

TEACHING ARTISTS: PRACTICUM
SPRING 1ST MEETING AGENDA
Friday, January 22, 2010—3:00-5:00
Photo Lab

A. COURSE DESCRIPTION FOR SPRING 2010

1. Practicum placement updates
2. Syllabus overview
3. Total spring contact time expectation 90 hours. 40-45 in each classroom experience, 12-15 shadowing artist, 4 all class meetings, and 28 hours of preparation and coursework to equal 130 hours.

B. ARTIST/TEACHER CONTACT

Student's responsibilities to create schedule prior to Jan 19. Bring a copy of your semester Practicum schedules to all class meeting. There may be some undecided dates. Report via email as soon as resolved.

1. **MINNESOTA STATE ARTS BOARD 'SHADOWING'.** If you have not contacted artist do so immediately. Solidify schedule ASAP. If you leave a message make sure to let the artist know where and when to reach you. Keep calling and use email!
 - a. Shadow artist 12-15 hours
 - b. Help out
 - c. Be dependable and ON TIME! Call artist if you are unable to make class
2. **MINNEAPOLIS, ST. PAUL AND/OR SUBURBAN RESIDENCIES OR COMMUNITY PARTNERS.** Student's responsibilities to create schedules for 2 residencies prior to Jan 19. Solidify schedule. If you leave a message make sure to let the teacher know where and when to reach you. Keep calling and use email!
 - a. Observe and work in each classroom 40-45 hours
 - b. Help out with other curriculum during class hours
 - c. Collaborate with classroom teachers to create an arts infused lesson
 - d. Schedule lesson presentation with teacher making certain that LMI can observe on the day you choose. Check LMI schedule on on-line calendar before making date.
 - e. Create lesson plan with Planning backwards form, purchase and prepare materials w/\$25.00 materials stipend. Keep receipts and fill out reimbursement form found on website for repayment. Submits to LMI PO box for prompt payment.
 - f. Email MS word lesson plan in Planning Backwards format to LMI one week prior to presentation.
 - g. Schedule three meetings with LMI: 1) to review lesson plan, 2) to observe lesson presentation at school (TA student clears with teacher), and 3) to download with LMI after presentation. LMI is available at, anytime by email or phone to discuss presentation ideas or concerns.
 - h. Present/teach arts infused lesson
 - i. Digitally document each students work. Use quality digital photo techniques to save time in photoshop. Frame carefully and straight on, use natural light (no flashes), black or no background preferred. Check with teachers to see if you can photograph students—are there releases signed?
 - j. Fill out *Students and Self Evaluation Form* found on website and put in LMI PO box.
 - k. Presentations will be videotaped. I will put CD's in your boxes. Review

CD's and fill out *Video Tape Evaluation Form* found on website. Return form to LMI box or by email the week following your lesson presentation.

- I. Be dependable and ON TIME! Call teacher/school and leave a message if you are unable to make class. Make up any lost time.

C. **WEBSITE WEEKLY UPDATES.** Check on Mondays.

D. **WEBSITE WEEKLY JOURNALS**

1. **Submit journal entry weekly beginning Jan 22.** Create a MS word doc incase email gets lost. Weekly journal entries are due in email to LMI each Sunday January 24- May 8 by midnight.
2. **Use description, speculation, and questions** 200-500 words.
 - a. Describe key events and learning activities that took place while you were working on site.
 - b. What do you think the students were learning? What was the teacher teaching?
 - c. What questions about teaching and learning were raised for you?
 - d. List weekly hours for residencies and shadowing separately each week.

B. **ALL-CLASS MEETINGS ARE MANDATORY**

1. **Friday, January 22, 3:00-5:00.** Photo Lab – Intro meeting
2. _____ –Mid Term Meeting
3. _____ Summit 302 – 2nd Gallery Building Workshop.
Bring student images and lesson plans
4. _____ – Final meeting. CD containing the following: 2 revised lesson plans in BBedit template to be provided by Carol, residency and shadowing summaries, digital galleries and photos from residency experiences appropriately labeled and in working order using provided templates, Teaching Artist Philosophy and 'Teaching Artist' resume (Example under *Assignments* on website)

c. **THE VIRTUAL CLASSROOM.** Stay in contact with CVA instructor and one another.

1. <http://faculty.cva.edu/LMI/home4.html>, LMI at cva.edu
2. Check website **weekly** for class info in *Updates, Weekly Journals, and Calendars*
3. Copy instructor on all emails to teachers and artists.
4. *It is the students responsibility to stay informed via the website. The website is your classroom.*
5. Journals due Sunday at midnight. Read one another's journals.
6. All forms and information about the class can be found on Practicum page.
7. Find hours log on Practicum page of website to check hours.

D. **QUESTIONS.**