



Guidelines for Preparing a Teaching Proposal

In selecting teachers and courses, the SSAC considers factors such as the teacher's reputation as an artist; his/her previous teaching experience; the logistics of the proposed course with regard to facilities and materials; schedule availability; how well the course fulfills SSAC's stated mission; and the potential draw of interested students.

Please study our current catalogue (available on line at www.swschool.org) to familiarize yourself with the types of courses offered and the caliber of our faculty. We consider each proposal we receive, and welcome new ideas.

- Please put your course proposal in writing. Consider not only your area of expertise, but also a specific topic you believe may be of interest. Be specific regarding exactly what you will teach, the objectives of the class, the skills covered, what students can expect to take away from the course, etc.
- Attach a list of specific equipment and materials required to teach the course, as well as an estimate of materials cost, and a supply list of items students would be expected to purchase.
- Include a course syllabus/outline that details course objectives and the number of class sessions.
- Include a résumé and images (slides or digital) of your artwork.

Proposals should be submitted to the Department Chair under whom the course would be offered, or to the Director of Public Programs at 300 Augusta, San Antonio, Texas, 78205.



COURSE PROPOSAL

NAME _____ SS # _____

ADDRESS _____

PHONE(S) _____ E-MAIL _____

COURSE TITLE / SUBJECT _____

NUMBER OF CLASSES _____ HOURS _____ EST. MATERIALS COST _____

COURSE DESCRIPTION:

Please attach a course syllabus/outline, materials list, a résumé and images of your work.