JAMES RENWICK ALLIANCE FOR CRAFT
LIVE ZOOM COURSE
INSTRUCTOR INFORMATION

JRACraft hosts classes about American Craft History to fulfill our mission of appreciation, education, and connoisseurship of American craft. The course should be approachable for all students and is meant to encourage craft appreciation, exploration, and investigation.

GOALS OF JRACRAFT COURSES

- Engage students in craft appreciation and education
- Provide accessible instruction about craft history for all students
- Host an inclusive historical and contextual view of craft

DURATION

All JRACraft courses take place on weekdays between June 1 – July 31 2027, or from January 2 to February 28, 2028. Courses are 4 classes / 1 - 1.5 hours per class / 4 – 6 instructional hours

PAYMENT

Instructors are paid $150 per hour of class time, plus an additional one-time payment for content preparation with a minimum requirement of two classes. The preparation payment is $750 for a 4-week class.

SYLLABUS

The syllabus and/or a course outline must be submitted for review by JRACraft two months in advance to the first class. Feedback and preparation support outreach is encouraged and provided as needed. The course should:

- Reflect the goals of JRACraft courses.
- Include student resources of what to watch or read as it relates to the class content.
- Create opportunities for student involvement. (This can be through an optional assignment, through questions posed in the class, a zoom survey, or a prompt to use the chat or course management system.)

ROLES AND RESPONSIBILITIES

JRACraft

- Work closely with the instructor to provide information, feedback and resources to create the syllabus, course timing and class descriptions
- Ensure timely payment to the instructor
- Create and disseminate all marketing for the course
- Manage and share registration information with instructor
- Cover all fees related to the course registration, hosting and marketing
- Answer student questions regarding registration, the course management system and recordings.
- Set up the course on the course management system and post class recordings.

Instructor

- Attend 1-3 Zoom meetings to discuss and plan the course
- Work with JRACraft leadership to create the syllabus, course timing and class descriptions

- Communicate any course instruction, respond to questions and/or share further resources directly with the course participants
- Use JRACraft Zoom and course management system to manage and host course
- Maintain professionalism as a representative of JRACraft