

## Frequently Asked Questions

### General Topics

**1. Where do the classes meet?**

All classes and workshops are held in the Swarm Studios central classroom space in Oakland's Jack London Square District. You can access the Swarm Studio space through the Swarm Gallery.

**2. What parking is available?**

There is ample, safe, street parking available on 2<sup>nd</sup> Street, in front of Swarm Gallery. For more details on parking options, please go to the Swarm Website <http://www.swarmstudios.net/contact.htm> .

**3. How do I register for a class?**

All registration is online. You must register via the RegOnline link posted on the course listings page <http://www.swarmstudios.net/studio/artprimer.htm> You will be asked for a valid credit card number to pay for the course in order to successfully register for the class. Following successful registration, you will receive additional details about course materials and recommended texts.

**4. What is your cancellation and refund policy?**

You may cancel your registration for the *Professional Practices for Working Artists* course at any time. A full refund is available to students who cancel three full business days before the class. A partial refund is only available to students who **cancel in writing by 5pm, Thursday, October 12,** prior to the second class meeting. After that date, no refunds will be issued. Refunds will be mailed to you in the form of a check, 4-6 weeks after the cancellation notice has been received.

For the half-day workshops, cancellations must be received at least three business days prior to the class. Cancellations processed in time will be entitled to a full refund, minus a small processing fee. Cancellations received after that time will not receive a refund.

**5. Can I pay for classes in installments?**

At this time, we are unable to accept installment payments. All payments must be made in full, at the time of registration, with a credit card. Registration for each class will be confirmed when payment is received.

**6. How often will you be offering classes and workshops?**

We plan to offer the current series of courses again in early 2007. Course prices will be increased, as the current prices are introductory rates.

**Professional Practices for Working Artists Course**

**7. Who should attend this class?**

This class is intended for visual artists who are working on or have completed a body of work. This includes:

- Artists who have recently completed an undergraduate and/or graduate degree in art
- Artists who want to get more exposure for their work, but are not quite sure what steps to take
- Artists who want to better understand the art world and the processes for exhibiting their work

**8. How long does the class last?**

The *Professional Practices for the Working Artist* class meets once a week, for three hours, over a four-month period (October 2006 – January 2007)

Please refer to the course listings page

<http://www.swarmstudios.net/studio/artprimer.htm> for complete course descriptions and meeting dates.

**9. How big is the class?**

There is a minimum enrollment of eight artists, and a maximum enrollment of fourteen artists. This allows us to provide each artist with individual attention as needed.

**10. Who teaches this class?**

This class is co-taught by **Cynthia Lait** and **Jamie Brunson**, both experienced instructors and exhibiting artists. In addition, both instructors are available for private consultation. Additional information on the instructors is available on the course listings page

<http://www.swarmstudios.net/studio/artprimer.htm>).

**11. What course materials do you use in the classroom?**

Each student will receive the course materials on a CD at the first class meeting. On this CD, you will also find a syllabus outlining the topics to be covered and weekly homework assignments. In addition, you will be required to purchase two books (Cay Lang's [Taking the Leap](#) and Caroll Michel's [How to Survive and Prosper as an Artist](#)) that support the course materials. We will also recommend many online resources that we have found to be useful in our research.

**12. What if I am unable to print the course materials?**

You may purchase a printed copy of course materials for an additional \$25 fee. This option is available on the registration form. By selecting this option at registration time, we can have your printed course materials ready for you at the first class meeting.

**13. What if I have to miss a class?**

Please do your best to make this course a priority and to attend every session. We realize that this course is a big financial commitment, so we strongly recommend that you attend every session to get the full benefit. Class sessions include many exercises and interactive sessions that enhance the course topics.

**14. What are the additional benefits of attending this class?**

As part of the class, you will be subscribed to an email group list. An online discussion group will be made available during the course of the class, allowing you to hold online discussions with your classmates.

After completing this class, you will be invited to participate in the growing network of graduates from previous classes. This network allows you to be part of a large group of working artists from around the Bay Area. In addition, we will use this network to let you know about Calls for Art, and keep you updated on other activities in the art world. Of course, membership in this network is completely optional.

**Half-Day Workshops**

**15. Who teaches the workshops?**

**Cynthia Lait** leads the workshops on Websites for Artist: The Digital Portfolio, and A Goal Setting Workshop for Artists.

**Jamie Brunson** leads the workshop on the Artist's Statement.

In addition, both instructors are available for private consultation. Please send an email to [artprimer@swarmstudios.net](mailto:artprimer@swarmstudios.net) to schedule a private consultation.

**16. What Course Materials do you get with the workshops?**

Course materials for each half-day workshop will be distributed as printed materials.