



# Artist and Educator Agreement

2008-2009 Artists-in-Schools/Artists-in-Community Program

## 1. COLLABORATION AND COMMUNICATION

Strong collaboration between the artist and educator will offer a successful residency experience for the students. This includes a mutual respect and support for what each is trying to achieve with this program. We greatly appreciate your positive commitment to supporting the artist in the classroom. Differences of opinion in conducting the class or other matters should be resolved outside of the classroom. As communication is critical to achieving success, \*one hour is set aside during the first week of the residency for the artist and educator to meet to discuss creative ideas and any potential challenges and to begin planning. Subsequent weekly meetings or alternative communication (e.g. phone, email) are encouraged for debriefing.

### \*Discussion Points for the artist – teacher/site coordinator conference:

- Confirm residency schedule (day and time of the week).
- Confirm all dates for artist's direct instruction time (dates to consider avoiding: holidays, testing, fieldtrips, and parent teacher conference week, etc.).
- Review goals and objectives of the residency and clarification of roles.
- Review student information (class size, female/male breakdown, special needs, and any information the artist should know)
- Review classroom management issues. Work out a mutually acceptable method.
- Review the space issues and determine the space arrangement for every week.
- Exchange contact information.
- Go over the **Artist and Educator Agreement** together and sign/date.
- Review the **Artful Expectations: Discussion Guide for Resident Artists and Educators** *together*.
- Artist to hand the **Student Information Sheet** and **Educator Evaluation Form** to the teacher/site coordinator.

## 2. WHAT THE PROGRAM NEEDS FROM THE EDUCATOR

- Educators are asked to respect the art forms, and to communicate that respect to students. This can be achieved through having students arrive on time, in a spirit of readiness, and willingness to concentrate and work.
- As a role model for students, it makes all the difference when educators are an enthusiastic and active participant in the program's activities. They are encouraged to learn from residencies. **SFUSD requires all teachers or certified staff to be present during the Workshop scheduled classes. For liability reasons, a CERTIFIED substitute staff should be available during the Educator's absence. The artist is not to be left alone with students without supervision. At some Community Sites a continuously present staff member may not be an option, in which case a certified staff member must be immediately available by walkie talkie, phone, etc.**
- Provision of name tags for the students would be very helpful for the artist.
- Completion of the **Artist and Educator Agreement** (at the initial conference).
- Completion of the **Student Information Sheet** (within the first two weeks of the residency).
- Completion of the **Educator Evaluation Form** (no later than one week after the end of residency).
- Cooperation in collecting photo, video, or art release forms (forms provided by the Workshop) from each student's parent/guardian *upon future request*.
- Adequate class space and facilities per agreement during the initial conference. Artist is not responsible for moving large or heavy objects. The artist shall set up instruction-related materials for class. If the space is unavailable on the Workshop's scheduled residency day, we ask that other arrangements are made by the site prior to the artist's arrival.

## 3. WHAT THE PROGRAM NEEDS FROM THE WORKSHOP ARTIST

- The Artist is expected to respect the educator as a professional who has developed specialized teaching skills, and as one who also exercises his/her own creativity in this role. The artist needs to understand that each site is its own institution with operational and bureaucratic structures, and is encouraged to adapt to such structures during his/her residency.
- Artists must be on time and prepared to conduct each class.
- Completion of the **Artist Evaluation Form** (no later than one week after the end of residency).
- To take a lead on the review of the **Artful Expectations: A Discussion Guide for Resident Artists and Educators** and sign/date the document. Artist is responsible for making a copy available to the Workshop and Educator upon request.
- Communicate all class schedules and changes to the Workshop's Program Manager in a timely manner.

- The Artist is responsible for preparing the lesson to meet residency needs and create a safe space for class. If this cannot be done alone s/he is responsible for requesting assistance from the residency site.

**4. DISCIPLINE**

Before the residency begins, **it is imperative that a system be worked out for handling discipline issues.** Agreement needs to be reached, in advance, as to what behaviors are considered “disruptive.” It helps to establish a “warning system” and it is important that the artist and the Educator follow through and support each other in handling this challenge. If dismissal is the proper procedure for dealing with behavioral problems, both the artist and the teacher/site coordinator need to agree on how this will be done.

**5. SCHEDULE CHANGES (48-HOUR NOTICE)**

Rescheduling or canceling classes should be kept to an absolute minimum. It is counter-productive for students and artists to skip weeks. In initially scheduling the artist’s teaching dates, all prior commitments and conflicting activities should be considered.

- a. Advance Notice: If a class must be canceled by the site or the artist, notice shall be given as far in advance as possible. If the Artist cancels a class, a makeup class will be scheduled. If the site cancels a class, a makeup class may be scheduled subject to the availability of the Artist.
- b. Less than 48 Hours Notice: Notice shall be given no less than 48 hours prior to the scheduled class, unless the artist should unexpectedly become sick or a similar emergency should arise. **If site should give less than 48 hours notice, scheduling of a makeup class shall be at the artist's discretion. Regardless of whether a makeup class is scheduled, the site will be charged for one class.**
- c. No Prior Notification: If the artist arrives at the site and a class has been canceled without prior notification, **the site will be charged for that class and no makeup class will be scheduled.**

**6. SUPPLEMENTAL ACTIVITIES**

Educators are encouraged but not required to involve students in supplementary projects which will further enrich their students’ learning experiences following the artist’s program. One of the most successful activities is to have students keep a “Performing Arts Workshop Journal,” in which they write/draw for 10-15 minutes after each Workshop session. This activity will help their writing and language skills and will reinforce what they learned in the Workshop’s residency. For instance, students may want to review new vocabulary, evaluate what they like most/least about the class, or draw their perceptions of a particular activity. Workshop artists have benefited greatly from reading these journals; and some of the students’ comments have helped the Workshop gain valuable insight into our programs.

- 7. RESIDENCY GOALS** (ex: “Students will become more comfortable in their bodies by the end of the residency.”  
 “Students will become more comfortable performing in front of a group by the end of the residency.”)

GOAL #1: \_\_\_\_\_.

GOAL #2: \_\_\_\_\_.

GOAL #3: \_\_\_\_\_.

**8. CONCLUSION**

Workshop artists and educators are partners in this program and are encouraged to share their expertise with one another. If either party has a conflict that requires mediation, only then should the Workshop become involved. All contracting and financial issues should be referred to the site administrator and the Program Manager.

We have reviewed this agreement and agree will all the requirements.  
 Please sign below:

Workshop Artist’s Name (please print)	Workshop Artist’s Signature	Date
Educator (please print)	Educator’s Signature	Date
Site Name	Grade/Age(s) of Students	Term of Residency <small>(Fall 2008 and/or Spring 2009)</small>