



Adaptability ~ Workability ~ Flexibility

**2012 - 2013**

**REQUEST FOR PROPOSALS**

School of Arts & Culture  
at the Mexican Heritage Plaza

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## **A Place of Learning and Culture**

The School of Arts & Culture at the Mexican Heritage Plaza is a unique community cultural arts center located at the corner of Alum Rock Avenue and King Road in San José. Situated in the heart of Sal Si Puedes, a predominantly Mexican American neighborhood since the mid-20<sup>th</sup> century, the School rises from the site of a former grocery store, which was among the original targeted businesses for the historic boycotts organized by César Chavez to advocate for farm workers' rights in the 1960s.

The School at MHP is housed in a distinctive, modern facility featuring a theater, pavilion, gallery, general classroom spaces, and an outdoor square and gardens built in the architectural style of a traditional Mexican plaza. For over a decade concerts, plays, performances, art exhibitions, community events, corporate meetings, weddings, quinceañeras and more have been hosted onsite. It is now beginning an exciting new chapter of its history in the region.

*For more information, visit [www.schoolofartsandculture.org](http://www.schoolofartsandculture.org)*

**PRIORITY DEADLINE: September 11 at 5 pm [Fall classes]**

**STANDARD DEADLINE: November 9 at 5 pm [Winter and Spring classes]**

## **Overview of 2012-13 Classes**

Proposals are now requested from teaching artists and arts and education organizations interested in offering classes during the 2012 – 2013 academic year. Classes will be offered in 3 10-week sessions according to the following schedule:

Fall Session | September 24 – December 13 | Culminating Presentation + Open House: December 13 at 5 pm [No classes Thanksgiving Week: November 19 – 23]

Winter Session | January 14 – March 22 | Culminating Presentation: March 22

Spring Session | April – 8 – June 14 | Culminating Presentation + Open House: June 14

## Guidelines

1. Proposals must detail a one to one and a half hour class to be taught once to twice a week, during a ten-week session. Requests for longer classes are also accepted.
2. **Target participant age range: 6-17.**
3. Proposals serving children in the 0-5 age range and those serving adults will also be considered.
4. Proposals for classes in which children and their parents may participate together are encouraged.
5. Preference will be given to courses that focus on Mexican arts and culture; proposals focusing on other cultures and forms will be considered, in particular, those that illuminate the historical and cultural connections between the proposed art form and the culture and history of Mexico and other countries of Latin America.
6. Proposals may be in either traditional or contemporary arts.
7. Proposals should include appropriate, student-centered learning demonstrations and presentations at the end of the session.
8. Proposals may be selected for multiple day offerings or multiple age groups based on the teacher's availability. Age groups: 0-5, 6- 8, 9-11, 11-13, 14-17, and 14 - adults.
9. **Sequential courses that build skills over the course of the year will be considered, for example, an introductory course leading into a fundamental skills course that builds toward intermediate level mastery in a given art form.**
10. Teachers must attend one pre-planning meeting, a midpoint session check-in, and a post-session debriefing in each of the sessions.
11. **Courses selected that do not reach the minimum enrollment of 5 students may be canceled.** All classes will take place at the School of Arts & Culture at MHP.

In preparing your proposal(s), please align your curriculum and teaching practice with the School's Guiding Principles for Arts Education below:

### GUIDING PRINCIPLES FOR ARTS EDUCATION

- ❖ Promote inclusiveness by serving the diverse population of the San José region regardless of economic or social status, race, ethnicity, language, gender, age or abilities
- ❖ Foster an appreciation of the fundamental role of language in expressing all cultural identities and promote literacy in the particular languages of the Mexican Arts
- ❖ Deliver quality programming that supports the successful accomplishment of developmental milestones for youth and personal growth for adults with a focus on skill-building, self-esteem and cultural awareness
- ❖ Integrate the learning of art-making skills with an introduction to arts and cultural history, including the social and political context of the art forms
- ❖ Provide high quality arts instruction and experiences in Mexican Arts and its diaspora, including contemporary, traditional and "root" forms
- ❖ Develop artists into leaders, by promoting an awareness and understanding of the important role of artists as citizens in society
- ❖ Inspire all students to reach their fullest creative potential

## Daily Schedule: Monday - Thursday

4:00 pm – 9:00 pm      1 – 1 ½ Hour Classes

Classes can begin at 4 pm and must end by 9 pm (9 pm for adult classes).

## Key Dates for Fall 2012

- **September 6** – Last day for RFP Technical Assistance
- **September 11** – Proposals due to SAC by 5:00 pm electronically
- **September 18** – Notification of Proposal Applicants
- **No classes Thanksgiving week, November 19 - 23**
- **December 13** - Culmination and Open House at 5:00 pm

## Fees for Services

Teaching Artists in the program will be compensated at an hourly rate between \$35.00 and \$45.00, to be determined based on program needs, level of teaching experience and teaching artist's professional background.

## Technical Assistance

Technical assistance is available in both English and Spanish. For questions and assistance in preparing proposals please contact Nelly Torres, Programs Developer and Events Coordinator at [nelly@schoolofartsandculture.org](mailto:nelly@schoolofartsandculture.org) or 408-794-6250. Please allow 2 business days for response. Proposals must be turned in electronically in a PDF format.

**FINAL DAY FOR TECHNICAL ASSISTANCE IS THURSDAY, SEPTEMBER 6 FOR PRIORITY DEADLINE;  
NOVEMBER 6 FOR STANDARD DEADLINE.**

## Proposal Submission Process

Please prepare applications to include:

- Proposal Cover Sheet
- Detailed Course Description
- Course catalogue description
- Individual Teaching Artist's Resume

Completed proposals must be converted to the PDF format and e-mailed to:

[nelly@schoolofartsandculture.org](mailto:nelly@schoolofartsandculture.org)

## Proposal Review Process

Proposals will be reviewed by School staff. Proposals will be evaluated based on the following:

- Completeness of proposal (*all 4 items listed above*)
- Alignment with Guiding Principles and adherence to proposal guidelines
- Clarity of Proposed Course Description
- Teaching Artist's and/or Organization's applicable experience
- Demand

**INTERVIEWS:** If you have not yet been interviewed by the School, you may be contacted for an interview.

PLEASE NOTE: SELECTION OF YOUR PROPOSED COURSE DOES NOT GUARANTEE THAT IT WILL BE FULLY IMPLEMENTED. WE MUST HAVE A MINIMUM OF 5 REGISTRANTS FOR THE COURSE IN ORDER TO AVOID COURSE CANCELLATION.

***Thank you for your interest in the mission of the School of Arts & Culture  
at the Mexican Heritage Plaza!***

# Proposed Course Description

School of Arts & Culture at MHP

## Instructions

*(Use 2 separate pages maximum + Cover Sheet)*

The course description must address the following

1. Conceptual development;
2. Problem solving, and skills building experiences;
3. How the course will engage, excite and inspire the students;
4. How the course material might be adapted for more and less experienced students;
5. The arts studio habits of mind\*\* that will be fostered in the course;
6. If the course is not directly connected to Mexican Culture, please articulate the connection.

\*\* See *Studio Thinking Framework for a description:*

<http://pzweb.harvard.edu/research/StudioThink/StudioThinkEight.htm>

Please include the following:

**1 - Sample Lesson Plan:** Include a sample lesson plan for one 1-hour class. What are each class period's objectives and how does the time break down for each activity?

**2 – Final Presentation:** Describe a culminating learning demonstration or student presentation activity consistent with the content and goals of the course. The final presentations are scheduled at the end of each Session.

**3 - Skill Level:** All courses specify the skill level for the course, e.g., introductory for those with little to know prior experience; beginning, intermediate or advanced levels. Also address how course material might be adapted to meet the needs of students who are more and less advanced than proposed skill level.

**4 - Materials and Supplies:** List all materials required to teach the proposed course as well as supplies and materials that students will need. Also indicate if any equipment or materials will be supplied by the Teaching Artist instructor or Organization.

**At this time, we are not able to provide supplies.**

**5 - Classroom Facility:** Specify physical classroom needs (e.g. clear floor area, tables, desks and chairs, white board, electrical outlets, sinks, etc.)

**6 - Class Size:** Classes will typically range in size from 10 - 15 students. Explain any other class size restrictions for the proposed course. We adhere to a class size minimum of 5 and maximum of 20 students, depending on the discipline and instructor's experience.

**7 - Classroom Management:** Describe the Teaching Artist's or Organization's classroom management approach and methods.

**8 – Parent Participation:**

0 – 5: parent participation required; 6 – 10: parents must be on site; 11 – 13: parents must be on site; 14 and up: no parental presence required with parental permission

## Proposal Cover Sheet

School of Arts & Culture at MHP

2012 – 2013 Classes

### **Applicant Information**

Teaching Artist Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile/Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Teaching Artist's Organizational Affiliations: \_\_\_\_\_

Primary language: \_\_\_\_\_

Other languages fluently spoken: \_\_\_\_\_

### **Marketing Channels**

Would you be available to represent the School of Arts & Culture at school and community resource fairs and other public venues?  yes  not at this time

If so, when?  after school, 3 - 5 pm  mornings  evenings  weekends

SELECTION OF YOUR PROPOSED COURSE DOES NOT GUARANTEE THAT YOUR COURSE WILL BE FULLY IMPLEMENTED. THERE MUST BE A MINIMUM OF 5 REGISTRANTS FOR THE COURSE IN ORDER TO AVOID COURSE CANCELLATION.

How would you promote your course offering among your networks and community?

# PLEASE COMPLETE THE FOLLOWING FOR EACH COURSE PROPOSED

## Course Identification

Course Title: \_\_\_\_\_ Discipline: \_\_\_\_\_

## Catalogue Course Description (35 words or less):

## Student Age Groups

Indicate which age group your course is designed to serve. You may indicate more than one choice:

- |                               |                                 |                                   |
|-------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> 0-5  | <input type="checkbox"/> 11-13  | Target population: _____<br>_____ |
| <input type="checkbox"/> 6-8  | <input type="checkbox"/> 14-17  |                                   |
| <input type="checkbox"/> 9-11 | <input type="checkbox"/> Adults |                                   |

## Teaching Artist's Availability

Class Schedule: Fill in your own time frame to propose a 1 – 2 hour class. Classes will start at 4 pm and must end by 7 pm for children's classes, 9 pm for adult classes, Monday - Thursday. The School will consider a limited number of weekend and daytime classes, especially those that serve pre-school children and their parents or that serve retired persons.

### CALENDAR SESSION:

FALL | September 24 – December 13    WINTER | January 14 - March 22    SPRING | April 8 - June 14

Monday	Tuesday	Wednesday	Thursday
<i>example: 4 -5 pm</i>			

Availability outside of the above:

Day: \_\_\_\_\_ Time: \_\_\_\_\_  
Day: \_\_\_\_\_ Time: \_\_\_\_\_