

## Gordon School of Art

### Parent/Student Handbook for Local Classes

The purpose of this handbook is to provide information on Gordon School of Art fees, policies, and classroom procedures. Please read through this handbook before coming to the first class and keep it as a reference for later.

#### CLASS LOCATION

Classes are held at 2201 South Oneida St. (in the Heid Music building), two blocks south of Lambeau Field.

#### CLASS TIMES

Classes meet once per week for eight weeks.

MONDAY.....4:00 - 5:30 pm

MONDAY..... 6:00 - 7:30 pm

THURSDAY ...1:00 - 2:30 pm

Note: These times are subject to change. Check the local newsletter for current times.

#### TUITION PAYMENTS

The tuition is due the first week of each new quarter. Make checks payable to John Gordon.

#### SUPPLY COSTS

The cost of supplies for beginning students is currently \$40. This is a one-time fee covering the cost of a **3-ring binder workbook with worksheets and drawing paper, pens, pencils, 2 eraser tips, a ruler, and a supply case.** It also covers some in-class supplies, like ink, the use of brushes, rulers, scissors, etc. The student will need other supplies for higher level projects. They can be purchased as needed either from me in the classroom if I have them or at an art supply store.

#### AVAILABLE CLASSROOM SUPPLIES

A number of supplies are available for purchase in the studio. The most commonly needed materials and their current prices are:

|                           |      |
|---------------------------|------|
| workbook binder-----      | 2.50 |
| pens-----                 | 1.00 |
| eraser tips-----          | .10  |
| grid sheets-----          | .50  |
| new worksheets-----       | .10  |
| pencils-----              | .25  |
| rulers-----               | .50  |
| drawing paper (30 sheets) | 2.00 |
| kneaded eraser-----       | 1.00 |
| supply case-----          | 1.00 |

Because younger students often misplace their supplies, it is a good idea for them to keep some extra change in their supply cases so they can purchase what they need when they need it.

(I will tell students ahead of time what materials they will have to purchase elsewhere for upcoming projects.)

### **CLASS AGE RANGES**

Since all instruction in this program is individualized, there will be a mixture of ages in all classes ranging from age 8 through adult. This allows for maximum flexibility in scheduling and making up classes. It also provides a uniquely stimulating, inter-supportive learning atmosphere.

### **THE BASIC LESSON STRUCTURE**

After their initial training, all students follow the same basic 3-part procedure each class. They will work on:

1. **Drill** exercises to master the skills they learned in earlier classes. Drills are short practice sessions extended over a number of weeks.
2. **Worksheet** exercises to learn new skills in preparation for later projects.
3. **Projects** to integrate and apply previously learned skills through picture drawing.

### **CLASSROOM PROCEDURES**

**Drill and Worksheet Practice.** When students enter the classroom, they take their seats and immediately begin work on their assigned drill and worksheet exercises. (The number of exercises to be done on each worksheet per practice session is found in the assignment section at the top of the page.)

**Performance Evaluation.** When they finish their drill worksheet exercises, students take their work to the teacher for evaluation.

#### **Project Work.**

Under the guidance of the teacher, students work on their drawings until the end of class.

### **MISSED-CLASS MAKE-UP POLICY**

There will be no refunds for classes missed, but any missed class can be made up at any time during the quarter in which it was missed or during any later quarter in which the student is enrolled. This is a very liberal make-up policy designed to give maximum flexibility to parents and students.

### **RE-REGISTERING AND DROPPING OUT**

I ask parents to let me know prior to the end of each quarter if their child will or will not be attending classes the following quarter. My classes are usually at or near capacity, so it is very important for scheduling purposes that I know as soon as possible when openings will be available.

### **HOME PRACTICE POLICY**

It is important that students practice at home during the week. I recommend a total minimum of an hour and a half -- the same amount of time they spend in class. But the most important factor is not the length but the **regularity** of practice. Even 5 or 10 minutes a day can yield remarkable results when maintained over a long period.

Home practice should be conducted according to the same standards applied in the classroom. (If a parent or older sibling is willing to help the student at home, let me know. I will provide specific instructions on how to do so.)

**NOTE:** Younger students will not be given the go-ahead for home practice until I feel they are self-regulated and self-critical enough to profit from it.

### **FOLLOWING STUDENT PROGRESS**

Near the front of each workbook is a **curriculum summary guide** that lists, in order, all of the worksheets and projects in the course. Each time a worksheet is mastered or a project successfully completed, the student or parent should place a check mark in the blank directly across from it on the guide. (Mastered worksheets and projects are marked with a large star.) By referring to this sheet, it can be seen at a glance how far the student has progressed toward satisfying the course requirements.

### QUARTERLY NEWSLETTERS

The newsletter for each quarter is available online at [www.newmasters.com](http://www.newmasters.com). It will be posted during the week prior to the start of the quarter. I will also have copies available in class. **Each newsletter contains a list of all the class dates for the up-coming quarter** and items of interest to parents and students, including news of student awards and achievements, art competitions, field trips, etc.

**NOTE: If you or your child have received any recognition for an art-related accomplishment, please let me know.**

### WEBSITE

Visit the Gordon School of Art website at [www.newmasters.com](http://www.newmasters.com). It features examples of student work as well as information on the program's history and philosophy and information on my teaching and artistic background.

### GENERAL POLICIES

- Younger (8-10) students should be accompanied by a parent to the interior studio door and wait with them until I arrive.
- Students older than 10 may be dropped off by the exterior door no sooner than 5 or 10 minutes before the start of class and picked up promptly after class so they are not left unattended.
- Food, chewing gum, and beverages (other than bottled water) are not allowed in the studio.
- Once the class begins, students are to work quietly without engaging each other in unnecessary conversation.
- For purposes of maximizing student concentration, siblings and close friends are asked to sit at separate tables in the classroom.
- Younger students who wish to temporarily leave the studio during class should talk to me first.

### IF A STUDENT STRUGGLES

There will be times when students will struggle with some aspect of this program, particularly in the beginning. All such problems are correctable. Most drawing problems are psychological in nature: impatience, distractibility, compulsivity, etc., but often they are instructional. A student may be over-challenged or under-challenged, or may be struggling because a process has not been properly explained.

Often I can sense the problems and work to correct them, but some students are not so easy for me to "read" and in failing to recognize their struggles, I may fail to make the proper teaching adjustments. In these cases I need student and/or parent feedback.

Please feel free to call me at home or stop in the studio after classes if you have any questions or concerns.

*John Gordon*