

## **IPFW ARTS CONNECTION STUDENT REQUIREMENTS AND AGREEMENT**

1. The Arts Scholar Contract must be completed and signed before the project begins.
2. The Arts Scholar must be approved to work in schools through a background check.
3. The Arts Scholar will work with K-12 students a minimum of 30-40 hours, keeping a written record of hours worked to be signed by the supervising teacher.
4. The Arts Scholar will create a portfolio comprised of the following:
  - a. **DAILY JOURNAL:** description of project activities, interactions with the students, what did or did not work and new things you learned each day.
  - b. **DOCUMENTATION OF THE PROJECT:** project drafts, final results (photos, video, hard copy, disk, etc.)
  - c. **REFLECTIVE PROJECT SUMMARY:** 2-3 page report on the project after completion focusing on what you learned and the students learned and how you benefited from the project
  - d. **TEACHER EVALUATIONS** (mid-term and final)
5. The Arts Scholar will be evaluated by the supervising teacher at mid-term and at project completion. This evaluation will be shared with your faculty mentor and department chair.
6. The Arts Scholar will schedule a mid-semester review and final review with the department chair. The Arts Scholar must bring the following documents to each of those meetings:
  - a. The Supervising Teacher Evaluation Form
  - b. The portfolio to date, including examples of work completed on the project
7. At the conclusion of the project, the Arts Scholar will write a reflective paper of 2-3 pages detailing the project, your role, your evaluation of the success of the project and your impact on the students (in terms of your art; discussion of possible career opportunities in the arts for the students; encouragement you gave them to be successful academically and artistically and continue their education through college; what you and the students learned; and how you benefited from the project).

8. All requirements must be successfully completed and on time to receive the award of one thousand dollars (\$1000.00). Once all of the requirements have been met, the student will complete an IPFW Form 21 for payment. Assessments are based on the teacher's evaluation of the Arts Scholar's job performance and the evaluation of the portfolio by the department chair.

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

_____	_____
Student Name	Date
_____	_____
Faculty Mentor (if applicable)	Date
_____	_____
Department Chair	Date
_____	_____
Business Manager	Date
_____	_____
Arts Connection Coordinator	Date