

Before the Residency

With the site coordinator(s)

- describe what you as an artist usually do in a residency (include examples of how you can customized the work for similar groups of children).
- Explore curriculum integration. Ask the site coordinator(s) and/or teacher(s) into which units they would like to integrate arts.
- Share objectives for all of the components of the residency.
- Design the residency for the core group(s).
- Decide if the residency will be product driven (e.g, a performance, exhibit) process driven
- Decide if the residency will have a culminating experience.
- Consider behavioral as well as educational expectations. These can include:
 - Strengthening the ability to assert independence;
 - Enhancing self-image and self-esteem;
 - Improving communication skills;
 - Improving coordination of fine and/or gross motor skills;
 - Naming and expressing inner feelings and moods;
 - Building discipline and concentration skill; and
 - Enhancing the ability to work cooperatively in a group.
- Consider what the core group(s) will be doing on a typical day.
- Consider how other students in the school may be involved.
- Consider how parents and/or the community may be involved.
- Determine needed space requirements, set-up, and materials/supplies.
- Consider how the teacher can be actively engaged.
- Discuss how you and/or teachers will periodically review the progress and goals of the residency.
- Plan how you and the teachers will periodically review the progress and goals of the residency.

During the Residency

- Give the residency your full attention. Challenge yourself in each residency.
- Be an appreciative and considerate guest.
- Be accessible; talk with students, teachers and community members beyond formally scheduled contact sessions.
- Develop activities that allow participants to work creatively as artists.
- Resist a product-oriented residency that would limit exploration and reflection through the artistic process.
- Arrange to present your professional work and share your artistic vision during the residency.
- Respect the residency schedule. Discuss proposed amendments with the on-site coordinator. Confer with the AIE staff if significant changes are proposed.
- Be flexible if change is needed. Remember that new ideas may emerge as the residency develops.
- Maintain open communications. Talk to teachers, staff, the on-site coordinator and administrators daily to share ideas and discuss residency progress. Voice your concerns and needs regarding scheduling, supplies and volunteer help.
- Be open and seek constructive criticism from residency participants.
- Act to resolve misunderstandings or potential problems immediately. Inform the AIE staff of any major concerns.
- Arrange to talk with students and teachers as needed to help them understand what they are doing and how their learning connects to other experiences.
- Use studio time for your own artistic work. Schedule open studio time for observations, when appropriate.
- Help the site implement assessment strategies such as journals, videos and group discussions.
- Ask the on-site coordinator to ensure that all necessary paperwork is in place to process your payment on time.

- Collect meaningful documentation of the residency (e.g., photos, journals, etc.)
- Participate in a closure meeting at the conclusion of the residency. Identify the residency's strengths and weaknesses and make recommendations for future programs.
- Provide resource materials and ideas for follow-up activities. Ask the on-site coordinator to help by copying originals for handouts.
- Be an ambassador for arts education and the PCA.

After the Residency

- Provide additional information the site may need for internal evaluations and reports to school boards or boards of directors. This information may provide support for future residencies and arts-related programs.
- Complete appropriate documentation of your residency. Documentation should capture the students' creative process and be appropriate to the art form. Documentation may be photos, video, writing samples, etc.
- Complete the Artist Evaluation of Residency Form and return it and documentation (photos, video, student journals, etc.) to stART SOMETHING within 30 days of the completion of the residency. These function as your invoice for payment. You can expect payment approximately two weeks after stART SOMETHING has received your evaluation and documentation.
- Thank all involved in hosting the residency.

Note:

- An artist residency that is 30 days or longer will be considered an "extended residency." Thus, the artist may submit an invoice for no more than 50% of the artist fee upon completion of ? of the residency days. The balance of the fee will be paid using the guidelines for a standard residency.