



Guidelines for Preparing a Teaching Proposal

In selecting teachers and courses, the SSA takes into consideration such factors 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 the mission of the SSA; 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 teachers. 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; and the intended outcomes or 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, 10 images (slides or digital) of your artwork and an image checklist.

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



COURSE PROPOSAL

NAME _____

ADDRESS _____

PHONE(S) _____ E-MAIL _____

COURSE TITLE / SUBJECT _____

NUMBER OF CLASSES _____ HOURS _____

COURSE DESCRIPTION:

Please attach:

- course syllabus/weekly outline.
- materials list & estimated cost (please define what will be provided in class and what students are responsible for.
- a résumé and images of your work.