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	VDA	I. 4

29 W 56
6th Floor

PROPOSED PROGRAM OF COURSES FOR TEACHERS AND CHILDREN

The following program of courses and classes is proposed as an essential part of the Museum's educational program for this year. Without any solicitation, there are over 90 requests for children's art classes; last summer's class in Art Therapy had 58 members and the Fundamental Design of Today class taught by Joseph Albers had 65 in it and several applicants had to be refused.

These suggested courses and classes have been requested by teachers and parents because they meet an urgent need in today's educational crisis. This crisis is brought about by the fact that art staffs, particularly on the college level, have been depleted and budgets diminished, because of the war, resulting in the impairment of both quality and scope in the training of the teacher. Many courses on important problems such as therapy are not offered. This is, therefore, an ideal opportunity for the Museum, which is in a position to do so, to help meet this need. The program is in line with the Museum's policy to train teachers and carry on experiments in improving education, thus allowing the teacher to take the new ideas back to the school, rather than to duplicate the work of the teacher or the school.

The program proposes 7 courses for teachers and 14 classes for children. Four of the teachers' courses were given before and are being repeated, and three new courses are introduced to meet special urgent demands. Miss Virginia Murphy, Director of Art in the New York City Public Schools, has requested the courses on Therapy and Design. These courses carry "alertness credit" with the New York City Board of Education.

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The total expenditure for carrying on the program is \$7,133. Of this, \$5,300 is needed for rental and equipment of suitable space to hold the classes. We anticipate realizing \$6,925 this year if this program is started early enough to carry out all the classes proposed.

VI. Modern Crafts. Josef Albers

PROGRAM

	Expense	Income
I. Classes for members' children Given for the last two years with 20 in class each year 25 children to a class, 4 classes a semester, two semesters of 10 meetings each. Fee, \$12 a semester		\$2,400
Costs: Teachers, teaching 80 sessions Materials	\$640 250	
II. Classes for New York Public High School Students Given for the last three years; 1940-41, 4 classes, 108 students; 1941-42, 3 classes, 70 students; 1942-43, 1 class, 37 students. 25 students to a class, 2 classes a semester, two semesters of 10 meetings each. Fee, \$2.50 a semester		250
Costs: Teachers, teaching 40 sessions Materials	320 125	
III. What is Modern Art? Given for the last two years; 1941-42, 19 students; 1942-43, 32 students. 25 in class, one semester of 15 sessions. Fee, \$5 In-Service course for New York Public School Teachers		125
Costs: Teacher, teaching 15 sessions	120	
IV. Color and Design. Josef Albers Given summer, 1943, 65 students 40 in class, one semester of 15 sessions. Fee, \$25 For members, students, teachers. May be in-service course for New York Public School Teachers.		1,000
Costs: Teacher, teaching 15 sessions Materials	375 100	

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	Expense	Income
V. A New Approach to Occupational Therapy. L. Moholy-Nagy		
40 in class, one semester of 15 sessions. Fee, \$25 For therapists, students, teachers. May be in-service course for New York Public School Teachers.		\$ 1,000
Costs: Teacher, teaching 15 sessions	\$ 375	
Materials	100	
VI. Modern Crafts. Anni Albers		
25 in class, one semester of 10 sessions. Fee, \$20 For therapists, students, teachers.		500
Costs: Teacher, teaching 10 sessions	175	
Materials	100	
VII. Free Media for Workers in Therapy		
25 in class, one semester of 15 sessions. Fee, \$20 May be in-service course for New York Public School Teachers		500
Costs: Teacher, teaching 15 sessions	200	
Materials	150	
VIII. Art Therapy		
Given summer, 1943, 58 students		
25 in class, one semester of 10 sessions, Fee, \$10 Summer session course for New York Public School Teachers		250
Costs: Teacher, teaching 10 sessions	125	
Materials	25	
IX. Color and Design. Josef Albers		
Given summer, 1943, 65 students		
40 in class, one semester of 10 sessions. Fee, \$10 Summer session course for New York Public School Teachers		400
Costs: Teacher, teaching 10 sessions	275	
Materials	50	
X. Summer Classes for Children		
25 children to a class, one class a semester, two semesters of 8 sessions each. Fee, \$10 a semester		500
Costs: Teacher, teaching 16 sessions	128	
Materials	200	

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	Expense	Income
Expenditures for Room		
Installation of equipment Not including projectors not available for the duration, but may be borrowed as we have done in the past.	\$ 1,000	
Rent	2,000	
Rental of projection equipment and incidentals	300	
	<u>\$ 7,133</u>	<u>\$ 6,925</u>

Plan for Studio-Lecture Room for proposed courses in Museum of Modern Art.

Description of room plan: An area about 50' x 100' to be divided into two rooms, A and B, by partition.

A to be lecture room which can be darkened, will seat 60 persons and equipped with projectors, stereopticon for slides, bellopticon for opaque pictures, kodachrome projector, also 16mm movie machine for sound and silent film.

Room may include 15 collapsible tables designed by Mr. D'Amico to which 16 more should be added. Sink also is desirable. Front and side wall should serve as display board. Lecture room may in this way be converted into an extra studio as tables form a wainscoting when not in use.

B, studio, to be equipped with tables to accommodate 40 persons, cabinets for housing equipment, sink, and bulletin board. Front partition to serve as display board. Side wall may also serve as display board if available. Partition should be made of folding screens mounted on casters so that the entire room may be converted into a large studio or lecture room. Folding screens for partition are already available.

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THE MUSEUM OF MODERN ART

Miss Hawkins

Date October 11, 1943

To: c.c. Miss Ulrich
Miss Rindge
Mr. Abbott

Re: Classes

From: Mr. D'Amico

I have mapped out the following classes which I would like to get under way as soon as possible. Do you suppose that we might begin enrolling them right away for November 6th? I believe we should be set up by that time.

The classes are as follows:

For children - 2 classes Saturday morning 10 - 11:30 A. M. to run for 10 meetings ending Feb. 5. fee \$18 for non-members, \$12 for members

6 - 14 (2 section)
6-8 9-11, 12-14

①

- also a third and possible a fourth class for some afternoon during the week, preferable Friday, from 4 - 5:30. Terms same as above.

12

If you would like to make up a special announcement for members, I am attaching an earlier announcement which you may wish to follow. I do not, however, think that those who have made reservations should have priority.

For High School students

- I would also like to set up four classes for the New York Public High School students, two to run from 1 - 3 P. M., and two from 3:30 - 5:30 P. M. Saturdays. These, of course, would need no announcing.

②

I have in mind another class which I will talk to Miss Rindge about. It is a class for members which I would like to call UNDERSTANDING MODERN PAINTING to be taught Monday or Friday evenings, possible 7:30 - 9:30 P. M. by Mervin Jules. It could start sometime in November and run for 15 sessions, \$25 for members, \$35 for non-members. What do you think of this?

③

Victor

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The total expenditure for carrying on the program is \$7,133. Of this, \$3,300 is needed for rental and equipment of suitable space to hold the classes. We anticipate realizing \$6,925 this year if this program is started early enough to carry out all the classes proposed.

PROGRAM		Expense	Income
I.	Classes for members' children Given for the last two years with 20 in class each year		
	25 children to a class, 4 classes a semester, two semesters of 10 meetings each. Fee, \$12 a semester		\$2,400
	Costs: Teachers, teaching 80 sessions	\$640	
	Materials	250	
II.	Classes for New York Public High School Students Given for the last three years; 1940-41, 4 classes, 108 students; 1941-42, 3 classes, 70 students; 1942-43, 1 class, 37 students.		
	25 students to a class, 2 classes a semester, two semesters of 10 meetings each. Fee, \$2.50 a semester		250
	Costs: Teachers, teaching 40 sessions	320	
	Materials	125	
III.	What is Modern Art? Given for the last two years; 1941-42, 19 students; 1942-43, 32 students.		
	25 in class, one semester of 15 sessions. Fee, \$5 In-Service course for New York Public School Teachers		125
	Costs: Teacher, teaching 15 sessions	120	
IV.	Color and Design. Josef Albers Given summer, 1943, 66 students		
	40 in class, one semester of 15 sessions. Fee, \$25 for members, students, teachers. May be in-service course for New York Public School Teachers.		1,000
	Costs: Teacher, teaching 15 sessions	375	
	Materials	100	

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	Expense	Income
V. A New Approach to Occupational Therapy. L. Moholy-Nagy		
40 in class, one semester of 15 sessions. Fee, \$25 For therapists, students, teachers. May be in-service course for New York Public School Teachers.		\$ 1,000
Costs: Teacher, teaching 15 sessions	\$ 375	
Materials	100	
VI. Modern Crafts. Anni Albers		
25 in class, one semester of 10 sessions. Fee, \$20 For therapists, students, teachers.		500
Costs: Teacher, teaching 10 sessions	175	
Materials	100	
VII. Free Media for Workers in Therapy		
25 in class, one semester of 15 sessions. Fee, \$20 May be in-service course for New York Public School Teachers		500
Costs: Teacher, teaching 15 sessions	200	
Materials	150	
VIII. Art Therapy		
Given summer, 1945, 58 students		
25 in class, one semester of 10 sessions, Fee, \$10 Summer session course for New York Public School Teachers		250
Costs: Teacher, teaching 10 sessions	125	
Materials	25	
IX. Color and Design. Josef Albers		
Given summer, 1945, 65 students		
40 in class, one semester of 10 sessions. Fee, \$10 Summer session course for New York Public School Teachers		400
Costs: Teacher, teaching 10 sessions	275	
Materials	50	
X. Summer classes for Children		
25 children to a class, one class a semester, two semesters of 8 sessions each. Fee, \$10 a semester		500
Costs: Teacher, teaching 16 sessions	128	
Materials	200	

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	Expense	Income
Expenditures for Room		
Installation of equipment Not including projectors not available for the duration, but may be borrowed as we have done in the past.	\$ 1,000	
Rent	2,000	
Rental of projection equipment and incidentals	300	
	<u>\$ 7,133</u>	<u>\$ 8,925</u>

Plan for Studio-Lecture Room for proposed courses in Museum of Modern Art.

Description of room plans: An area about 30' x 100' to be divided into two rooms, A and B, by partition.

A to be lecture room which can be darkened, will seat 60 persons and equipped with projectors, stereopticon for slides, hellopticon for opaque pictures, kodachrome projector, also 16mm movie machine for sound and silent film. Room may include 15 collapsible tables designed by Mr. D'Amico to which 10 more should be added. Sink also is desirable. Front and side wall should serve as display board. Lecture room may in this way be converted into an extra studio as tables form a wainscoting when not in use.

B, studio, to be equipped with tables to accommodate 40 persons, cabinets for housing equipment, sink, and bulletin board. Front partition to serve as display board. Side wall may also serve as display board if available. Partition should be made of folding screens mounted on casters so that the entire room may be converted into a large studio or lecture room. Folding screens for partition are already available.

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PROPOSED PROGRAM OF COURSES FOR TEACHERS AND CHILDREN AND PLAN FOR
STUDIO-LECTURE ROOM

Plan for Studio-Lecture Room for proposed courses in Museum of Modern Art

Description of room plan: An area about 30' x 100' to be divided into
two rooms, A and B, by partition.

A to be lecture room which can be darkened, will seat 60 persons and equipped
with projectors, stereopticon for slides, bellopticon for opaque pictures,
kodachrome projector, also 16mm movie machine for sound and silent film.

Room may include 15 collapsible tables designed by Mr. D'Amico to which 10
more should be added. Sink also is desirable. ^{FRONT wall + side wall shd serve as display board} Lecture room may in this
way be converted into an extra studio as tables form a wainscoting when
not in use.

B, studio, to be equipped with tables to accommodate 40 persons, cabinets for
housing equipment, sink, and bulletin board. Front partition to serve as
display board. Side wall may also serve as display board if available.
Partition should be made of folding screens mounted on ^{casters} dollys so that the
entire room may be converted into a large studio or lecture room. Folding
screens for partition are already available.

Expenditures for Room

Installation of equipment Not including projectors not available for the duration, but may be borrowed as we have done in the past.	\$1,000
Rent	2,000
Rental of projection equipment and incidentals	300

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PROGRAM

I. Classes for members' children <i>given for the last two years.</i>		
25 children to a class, 4 classes a semester, two semesters of 10 meetings each. Fee, \$12 a semester		\$2,400
Costs: Teachers, teaching 80 sessions	\$ 640	
Materials	250	
II. Classes for New York Public School Students		
25 students to a class, 2 classes a semester, two semesters of 10 meetings each. Fee, \$2.50 a semester		250
Costs: Teachers, teaching 40 sessions	320	
Materials	125	
III. What is Modern Art? In-Service course for New York Public School Teachers		
25 in class, one semester of 15 sessions. Fee, \$5		125
Costs: Teacher, teaching 15 sessions	120	
IV. Color and Design. Josef Albers For members, students, teachers. May be in-service course for New York Public School Teachers		
40 in class, one semester of 15 sessions. Fee, \$25		1,000
Costs: Teacher, teaching 15 sessions	375	
Materials	100	
V. A New Approach to Occupational Therapy. L. Moholy-Nagy For therapists, students, teachers. May be in-service course for New York Public School Teachers		
40 in class, one semester of 15 sessions. Fee, \$25		1,000
Costs: Teacher, teaching 15 sessions	375	
Materials	100	
VI. Modern Crafts. Anni Albers For therapists, students, teachers.		
25 in class, one semester of 10 sessions. Fee, \$20		500
Costs: Teacher, teaching 10 sessions	175	
Materials	100	

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VII. Free Media for Workers in Therapy		
May be in-service course for New York Public School Teachers		
25 in class, one semester of		
25 in class, one semester of 15 sessions. Fee, \$20		\$ 500
Costs: Teacher, teaching 15 sessions	200	
Materials	150	
VIII. Art Therapy.		
Summer session course for New York Public School Teachers		
25 in class, one semester of 10 sessions. Fee, \$10		250
Costs: Teacher, teaching 10 sessions	125	
Materials	25	
IX. Color and Design. Josef Albers		
Summer session course for New York Public School Teachers		
40 in class, one semester of 16 sessions. Fee, \$10		400
Costs: Teacher, teaching 16 sessions	275	
Materials	50	
X. Summer Classes for Children		
25 children to a class, one class a semester, two semesters		
of 8 sessions each. Fee, \$10 a semester		
		500
Costs: Teacher, teaching 16 sessions	128	
Materials	200	
	<u>\$ 7,133</u>	<u>\$ 6,925</u>

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PLANS FOR THE EDUCATIONAL PROGRAM 1943-1944

I. PLANS UNDER WAY

A. Classes for Members' Children

	Income	Expense
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Two classes on Saturday morning and probably a third on Friday afternoon, for children in age groups from 4 - 15 years, to begin the week of November 1.

10 sessions, 25 children in a class, fee; members, \$12; non-members, \$18

	\$ 900	
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costs: Teacher, \$8 a session, 30 sessions		\$ 240
Materials		300

B. Classes for New York Public High School Students

Four classes on Saturday afternoon, to begin the week of November 1.

10 sessions, 25 students in a class
fee: \$2.50

	250	
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costs: Teacher, \$8 a session, 40 sessions		320
Materials		125

C. Circulation of the Following Exhibitions.

Each exhibition is lent to a school for a month.

Modern Architecture Construction Blocks
Modern Interiors Model
Modern Poster
Modern Theater
American Watercolors
Tricks in Movie Making

II. PROPOSED PLANS TO START AS SOON AS APPROVAL IS RECEIVED

A. New York Public School Program. I have outlined the following program for the New York City Public Schools and Miss Murphy, Director of Art, has approved it:

1. Library of Color Reproductions

4 sets of 20-25 color reproductions to be made up at the cost of \$60 each.

These will be circulated among the schools for periods of a month and will be borrowed by students to hand in their homes.

240

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2. Libraries of Texts on Modern Art

- 5 What is Modern Painting?
- 5 What is Modern Architecture.

Each library will contain 40 copies of a text. To be borrowed by a school for a period of a month and lent to students for classroom work or to be taken home. Cost: \$15 each

\$ 150

3. Three small models of wall and furniture units for teaching modern interior design. To be patterned after the model of Modern Interiors exhibition. Cost: \$60 each
To be circulated to schools for a period of one month.

180

4. Admission tickets

Each school would receive 50 admission tickets to the Museum. These are the regular tickets issued by the Educational Program (sample attached). These would bear the name of school and teacher only and would be transferrable from one student to another.

Note: A school using any of these services would become a member of the Program for New York City Schools and would be expected to cooperate with the Museum by furnishing criticisms and reports of the services, and allowing us to visit the school and see the materials in use.

B. What is Modern Art?

A class especially for New York City principals. 5 sessions beginning November 17. 25 in the class, fee: \$5

\$ 125

costs: Teacher (probably Miss Garson)
\$8 a session, 5 sessions
Materials

40
25

C. Understanding Modern Painting through Painting

A class for adults, amateur painters, and students in which they will study the various fields of modern painting by doing exercises in each field in relation to visits to the Museum and discussion. To be taught by Mervin Jules, starting sometime in November.

15 sessions, 25 in the class

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Plans for the Educational Program 1943-1944 Page 3.

fee: members, \$25; non-members, \$35	\$ 625
costs: Teacher, \$20 a session, 15 sessions	\$ 300
Materials	150

III. PROPOSED PLANS TO START IN JANUARY, but for which approval must be received as soon as possible to complete arrangements.

A. Classes for Teachers

1. What is Modern Art?

15 sessions, 25 minimum in class (lectures)	
fee: \$5	125
costs: Teacher, \$8 a session, 15 sessions	120

2. Color and Design - Josef Albers

15 sessions, 40 minimum in class	
fee: \$25	1,000
costs: Teacher, 15 sessions	375
Materials	100

3. Modern Weaving - Anni Albers

10 sessions, 25 minimum in class	
fee: \$20	500
costs: Teacher, 10 sessions	175
Materials	100