



Course Proposal

*Step 1: Turn in an Instructor Application and Course Proposal to the front desk of the Cape Coral Art Center, Building 2 or to ArtCenter@capecoral.gov. A staff member will follow up with you regarding your course proposal in a timely manner.

Instructor Information

Date Received: _____

First Name: _____ Last Name: _____

Program Information

Type of Program: ☐ Clay ☐ Glass ☐ Painting ☐ Jewelry ☐ Other Media ☐ Youth/Teens

Class Level: Please check **one** of the following four boxes.

Proposed Title of Program/Class, must be 30 characters or less: _____

The proposed title will include the corresponding wording:

☐ A beginning level class, "Introduction to" will be added in front of your title.

☐ An intermediate level class, "Intermediate" will be added to your title.

☐ An advanced level class, "Advanced" will be added to your title.

☐ All Levels class, will not include extra wording in titles.

Description: Please provide a short description of your proposed program. This description will be printed on receipts and used to promote the program in department flyers, press releases, Parks & Recreation Activity Guides, and online registration: _____

Outcomes: List up to three program outcomes, by priority, using measurable action words such as: define, demonstrate, name, analyze, or accomplish.

"As a result of their participation and experience in this program, participants will be able to..."

1. _____
2. _____
3. _____

Proposed format: NOTE: This information should represent the instructor's "ideal," and is intended as a starting place for discussions between the Contract Vendor Instructor and the CCAC Staff. Specific dates will be sent in an availability email request seasonally.

Preferred Class Duration:

☐ 5 to 6-week sessions meeting once a day per week

☐ Express Workshop Meets one or two days, single-day event

Class Details:

Participant Age Range: ☐ 7-13 Years ☐ 14-17 Years ☐ 18-99 Years ☐ Other

Minimum enrollment: _____ Maximum enrollments (cannot exceed 12): _____

☐ Confirming, if selected for onboarding, I will send a completed a supply list of items students will need for the class to CCACOrders@capecoral.gov. These are items that are already available and carried on a regular basis in the supply store or include direct links if not currently carried.

☐ Yes, I have completed and attached an Instructor Application.

Cape Coral Art Center

4533 Coronado Parkway Cape Coral, FL 33904

239-574-0802 · ArtCenter@capecoral.gov



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Lesson Plan

Please include planned projects, instructional strategies, class work, and homework plans.

Workshop Day/ Ongoing Class Week 1: _____

Workshop Day/ Ongoing Class Week 2: _____

Workshop Day/ Ongoing Class Week 3: _____

Workshop Day/ Ongoing Class Week 4: _____

Workshop Day/ Ongoing Class Week 5: _____

Workshop Day/ Ongoing Class Week 6: _____

Instructional Strategies

- | | |
|---|---|
| ☐ Visual Aids | ☐ Case Methods |
| ☐ Higher Level Questioning/Problem Solving | ☐ Discussion |
| ☐ Vocab Activity | ☐ Cooperative Learning |
| ☐ Gallery Walk | ☐ Integrating Technology |
| ☐ Studio Tour | ☐ Brainstorming |
| ☐ Interactive Activities | ☐ Working from Still Life |
| ☐ Technique or Hands-on Demonstration | ☐ Working from Photographs |

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