ARCHIDIARIES

pages from theory and practice

Guidelines for Tutors

This is a document for all Tutors wishing to offer a Workshop on our platform.

Workshops@ArchiDiaries

The medium of online learning presents a huge opportunity for everyone willing to acquire new skills and knowledge. ArchiDiaries supports this learning beyond universities and classrooms and thus is taking up the role of a facilitator. We aim to bring exciting online workshops from tutors across Design and Architecture universities, fields and experiences to students, fresh graduates or professionals looking for something new to learn.These workshops are a great convenience for co-learning from home, as well to collaborate and reach out people virtually which you couldn't earlier due to the barrier of physical distance.

For the third time this year, we are launching exciting online workshops **Winter 2020** in the month of December. We are now open for submissions from eligible tutors looking to offer something exciting in the world of design and architecture.

We have conducted similar workshops in the past and you can find out about the previous workshops [here](#).

Objective

These Workshops differ from the regular University semester courses in terms of structure, approach and content. They have to be innovative and unique. They explore emerging areas, provide space to test new ideas and methods, help understand critical sites and situations, or create opportunities to learn by making. The workshops at ArchiDiaries hosted on a digital platform for a period of **one to six weeks**.

Workshops

It is our aim to make sure that the participants make a well informed choice. To achieve this the tutor needs to explicitly state the objectives, mode of teaching or working, and learning outcomes of the courses up front. In the previous workshop, we have favoured Workshops which are oriented towards learning a new skill, method or technique or driven towards producing a document / guide of relevance.

Format of Workshops

The workshops are conducted through the Digital Platform. So all the classes are conducted using a **Video calling application** or meeting aplication. For easy communication amongst tutor and participants, we also create a **Google Classroom** for the duration of the workshop. This is the easiest way to accept submission, share files and keep track of participants' performances. We at ArchiDiaries are open to any other method of digital teaching that the tutor wishes to offer. This can be further discussed with us over email or phone, while structuring the Course.

As per our suggestion, the Workshop can be a **Short intense one** (spanning over a week, with 5-6 hours of contact daily) or a **Long relaxed one** (Spanning over three - six weeks with 2-3 hours of contact daily), in terms of timings and days.

Who can submit a proposal for a Workshop@ArchiDiaries

ArchiDiaries is a platform essentially catering to the Architecture and Design fields. Keeping in line with our goals, we Invite every graduate or professional with experience in similar fields / subjects or practice to offer their expertise at this platform. We favour tutors with some experience of teaching, or a good experience in the field of their offered workshop.

Guidelines to submit a proposal for Winter 2020

Please Remember the Following
1. The Workshops are courses ranging from five days to six weeks.
2. There can be flexibility regarding Contact hours and Timings.
3. These workshops are to be offered in between 1 December, 2020 to 31 December, 2020

The Proposal can be submitted by filling out the attached word file "Registration form_Tutor Name". Please send us the filled form at editor@archidiaries.com.

Below are some guidelines to help you fill out the form

1. About the Tutor

The workshop can be offered by a single tutor or a pair of tutors. Incase of proposing a course with multiple tutors, please mention all the complete information about both.
The tutor is free to hire a teaching assistant at their own discretion and comfort. For Remunerations for the TA, Please visit here.

2. Brief of the workshop

This is the most important part for communicating what the workshop is about. The brief should ideally answer the following questions
● What does the workshop entail? What is the main topic of the workshop?
● What is the method of teaching? Is it a lecture based or research based workshop or more like a seminar where there will be discussions.
● What can the participants expect to learn from the workshop?

In addition to a descriptive brief, we would also need a **day wise breakup** of the workshop activities / teachings and outcomes.

3. Outcome of the workshop

In this section you will have to mention what will be the final outcome from the workshop. It will be important to convey to the participants the nature / format of the outcome such as Drawings, models, Films, Images, Videos or other media.
It is also important to mention how the participants will reach the outcome of the workshop in stages.

4. Dates

For **Winter 2020** the dates that the tutor can chose from must range between **1-31 December, 2020. The workshop can spill over in the month of January, but it is preferable to finish it in the month of December.**

5. Timings

From our previous experience we have realized workshops with relaxed daily schedules are the most convenient. We recommend the classes to be in the evening over a span of three hours so that professionals and students can participate with ease.

6. Participants

You need to clearly mention the number of participants, and what shall be the prerequisites for them to be able to take the workshop. The prerequisites can range from skills of certain software [such as fluency in AutoCad] to their qualification [such as pursuing or graduate with a B.Arch Degree].
Please very clearly mention the Minimum and Maximum number of participants.

7. Remuneration

The Tutor needs to specify their expected remuneration on a **per participant basis**. Thus their remuneration will be the (Amount specified x Number of Particiapnts). For this purpose please very clearly mention the minimum number of students.

The payment from ArchiDiaries will be done at the end of the workshop.

The total amount charged by ArchiDiaries from the Participant will also include overheads and profits by ArchiDiaries in addition to the specified amount by the Tutor.

Documenting the workshop

Publishing and archiving on ArchiDiaries
- We **Record all the sessions** offered by the tutor for archiving purposes. This is also needed in case a student misses a session and requests us to replay it for them.
- Once the workshop is over we delete and do not share this recording with anyone.
- The tutor may keep the recordings for their personal research purposes. It is advisable that the tutor also does not share these recordings with anyone.

Terms and Condition

Please note that ArchiDiaries has full discretion at choosing which workshop to offer and rejecting proposals it does not seem fit.

ArchiDiaries reserves the rights to cancel the workshop, incase the minimum number of students requirement is not met, or any other reason it seems fit.

Contact

For any queries contact

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