

# 1000 Islands Summer School of the Arts Course Proposal FAQs & Information

## **SO YOU WANT TO BE AN INSTRUCTOR...**

The 1000 Islands Summer School of the Arts (SSOA) is seeking dynamic course proposals for next summer! Visual artists, writers, dancers, musicians and culinary artists are encouraged to submit 2-5 day course proposals in all areas of the expressive and creative arts. These may include (but are not limited to) courses in sculpture, drawing, painting, writing, story-telling, drum building, introductory dance, cooking, baking, textiles, framing, etc.. Course proposals may be for any of our campuses (Kingston, Brockville, Cornwall). Does this sound like you? Read the suggested tips below to help you be a 1000 Islands Summer School of the Arts success!

## **HOW DO I SUBMIT A SUCCESSFUL COURSE PROPOSAL?**

### **Think Outside the Box**

The SSOA is all about being creative! What makes us successful is our ability to offer unique courses in a condensed time-frame. Traditional skills and courses are always welcome, however, think about proposing courses that aren't typically offered during the fall and winter semesters. What skills do you have that set you apart from other artists/instructors? Do you have an unique skill or technique to share? Do you have an interesting or inspiring theme for a traditional technique? We want to hear from you! All applications are given equal consideration. Our goal is always to provide a diverse and eclectic mix of opportunities for our students.

### **Keep It Short, But Tell Us Everything**

Your course descriptions and bios **MUST** be concise and limited as indicated on the Course Proposal Form. The information you provide is used in our course guide and on-line content. It must be clear and direct. If we don't understand what you are wanting to teach, neither will perspective students.

Please do not separately email us extended biographies or descriptions. If we require more information from you, we will contact you accordingly.

Also make sure you complete the form in its entirety. If we are asking for information, it is because it helps us in the selection, scheduling, and promotion of our classes. The time-line we must adhere to for course selection, to ensure our guide is published on schedule and spaces are booked, does not allow for lengthy back-and-forth to obtain the required information. Failure to complete the course proposal form correctly or fully may result in your course not being considered.

### **Keep It Fresh**

We love to hear that your past courses have been successful, however, we will not run the same workshop on the same campus back-to-back. We **WILL** consider running it on one of our other

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two campuses. If you are only interested in teaching on a specific campus, please submit a new idea. We'd love to have you back!

### **Consider Your Needs**

Each campus has its own specific resources available to students and instructors. For example, as a post-secondary institution, classrooms do not typically have a water source and may be limited in their electrical capacity. Brockville campus is the **ONLY** campus with official art/pottery studios. This is because Brockville is home to the full-time Visual & Creative Arts- Fine Arts program. As such, accommodations must be made on Kingston and Cornwall campuses to run such classes. As we expand our programming, we are continuously working to improve and make the arts experience on all campuses as inspiring as possible. It is very important that you clearly indicate your needs so we can provide you with the best possible space for your course.

Please also note that students may be asked to bring their own equipment, which we can have secured in the instructional space to avoid them having to transport throughout the duration of the course. For example, students willingly supply their own easels for part-time classes during the fall and winter semesters on Kingston campus. At this time, it is not college practice to rent easels or other art equipment from outside resources. Instructors are asked **NOT** to act on behalf of the college in this regard, as we will not be assuming liability for the equipment or its use.

### **A Picture Is Worth A Thousand Words**

Please ensure you provide us with photographs of your work that meet the requirements indicated on our course proposal form. This means you do **NOT** take images from your website, as the digital files have been compressed and will not translate to print.

Also make sure your image relates to your workshop. We know you do amazing things, however, when deciding what courses to offer we need to see what students will be doing, and they want to see this as well. Even if your photo isn't selected for the guide (we cannot fit them all), we **WILL** use images for our social media campaigns leading up to your course and on our website. Clear, well-lit, uncluttered, images work best.

If you are an author submitting a course offering, a head-shot or photo taken from a time you offered a similar course may be submitted in lieu of 'art sample'. You must own the rights to the image, however.

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## **HOW CAN I HELP ENSURE MY COURSE RUNS ONCE SELECTED?**

### **Help Us Help You**

We want all of our instructors to be successful in running their courses, but we can't do it alone. We distribute thousands of printed guides across the province in addition to paid social media ads which last year reached over 150 000 people! As an instructor, it is essential that you share your course offering with your mailing lists as well. We will provide you with print materials and will gladly send you more as required- you just have to ask!

### **Don't Compete Against Yourself**

So you have a great course/workshop idea and you want to run with it. We get it- you need to eat. However, running the same workshop in your home studio or elsewhere leading up to your course with us is essentially competing against yourself- students have no reason to take it again at the college! We DO suggest you run different courses and use them to promote your SSOA course and distribute the guides. Chances are people will want to take another course with you, so give them something different to try!

### **Get Social & Spread the Word**

Social media is the most effective way to stay connected and help promote your course. Be sure to follow our SSOA Facebook page, and share related work and information about yourself and your courses. We will profile instructors and gladly share photographs of your work, as well as your website information. Be sure to encourage your students to follow us as well, and share photographs from your courses when they run!

Coming from out of town? That's okay- so are many of our students! Share your course information with your usual mailing list and on social media regardless of distance. Your contact may not be travelling this way, but they may know someone who is! All it costs you is your time, so share! Share! Share!

### **Tell Us What You Need**

We WANT you support you! Just tell us what you need and we will do our level best to help.

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## **HOW DO I RUN A GREAT COURSE?**

### **Show Your SLC Pride!**

When you run a course through SSOA, even if it is one day, you are an employee of St. Lawrence College- Welcome to the family! This means we expect that instructors will act with the same level of positivity and professionalism as our other professors. If you are having any difficulties, please contact the appropriate resource person on your campus (you will be provided with this information). We will gladly assist you to the best of our ability.

Decisions regarding room use and resources are made based on a variety of factors, weighing the needs of SSOA students/ instructors against schedules and needs of other programs and maintenance requirements (including construction). We ABSOLUTELY need to hear your concerns- your students should not. Students participate in SSOA for a fun and informative experience. Please come to us directly if there is a problem so we can work together to come to a resolution. Complaining in-class and/or on-line taints the over-all experience for students, and reflects poorly on you as an instructor. Please direct students to the contact provided so that we may address concerns. Student will also have an opportunity to provide feedback toward the end of their course, which we use to improve the experience.

Let us handle concerns so you can focus on teaching and inspiring!

### **Ask Questions**

Entering a new environment, especially for a short period, can be disorienting. If you have questions, please do not hesitate to ask. Not only will it help you, it will help us in supporting instructors moving forward.

### **Smile**

Ultimately, you are here to have fun, inspire, and educate! Smiles are contagious. People are far more likely to remember how they 'felt' in your workshop than everything that you actually said (sorry). A smile can go a long way to making a budding artist feel supported. When participants leave your workshop feeling good about the over-all experience, they will be more inclined to continue to follow you, your work, and your workshops beyond SLC.

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## **WHAT ELSE SHOULD I KNOW?**

### **The Campuses- Classrooms & Communities**

You may apply to offer courses on any or all of our three campuses, Brockville, Cornwall, and Kingston. For those from outside of the area, our campuses are approximately one hour apart and are located along the St. Lawrence River; Kingston being our largest campus, and Brockville our smallest. All of our campuses are on the VIA train Toronto-Montreal route and are located in vibrant communities with an abundance of festivals, galleries, shops, restaurants, and historical sites to entertain after class.

Each campus has its own unique resources, which instructors should know before completing a course proposal. This does not mean your course can not be accommodated at a different campus, but some concessions/adaptations may be required on your part as an instructor, and in some cases, by students. However, most participants are happy to adapt so long as they know prior to the course beginning. This is why accurate completion of your course proposal form is so important.

As a general guide, Brockville campus is the only campus with a dedicated art studio and pottery studio, which means it is also the only campus with arts equipment such as easels, model stands/props, printing press, and donkeys. Kingston is the only campus with instructional/industrial kitchens that can be used for culinary classes. Cornwall and Kingston are the only campuses that have welding shops and carpentry capabilities. If you have any questions, please contact our office.

### **The Campuses- Residence**

All of our campuses offer residences for students and instructors as required. If you are from out of town, we will automatically book you a space in our residence at no cost to you. Should you decide to stay elsewhere, SLC does NOT cover the cost of your accommodation, nor do we provide mileage.

### **Ministry & College Requirements**

As an instructor with SLC, you may be asked to complete specific on-line safety training as well as provide a course delivery schedule/outline in a specific format. We will provide you with all necessary information and templates to complete these items, as well as support and access to computer if need be. Such items are required by the Ministry of Advanced Education & Skills Development (formally Ministry of Training, Colleges and Universities), as we are an accredited institution.

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## **Other Notes**

All information provided to us must be done digitally and in the format requested. Handwritten outlines, proposal packages, and supporting information cannot be accepted. All course proposals must be submitted in the format provided via our Course Proposal Form in order for us to accurately catalogue and track your proposal. We will confirm the receipt of your proposal and contact you once our courses have been selected. Please note that the volume of proposals we receive may impact how quickly we are able to arrange and confirm our selections. We will make every effort to inform you of delays in this process.

The program coordinator is not solely responsible for the selection of courses. Once all proposals are received, they are reviewed by a panel and selected and arranged based on the indicated needs and interests of our students.

Thank-you so much for your interest in the 1000 Islands Summer School of the Arts. We look forward to reviewing your course proposal!