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**Kala Class Proposal: Adult Classes Spring 2022**

Please read the [**Teaching at Kala Guidelines & Considerations**](http://www.kala.org/education/adult-classes/teaching-at-kala/) document before completing this form.

If you would like to be considered for this next class season, **January - April 2022**, please complete the form below by ***Nov 15, 2021*.** Please email a copy of this form along with a current Materials form, Studio Equipment Checklist, a current CV, and sample images.

Email all materials or any questions to [classes@kala.org](mailto:classes@kala.org).

**Proposal Checklist:**

* Class Proposal Form
* Materials Form
* Studio Equipment Checklist
* Current CV
* Class Sample Images (2-3) - Must reflect content of class

**Teacher Information**

1. Name and Pronouns:
2. E-mail Address:
3. Phone Number :
4. Website and/or Social Media Handle:
5. Current CV: Email your CV to [classes@kala.org](mailto:classes@kala.org). Include teaching experience,
6. Short bio(150 words or less): Include recent shows, awards, projects and teaching experience.

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1. Images: Please email 2-3 sample images for the class. Images should be a jpeg file, 96 dpi (minimum), labeled with your name, class, and photo credit if applicable. Example: Gabriela\_Yoque\_IntroScreenPrint . The images should reflect the content of the class and serve as examples of what students will work on or accomplish. Process photos are welcome as well as a finished “product” image.
2. What languages are you comfortable teaching in? (Please only list languages that you are comfortable with advertising.)

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1. Would you like assistance in creating a detailed curriculum? (This will not affect your application, it will simply help us gage the amount of assistance we can provide.)

* Yes
* No
* Maybe

**Class Proposal**

1. Class Title: Please include alternative names, separated by a comma.

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1. Class Description: If you have taught this class before at Kala, please provide an updated description. (150 words max)

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1. Suggested student Skill Level:

* Beginning
* Intermediate
* Advanced

1. Prerequisites, if applicable. (ex: must have prior Photoshop experience)

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1. Teens, ages 14-17, welcome?

* Yes
* No

1. Class size limit: In person classes will be limited to 6-8 students depending on the class. Online class size limits are based on the instructor's preference. Please list your absolute max preference for either in-person or virtual format.

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**Scheduling**

Generally, classes can be scheduled during weeknights, from 5-10pm and weekends from 10am-8pm. Class duration can vary depending on the class content. Classes can be proposed as one-day workshops (1-6hrs), weekend intensives (2-6hrs per day), or muli-week sessions (2-3hrs per session, for a maximum of 6 weeks).

1. How many hours will one class be? (example 3 hours, from 6-9pm)

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1. How many sessions would the class run for? (example; 4 sessions)

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1. Which days of the week are you available to teach?

* Monday
* Tuesday
* Wednesday
* Thursday
* Friday
* Saturday
* Friday