



**ACV Studio School at PVCC
Instructor - Course Proposal Application/Syllabus**

Please print clearly

Instructor's Name _____

Business Name _____

Address _____

City _____ County _____

State _____ Zip _____

Primary Phone _____

Secondary Phone _____

Email Address _____

Website Address _____

Artisans: Media designation _____

I am currently a member of the Artisans Center of Virginia. YES NO

I am an Artisans Center of Virginia Juried Artisan. YES NO

I am willing to submit to the official fingerprint background check. YES NO

Please provide a brief description of your teaching experience, including whether you are qualified to offer credited courses (Attach resume):

For Office Use

Date Received

ACV Studio School Course Syllabus

(Copy and fill out one form per course as needed and continue on back of form as necessary)

Name of Instructor _____

Applicable Program Track (check one): Craft Business

Course Title: _____ Target Audience: _____

Course Description (for catalog print and marketing purposes...please make this exciting and enting for prospective students):

Learning Objectives – “At the end of the class the student will have accomplished....will take home...will have created....”:

Attach Your Course Outline.

Learning Methods (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Lecture (with Discussion) | <input type="checkbox"/> Internship |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Apprenticeship |
| <input type="checkbox"/> Hands-On | <input type="checkbox"/> Other _____ |

Course Duration:

Number of Hours per Day:
Number of Days per Week:
Number of Weeks per Month/Semester:

Preferred Dates:

1st Choice: Date(s) _____ Days of Week _____
2nd Choice: Date(s) _____ Days of Week _____
3rd Choice: Date(s) _____ Days of Week _____

Special Equipment Needs:

Special Room Set-up Needs:

Per Student Supply Cost Estimate \$ _____

To determine this dollar amount, provide us with an itemized a list of supplies your students need to accomplish your course. Specify whether the student should be responsible for purchasing the items before class or whether you, the instructor will provide the materials (separate these two lists). Additionally specify any “bring from home” items which may/may not require cost to the student such as found objects, kitchen items and general note-taking materials.

Is a textbook required for your course? If so, provide title and ISBN#

Provide a copy of all handouts you will use in your course and any other supporting information you feel is necessary.