kala
ARTINSTITUTE

Kala Class Proposal: Adult Classes Spring 2023

Please read the **Teaching at Kala Guidelines & Considerations** document before completing this form.

If you would like to be considered for this next class season, **January - May 2023,** please complete the form below before or by ***November 14, 2022.*** Please email a copy of this form along with a current Materials List form, Studio Equipment Checklist, a current CV, and sample images.

Email all materials or any questions to classes@kala.org.

Proposal Checklist :

☐ Class Proposal Form
☐ Materials List 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. Include teaching experience,

6. Short bio(150 words or less): Include recent shows, awards, projects and teaching experience.

7. **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: Erina_Davidson_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.

8. What languages are you comfortable teaching in? (Please only list languages that you are comfortable with advertising.)

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

   ☐ Yes
   ☐ No
   ☐ Maybe

Class Proposal

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

2. Class Description: If you have taught this class before at Kala, please provide an updated description. See our current class offerings for examples. (150 words max)

3. Suggested student Skill Level:
   ☐ Beginning
   ☐ Intermediate
   ☐ Advanced

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

5. Class size limit: Please list your max preference for in-person classes (Minimum of 8 is preferred)

Scheduling

Generally, classes can be scheduled during weeknights, from 5-9pm and weekends from 10am-8pm. Class duration can vary depending on the class content. Classes can be proposed as one-day workshops (1-6 hours), weekend intensives (2-6 hours per day), or multi-week sessions (2-3 hours per session, for a maximum of 6 weeks).

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

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

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

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday