

Class Plan Worksheet

Are you interested in teaching a class or workshop for WPA? If so, this document can prompt a thorough class plan that you can then enter into the form (best for our records) or email through to wellingtonpotters.info@gmail.com.

Once completed, we will work with you to confirm a date and advertise the class to members.

SOME BASIC INFORMATION:

- 8 students maximum per class / course / workshop, 6 minimum. If there are not 6 students signed up within one week before it is scheduled to start, it will be cancelled with full refunds to students.
 - Wages for tutoring are \$50 / hour (+GST if required), + 30 minutes of prep time per class.
 - You will need to sign a contract for service if you haven't already done so. Please email admin (wellingtonpotters.info@gmail.com) if you are unsure if you have a contract already in place.
 - You are responsible for invoicing WPA for your time upon completion of the class / course / workshop. Invoices will be paid within 2 weeks of receiving the invoice.
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ADMIN DETAILS: This is the basic info for your class. These don't have to be exact dates, consider them your preferred days / time of day.

- What is the title of your class?
- What are the proposed dates of your class(es)?
- What time would your class start / finish?

MATERIALS NEEDED: This is the class list of materials that both the club provides and the students need to bring with them.

- Does clay need to be provided by WPA? If so, what kind?
- What other materials will need to be provided by WPA?
- What materials will you (the tutor) provide?
- What materials will the student need to provide?

CLASS DESCRIPTION: This is what your class is about and what students can expect to get out of it. Please be thorough. Specific information will help sell your class when it is up in HelloClub.

- What are the goals and expected outcomes of this class? (“By the end of this class, students will ... “)
- What are the base skills needed to be successful in this class? (eg Able to centre 1kg clay on the wheel, able to throw 500gm cylinders, etc.)
- Describe your class plan (see example below):

EXAMPLE 1: ONE DAY WORKSHOP

9AM - Introduction, goals and expectations. Go over materials

10AM - Throwing demo with centring tricks

11AM - Guided practice

Noon - Lunch

1PM - How to remove your piece from the wheel without destroying it

2PM - Coaching individual questions

3PM - Clean up

EXAMPLE 2: 8 WEEK COURSE

1/5 - Introduction. Demo throwing. How to re-use clay. Practice

8/5 - Throwing demo. All day practice

15/5 - Trimming demo. Students trim pieces

22/5 - Throwing practice/trimming practice

29/5 - Handles, bigger bowls, simple decoration

5/6 - Final trimming. Students select 5 piece to bisque fire

12/6 - Glazing basics. Students glaze 3 pieces they want to keep

19/6 - Collect and discuss finished work

Finally, you will need 2-3 photos that would best represent your class. They will be used as the header for your class on HelloClub, as well as for promotion. This can be your work, your student’s work, or any appropriate image that you have the rights to use.