



# WORKSHOP INSTRUCTOR APPLICATION

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## BASIC INFO

INSTRUCTOR NAME(S): \_\_\_\_\_  
CONTACT (PHONE, EMAIL): \_\_\_\_\_  
WORKSHOP TITLE: \_\_\_\_\_  
BEST DAYS AND TIMES: \_\_\_\_\_  
\_\_\_\_\_

CLASS SKILL LEVEL (CIRCLE ALL THAT APPLY):    BEGINNER    INTERMEDIATE    ADVANCED  
MAX NUMBER OF PARTICIPANTS: \_\_\_\_\_    SUGGESTED COST: \_\_\_\_\_

DESCRIPTION OF WORKSHOP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSTRUCTOR BACKGROUND / EXPERIENCE WITH TOPIC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORKSHOP CONTENT

### KEY CONCEPTS

Through this workshop, participants will gain an understanding of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KEY QUESTIONS

What questions will guide instruction? (to be posed and answered during instruction)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# WORKSHOP OUTLINE

## INTRODUCTION

TIME: \_\_\_ min

Get acquainted with participants. Introduce tools and materials.

## BRIEF OVERVIEW

TIME: \_\_\_ min

Give participants an idea of what they can expect to learn and make during this course.

## SAFETY

TIME: \_\_\_ min

Go over relevant safety information, cautions, and protective equipment.

## INSTRUCTION

TIME: \_\_\_ min

Share any information participants should know prior to beginning the project.

## DEMONSTRATION

TIME: \_\_\_ min

Provide a step by step walkthrough of the entire process.

## PLANNING

TIME: \_\_\_ min

Organize materials and plan project.

## EXECUTION

TIME: \_\_\_ min

Observe participants as they complete their projects. Provide positive feedback and direction as needed. Be encouraging. Give frequent attention to each participant.

## DOCUMENTATION

TIME: \_\_\_ min

Take pictures! Makerspace loves our makers and the things they create! Take time to capture photos of their completed (or incomplete) projects!!! (This is not optional)

## THANK YOU!

Thank you so much for your interest in teaching a Makerspace Workshop! Your willingness to share what you know is a huge part of what makes our space and the maker community as a whole so great! Please Email this application to [support@makerspacegf.com](mailto:support@makerspacegf.com). Your application will be promptly reviewed and you will be contacted with follow-up questions and/or to schedule the workshop!