. Paychecks for instructors are mailed the Wednesday after the last class session.

Example: A class with tuition of \$240, a minimum of 4 students and a maximum of 6 students

Number of Students	Payment Breakdown	Total
Earnings		
4	4 @ 40% of \$240	\$384
5	4 @ 40% of \$240 + 1 @ 50% of \$240	\$504
6	4 @ 40% of \$240 + 2 @ 50% of \$240	\$624

Reimbursement for Materials

Students pay for materials at time of registration to BCC. Instructors who provide materials will be reimbursed for these expenses. Materials reimbursement will be included in the paycheck mailed the Wednesday after the last class session, unless prior arrangements have been made with the Registrar.