



CCSF Extension, Community Workshops

Fort Mason Center, 2 Marina Blvd, Bldg B, San Francisco, CA 94123 • (415) 561-1860

Proposal Guidelines for New Instructors

Please read both pages carefully.

Thank you for your interest in teaching for CCSF Extension, Community Workshops!

The CCSF Extension, Community Workshops program provides a diverse selection of not-for-credit workshops to support lifelong learning and personal enrichment. Workshops are taught by experts in their fields including many local established artists and educators.

If you are interested in offering a workshop through CCSF Extension, start by checking out our website and current list of workshops. It's important to create something new that doesn't compete with current workshops. www.ccsf.edu/extension/communityworkshops

FAQs

- Due to restricted resources, we offer a limited amount of promotion for individual workshops. Please plan on promoting your workshop to your network via email, fliers and social media.
- Workshops generally are held in the evening, Monday-Thursday from 6:30pm-9:30pm or Saturdays either 9:00am-12:00pm or 1:00pm-4:00pm.
- Saturday workshops can also be proposed for a full day, from 9:00am-4:00pm, with a 1 hour lunch break.
- Workshops can be held at any of the CCSF campuses however we will work with the instructor to find the best fit for the specific workshop. Most workshops are held at the Fort Mason or Chinatown Campuses.
- CCSF Extension receives no public funding and is self-supported through workshop fees.
- A minimum enrollment must be reached in order for a workshop to run which is determined by the instructor rate of pay.

BOARD OF TRUSTEES

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DR. MARK ROCHA, CHANCELLOR



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Please submit the following to our office: ccsf.extension@ccsf.edu

Workshop information:

1. *Workshop title.* The title should be straightforward and descriptive.
2. *One paragraph general description:* This description, for publishing and marketing, describes what students can expect from the workshop. For example:

For five weeks we will explore adding dimensionality to collage through a series of small-scale projects. Working from low relief to sculpture, workshop artists will expand their collage work with materials such as balsa wood, wire mesh and found objects. Each week a different project will be introduced, worked on and completed, though our focus is on creative exploration rather than a calculated end product. Sessions include discussion of related current and historical art, a group critique, and photographs of your work.

3. *Syllabus outline* (organized by meetings.)
4. *Major learning outcomes* (By the end of the workshop the student will be able to...)

Logistics:

1. *Proposed workshop timeline:* up to 5 meetings, 2-4 hours per meeting or up to 8 hours for a one day workshop.
2. *Preferred days of the week:* (Monday - Thursday evenings, or Saturdays.)
3. *Materials fee:* paid directly to the instructor, this covers demonstration materials, special supplies and equipment supplied by the instructor.
4. *Materials list:* equipment/supplies that students purchase and bring to workshop.
5. *Special needs:* location, equipment, facilities.
6. *Your contact information and resume:* address, phone, email address and website.
7. *Do you currently work for/ have you worked for CCSF:* please include your CCSF ID #.

Marketing

1. *An image:* for marketing, this will be used on website and in marketing: image is 400dpi on the longest side.
2. *Promotion:* Do you have experience marketing other similar workshops in the past? How large is your mailing list and social media presence? *Plan to promote on your blog or website, on social media and in local venues with flyers.*

Due dates for workshop proposals

February 1st: due date for Fall Semester (begins in September.)

May 1st: due date for Spring Semester (begins in January.)

December 1st: due date for Summer Semester (begins in June.)

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