



QUICKIES



INSTRUCTOR'S  
MANUAL



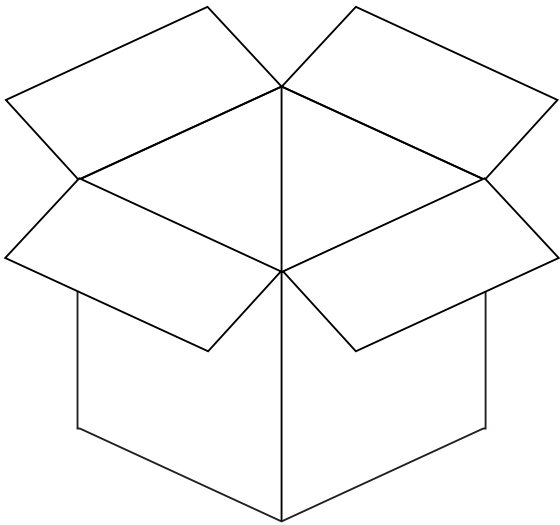




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GET INFORMED

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# WHAT IS QUICKIES?

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- Quickies is a workshop series taught by and for RISD and Brown students.
- Fellow students are each other's most valuable resource. Workshops take advantage of this through collaborative learning and are meant to provide a framework for students to think critically about their education.
- Students determine workshop schedule and structure, which gives them an opportunity to engage with current and emerging issues in their own work, their disciplines, and society.
- Quickies advances knowledge and contributes to the intellectual commons by freely and openly sharing information.
- Quickies brings the RISD and Brown communities together and allows them to benefit from each others unique bodies of knowledge.

# WHY WORK WITH US?

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- Get paid workstudy money!
- Meet cool people who share the same interests as you.
- Learn teaching skills by engaging with fellow students and alumni.
- Reinforce your own skills through teaching others.
- Gain access to top-notch facilities and get reimbursed for supplies of your choice.
- Become a part of the Quickies community and get instructor perks including being featured on our website, and a fresh t-shirt.



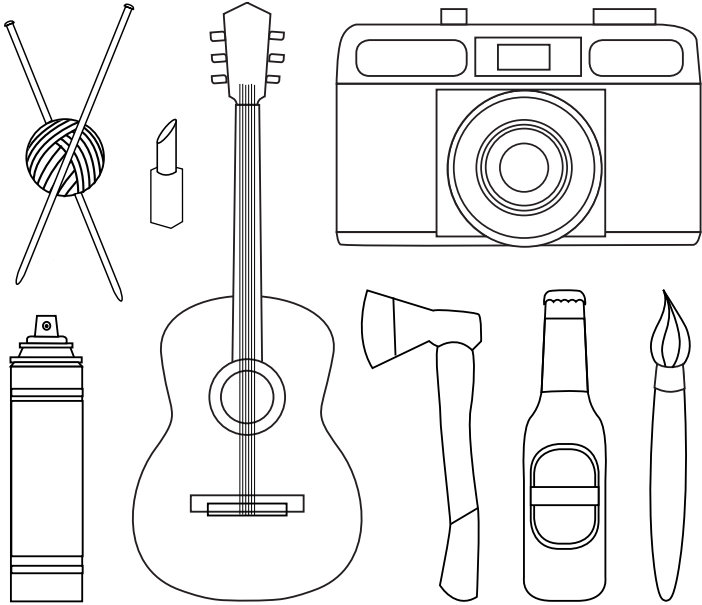






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TEACH



# FIND YOUR SPECIALTY

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- Utilize your major: are you a graphic design student? Teach Adobe Suite! Are you a furniture design student? Teach a class about jointery!
- What are your passions outside RISD? Try teaching others about one of your hobbies like crochet or parkour.
- Are you a musician? Why not host a jam session that teaches students how to improv?
- Do you have business skills? Do you run a blog? Teach your peers about utilizing social media or how to create a good portfolio website.
- Have an idea for a collaborative project? Run a Quickie to teach everyone the skills needed and create something awesome together.

# MAKE A LESSON PLAN

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- Fill out a submission form at <http://www.risdquickies.com>
- Email your completed form to [info@risdquickies.com](mailto:info@risdquickies.com) and wait for it to be approved by the Quickies coordinators. Coordinators will get back to you within a week approving your submission, or, suggesting changes.
- A completed submission includes a catchy title, a lesson plan for the workshop, a supplies list (including snacks!) with projected costs, an attendance goal, and a location.
- When it comes time to purchase supplies, go to the CSI office to take out the CSI Credit Card and purchase your supplies.
- After the workshop is over, fill out an evaluation form online at <http://www.risdquickies.com> and submit it to a coordinator for approval.
- A completed evaluation includes actual time and attendance of workshop, and valuable qualitative feedback.

# INSTRUCTOR'S CHECKLIST

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## YOU

## US

before  
winter break

- brainstorm and plan your workshop
- hand in submission form
- check master schedule

- approve submissions
- make master schedule
- prepare t-shirts

one week before

- take out card to buy supplies
- confirm event space, date, and time with coordinators
- start promoting with posters and word of mouth
- rent any relevant media resources

- book space
- make facebook event
- add your event to RISD calendar
- add your event to Brown calendar.

day of

- show up 20 minutes early to set up
- have attendees sign-in on arrival
- save excess materials to return to coordinators

- coordinator attends and photographs workshop for Quickies' blog

- approve evaluation form
- publish blog post on event
- confirm hours worked for work-timecard

after

- clean up after workshop
- fill out and turn in evaluation form
- hand in confirmed timecard

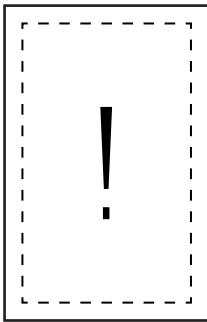
# PUBLICITY

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- After your workshop has been approved, it's important to publicize your event so people will know about it.
- As part of your lesson plan, write a comprehensive event description of your workshop for Quickies to include on their website.
- Quickies coordinators will make a facebook event for you through the Quickies page.
- RISD students are visual, so make a ton of posters and hang them up all around Brown and RISD campuses.
- Quickies will supply a master poster (big daddy) for the whole wintersession schedule as well as weekly informational posters, but it's up to you to make individualized event posters for your workshop.

**BIG DADDY**

<p>WEEK 1</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>_____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>WEEK 3</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>WEEK 4</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>WEEK 5</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>WEEK 2</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		



↑  
**YOU**

**WEEK 1**

**BIRDWATCHING**  
friday 4:00

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**SWORD SWALLOWING**  
saturday 2:00

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**SORCERY**  
sunday 1:00

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ATTEND

# PAST WORKSHOPS

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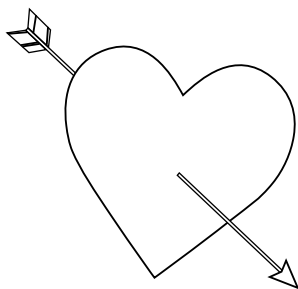
- Indigo dyeing
- Silkscreen
- Marquetry
- Nail art
- Knitting
- Basic electronics
- Intaglio
- Introduction to organic chemistry
- Etching
- Bike repair

\* see <http://risdquickies.com> website for pictures of past workshops

# WHY ATTEND?

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- Diversify your learning experience!
- Acquire a skill you can't in your department.
- Shake off the art school vibes and attend a workshop about science or language.
- Meet Brown and RISD students who share your interests.
- Get access to free art supplies, equipment, studio space, and snacks.
- Bring home some cool stuff.





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get in touch!

<http://risdquickies.org>

<http://www.facebook.com/RISDquickies>

<http://www.twitter.com/RISDquickies>

[quickies@risd.edu](mailto:quickies@risd.edu)