

Submit a Class Proposal to Textile Center!

Class proposals are always accepted from qualified instructors on topics and techniques that support our mission. Classes are scheduled on a trimester basis. If you would like to submit a proposal for a trimester, your proposal must be received by the due dates below for review by our Education Department.

Trimester	Classes Run	Proposals Due
Summer	May – August	January 1
Fall	September – December	May 1
Winter	January – April	September 1

Your proposal needs to include:

- Title of the class.**
- Course Description.** Include: a) goals, b) skills learned, c) timeline, d) outcomes, e) how you will evaluate the success
- Schedule.** Describe the number of teaching hours and general format of the class. (e.g. 3 evenings for 3 hours each.)
- Materials & Equipment.** Include: a) an approximate materials fee paid to the instructor and a summary of what will be provided, b) a list of supplies students will be required to bring to class.
- Students.** Include: a) maximum number you would like in class, b) age of students, c) any physical considerations, d) clearly describe skills or prerequisite knowledge needed
- Classroom.** Include what facilities and workspace is needed. For example, dye lab and classroom space, tables, chairs, white boards, extension cords, ironing boards, etc.

About You

- Your name and contact information
- Your website, blog or other online information
- Teaching experience. Please include a resume or bio that speaks to your experience and qualifications (2 page limit).

Images

Please include 2-3 photos that represent the projects/techniques you will be doing in class. High-resolution images are not required at this time. However, if your class is accepted, we will need high-resolution images for the class catalog and other publications.

Instructor Compensation

Textile Center pays \$35 per teaching hour. Instructors are independent contractors of Textile Center. Class prices and minimum enrollment are set by Textile Center.

Submit your completed proposal in .doc or .pdf with images to Melisa Wahlstrom,
mwahlstrom@textilecentermn.org or

Textile Center

Attn: Melisa Wahlstrom

3000 University Ave SE

Minneapolis, MN 55414

