



5707 Smith Avenue, Baltimore, Maryland 21209 (410) 578-1919 www.baltimoreclayworks.org

Course Proposal & Availability

Name	
Street Address	
City, State, Zip code	
Home Phone	
Work Phone	
E-Mail Address	

Please include:

- current artist Bio (.doc) and resume
- 2 contact references (name, title, phone, email)
- 2-4 supporting JPG images

Please return to my mailbox or e-mail to me on or before the posted deadline.

Please return to Matt.hyleck@baltimoreclayworks.org and Kevin.Rohde@baltimoreclayworks.org

Session / course:

Course Title and Description (*including learning objectives and prerequisites*):

Course Materials/Supplies: Handouts, books, or other supplies that may be needed for your course and the expected cost per person.

Clay:

TIMES YOU ARE AVAILABLE TO TEACH: (please "X" the times)							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10am-1pm							
afternoon							



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Call for Course Proposals

Baltimore Clayworks welcomes proposals for new noncredit course offerings. Proposals are accepted with the following deadlines:

- Fall (September – December) – June 1
- Winter (January – February) – October 12
- Winter (January – February) – October 12
- Spring (February – May) – October 12
- Summer (June-August) – April 1
- Fall (September-December) – July 5

About Us and our Students

Baltimore Clayworks (BC) works to offer the best opportunities in noncredit learning to students throughout the Baltimore region. Ceramic course offerings range from introductory skill building, advanced skill building, technical refinement, material overview and process and unique finishing techniques. We seek out the best and most engaging instructors in our area to create outstanding student experiences.

Our students, like you, are busy and have high expectations for time and money invested in our classes. They count on our instructors to be knowledgeable in their subject areas, enthusiastic about the topic, and able to facilitate meaningful discussion and activities. Successful BC instructors know how to create the active learning environment that adult learners demand.

Preparing Your Proposal

A well-crafted proposal starts with a great class idea. We'll be happy to help you with editing titles, descriptions, and biographies (and reserve the right to do so). The following elements should be addressed within a proposal:

- Course Details: The course should present a clear rationale and statement of purpose as well as sufficient detail to confirm content is linked to outcomes as well as to any overlap with other proposed courses (What is your course about? What concepts, techniques, or topics will be taught?)
- Audience (Are you targeting a specific group, or is it intended for a general audience?)
- Learning Outcomes. (as a result of your course, what will students be able to do? Are these outcomes measurable?)
- Learning Outcome Assessment (How will the learning outcomes be assessed? What assessment procedures will be used?)
- Course Format (What teaching methods will be used? Lecture? Practical?)
- Student Experience Level (Are there any prerequisites?)
- Materials & Facility Requirements

Title: You have only a few seconds to attract a potential student's attention.

- Keep it simple.
- Don't be afraid to be creative or colorful, but make sure your title still reflects the course content. Two-part titles, separated by a colon, work well for this.

Description: In about 100 words, entice the student to sign up for the course.

- Be specific about course content, objectives, and outcomes.
- Write your narrative in the first person plural ("We will learn...").

Biography: In three-to-four sentences, include information about your relevant education and experience, along with pertinent special interests, publications, or awards. You may also consider a statement regarding your motivation for teaching the course.



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Images: Please provide 2 - 4 images (.JPG) relevant to proposed course content, along with pertinent details regarding dimension, firing and production date. Include 1 headshot for marketing/PR purposes.

The Proposal Selection Process:

All proposals are given due consideration, and are reviewed using the following program guidelines: Individual and Program-Drive.

1. Individual:

- General Merits
 - Clear & Concise description
 - Emphasis on ceramic skill building – technical / conceptual
- Learning Outcomes
 - Clear learning goals stated
 - Working syllabus prepared
- Assessment
 - Complete course evaluation
 - Instructor feedback regarding student progress
 - Instructor feedback regarding appropriate
- Instructor Experience & History with BCW
 - Instructor reference
 - Number of year(s) of experience in BCW classrooms
 - Evaluation / student feedback
- Format Appropriateness
 - course length fits within requested timeframe
 - Course equipment needs match
- Prerequisite Considerations
 - Appropriate learning progression
 - Demonstrations match student skill
- Materials & Facilities Considerations
 - Course equipment needs match with BCW studio availability
 - Complete materials list provided
- Evidence of Demand
 - Feedback provided to Education Coordinator
 - Feedback via evaluation
 - Strong historic enrollment demonstrated

2. Program-Driven

- How Course Fits in With Other Offerings
- Similarity to or Overlap with Other Offerings
- Innovativeness
 - Frequency course has been offered
 - Contemporary or historical context for 21st century
 - Timeframe

Proposals selected for additional consideration: Staff will contact submitters to discuss proposals in greater detail.

Questions: please contact Matt Hyleck at 410.578.1919 x220 or Kevin Rohde at 410.578.1919 x219