



COLORADO SPRINGS

Fine Arts Center

at COLORADO COLLEGE

Course Proposal Instructions

- Instructor name
- Instructor email address
- Instructor phone number
- Are you a current or new Bemis instructor?
 - *Current instructor* includes anyone who has taught a class from May 2019 or later
 - *New instructor* includes anyone who has not taught with us within the past year
 - Note, all new instructors **must** upload a current resume
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- Which program are you submitting for
 - Bemis School of Art Course
 - Any classes offered to the community on the Bemis School of Art campus
 - Military Arts Connection Course
 - Please note, you must have completed the Military Arts Connection training in order to submit for the program. To learn more, please visit <https://militaryartsconnection.org/artists/>
- Title of proposed course
- Student ages
- Is this a class or workshop?
 - Classes meet once a week (ex. Mondays for eight weeks)
 - Workshops meet on consecutive days (ex. Friday – Saturday)
- How many days or weeks? Please specify.
- First choice of day of the week for class or workshop to begin
- First choice of start date
- First choice of start and end time
- Second choice of day of the week for class or workshop to begin
 - Listing a second date on your proposal helps us build the calendar. You will be contacted if your second choice is selected.
- Second choice of start date
- Second choice of start and end time
- Course description
 - This is what will promote your class online and in the catalog. Be clear, concise, and descriptive. Don't repeat yourself. Limit 450 characters.



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- Course goals
 - This is what your students will learn in your class. Please provide 3-4 learning goals for your students. Limit 600 characters.
- Course category
 - Youth, Military Artistic Healing, Drawing, Painting – General, Painting – Acrylic, Painting – Encaustic, Painting – Oils, Painting – Watercolor, Fiber Arts, Photography, Jewelry, Mixed Media, Printmaking, Mosaic, Woodturning, Ceramics, Wheel Throwing
- Level of experience
 - Note, there are new levels for adult classes [below]. We ask that you **only pick one level**. If you have a unique case where you feel your class needs two levels, please state your secondary level and why you think it is necessary in the “Additional Notes” section of the proposal form.
 - Level 0 – This class is for the true beginner with no prior experience in the medium
 - Level I – This class is for those with some familiarity with the medium. This could include informal use of medium outside of the classroom.
 - Level II – This class is for those who have taken at least one class in the medium. Student should be comfortable with the basics of how to use and manipulate the medium.
 - Level III – This class is for those who have significant experience in the medium – two or more classes or a year or more of experience.
 - Level IV – This class is for those with advanced skill or knowledge in the medium. Student should be highly motivated and self-directed. Some classes in this level will require a portfolio review and/or approval of instructor.
- Maximum number of students allowed
- Classroom set-up
- Do you need a model?
- If you need a model, for which day(s)/time(s)? Please list any skills you’d like your model(s) to have (short poses, long poses, etc) for each date/time if desired.
 - Please note, the Bemis School of Art will schedule models for you. Contact information for selected models will be forwarded to you once we get them scheduled.



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- Additional notes
 - Please include any further information about your class that was not covered above
- Supply list
 - Please list every item you expect a student to purchase for the class along with an estimated cost for each item
- Course image
 - All courses require a photo. They must be horizontally oriented, as that is the format our website uses. Further, photos must be 768 pixels wide and 432 pixels high or larger. Don't get too caught up on this specific pixel range. Most phones take photos larger than this, so if you send the full sized image you should be good to go. Please note, we cannot use photos pulled from websites, books, etc.
 - Course image should be saved with file name: Class Name – Instructor Last Name
- **Click submit!**
 - If your submission successfully went through, the page will refresh and you will see the following confirmation message:
 - *Your course proposal has successfully been submitted. If we have any further questions we will contact you using the information provided in the proposal. Thank you!*