

**IPFW ARTS CONNECTION AWARD
SUPERVISING TEACHER REQUIREMENTS AND AGREEMENT**

As the Supervising Teacher of the Arts Scholar, you are asked to consider the Arts Scholar as a temporary staff member with responsibility for interacting with your students in assisting them to complete the class project. Listed below are the expectations and agreement terms to satisfy the IPFW Arts Connection Project.

1. The Arts Connection Supervising Teacher Requirements and Agreement must be completed and signed before the project begins. Meet with the Arts Scholar, the IPFW department chair and the IPFW faculty mentor to review the project and complete the Arts Scholar's learning agreement the semester before the project begins.
2. The Supervising Teacher initiates the project.
3. The Supervising Teacher will complete the interim and final evaluations both ***midway*** through the project period and at the ***completion*** of the Arts Scholar's experience. Copies of evaluations are attached.
4. The Supervising Teacher will verify the number of working hours as specified on the interim and final project evaluation forms.
5. The Supervising Teacher will consistently be in the classroom with the Arts Scholar, who is serving as your consultant and as teacher/mentor for the students.
6. The Supervising Teacher will make the Arts Scholar's interaction with students a meaningful and mentoring experience for all involved in the project.
7. The Supervising Teacher will provide requisite equipment and materials for the project through your school.
8. All requirements must be successfully completed and on time to receive the two hundred and fifty dollar (\$250.00) stipend as outlined in the IPFW Arts Connection For Teachers: Details and Project Application. A signed IPFW Form 21 is required at time of completion.

I agree to the terms and conditions of this contract for the Arts Connection Scholar Program.

_____ K-12 Teacher Name	_____ Date
_____ Department Chair	_____ Date
_____ Business Manager	_____ Date
_____ Arts Connection Coordinator	_____ Date