

Textile Center Class or Workshop Proposal - General Information

Class Proposals

Class proposals are accepted at any time. Classes are scheduled on a trimester basis. In order to be considered for a particular trimester, proposals must be complete and submitted a minimum of 3 months prior to that trimester's start:

Summer Classes (May through August): Proposals due by first week of February

Fall Classes (September through December): Proposals due by first week of June

Winter/Spring Classes (Jan through April): Proposals due by first week of October

Class proposals are selected based on a wide variety of criteria and any proposals that are not accepted for a particular semester will be kept on file and considered for future schedules.

Criteria used for selecting classes include, but are not limited to:

Interest of Textile Center students

Other classes offered in the semester (diversity of topics and techniques)

Scheduling – Space or equipment available

Price and time constraints

Level of experience required of students

Completeness and detail of proposal

Topics that support the Textile Center's mission

Class Selection Time Line (Example Summer Semester: May through August)

Class Proposals received – up until first week of February

Class Proposals reviewed and selected – Mid February

Instructors contacted and Scheduling begins – Late February

All descriptions, photos, etc due – first week of March

Contracts mailed to instructors – first week of March

Catalog to printer – mid March

Supply Lists due – first week of April

Registration opens – first week of April

Registration deadline for students – 1 week before your class is scheduled to begin

Instructor Payment and Class Pricing

Teachers are paid \$20 per teaching hour. Price is negotiable for teachers who are traveling from out of the metro area or based on teaching experience. This will be considered on a case by case basis. Please indicate in your proposal if you are requesting a different rate.

Instructor is an independent contractor of the Textile Center and not eligible for employment benefits or worker's compensation. Taxes will not be withheld.

Payment for all classes and workshops is made in one installment, processed as soon as possible after the workshop concludes. Checks cannot be processed in advance. An invoice form will be provided to the instructor with their class materials, which must be signed and returned to the Education Manager before payment is processed.

Price for classes will be determined by the Textile Center. Class minimum size will be determined by the Textile Center. The instructor will determine the maximum size for the class.

If you would like to request a materials fee to cover materials and tools that you will be supplying for students, that will be listed as an additional materials fee payable to the instructor. Students will pay this materials fee directly to the instructor at the first class period. The instructor is responsible for collecting materials fees. The Textile Center has some tools available for classes to use. Ironing boards and irons, extension cords, LCD or overhead projector etc are usually available and should be arranged when a class is scheduled. Please contact Becka for specifics.

Class Registrations

The Textile Center handles all class registrations and cancellations. The Textile Center may cancel your class if there are not sufficient students enrolled.

You are welcome to provide a supply list or preparation notes for students to collect and bring their own supplies to class. The Textile Center will distribute this list to students when they register for class.

Instructor Expectations

The instructor will be responsible for classroom space. Please consider time for set up and clean up when you are thinking about your class proposal. The Textile Center staff will try to set up your classroom as requested in your contract packet.

You are expected to hand out and have each student complete an evaluation form at the end of your class. Forms will be provided by the Textile Center. Evaluations are very important to us and we appreciate that you allow students the time to complete them thoroughly.

Proposals should be submitted to:

Textile Center attn Becka Rahn
3000 University Ave SE
Minneapolis MN 55414
Or emailed to brahn@textilecentermn.org