

**IPFW Arts Connection
For Teachers: Details and Project Application**

Dear K-12 Teacher:

Thank you for considering the possibility of working as a supervising teacher with an IPFW Arts Scholar (junior or senior student majoring in the arts at IPFW), who will assist with accomplishing an in-school or after-school class project you propose. The Arts Scholar will work in the classroom or after school 30-40 hours (according to project needs) over a flexible, multi-week time period coinciding with the IPFW fall or spring semesters. Arts Scholars receive a monetary award and the option of receiving academic credit for the project through a course administered by their IPFW department chair.

The Arts Scholar will

- mentor K-12 students in developing new skills
- encourage the students to succeed academically
- help them recognize the benefits of a college education
- identify potential careers in the arts the students might consider
- assist the teacher in accomplishing the project.

An IPFW faculty mentor from the College of Visual and Performing Arts (VPA) will serve as a resource consultant and advisor for the Arts Scholar and the faculty of record if the student enrolls for academic credit. The number of assigned Arts Scholars per project may vary according to project needs and the availability of Arts Scholars and funding.

IPFW Arts Connection Goals:

- engage K-12 students in productive and enjoyable hands-on arts projects during the school day or after school
- explore careers in the arts
- emphasize the accessibility and benefits of a college education
- support K-12 school curricula and State of Indiana Academic Standards
- promote interdisciplinary education wherever possible by integrating the arts with other subject matter
- enhance the professional growth of university arts students as they prepare for their career
- connect the school community of students and staff to the project
- enhance the visibility and community connections of the IPFW School of Visual and Performing Arts.

Class Projects: Class projects are discipline specific or may be interdisciplinary, linking social studies, math, literature, foreign language, language arts, science, technology and the arts. Projects address specific State of Indiana Academic Standards.

Examples of possible class projects include:

- Future City Competition project from a design/aesthetics perspective
- set, costume and make-up design for theatrical production
- theatrical interpretation and analysis of children’s literature through multiple learning styles
- vocal coaching for the spring musical
- exploring cultural diversity through music performance styles
- American history taught through period music, art or dance
- choreography and dance performance illustrating language and/or international cultures with mathematical and science connections
- art creations such as murals or sculptures reflecting diversity or social issues
- web design, photography or animation creation for a community non-profit organization
- exploring architectural space through virtual reality
- redesigning a downtown street or neighborhood through a virtual 3-D environment

Project Evaluation: Participating K-12 students and IPFW designated faculty member complete a survey to measure the accomplishment of project goals. Supervising teachers complete mid-project and final-project evaluations. The Art Scholars’ work is evaluated through multiple measures, including student portfolios (renderings, photographs, recordings, etc.); papers and reflective observations; documentation of the culminating work; other as appropriate to the class project and discipline.

Project Scope: The number of projects per semester or year will depend upon K-12 teacher proposals and availability of IPFW Arts Scholars and funding. Schools are expected to provide equipment and materials.

Funding: A foundation has agreed to fund a pilot program of ten projects, beginning in Fall 2006.

Item	Cost
Arts Scholar award	\$1,000
K-12 teacher stipend	250
VPA faculty mentor/advisor stipend	250
Arts Scholar expenses	250
VPA administrative cost for managing program, site-visits, recognitions, reports, etc.	250
TOTAL COST PER PROJECT	\$2,000

Process: To initiate a project for Fall or Spring semesters, go to www.ipfw.edu/vpa, click on IPFW Arts Connection, download the application form and e-mail, fax or mail it as indicated.

Timeline for Fall Project:

Application Deadline	April 1, 2008
Notification of Award	May, 2008
Project Begins	September, 2008

Timeline for Spring Project:

Application Deadline	October 1, 2008
Notification of Award	November, 2008
Project Begins	January, 2009

Implementation Steps:

Fall Project

Action	Date
Teacher Application Deadline	April 1
VPA dean, AC Coordinator and department chair review project proposals	April
Department chairs identify arts scholars and faculty mentors	April-May
Dean notifies recipients	May-June
Chair, teachers, AC Coordinator and arts scholars meet to initiate project design	May-June
Arts Scholar background check completed	May
Projects begin	September
Arts Scholars work 30-40 hours during one semester	September-December
Mid-term teacher evaluation	October
Culminating event	TBD
Teacher evaluations, student portfolios submitted (grade assigned by IPFW designated faculty member, if applicable)	End of semester
Grant reports written and submitted after project completion	30 days later

Spring Project

Action	Date
Teacher Application Deadline	October 1
VPA dean, AC Coordinator and department chair review project proposals	Oct.-Nov.
Department chairs identify arts scholars and faculty mentors	Nov.-Dec.
Dean notifies recipients	Nov.-Dec
Arts Scholar background check completed	Nov.-Dec.
Chair, teachers, AC Coordinator and arts scholars meet to initiate project design	December

Projects begin	January
Arts Scholars work 30-40 hours during one semester	Jan. – May 5
Mid-term teacher evaluation	March
Culminating event	TBD
Teacher evaluations, student portfolios submitted (grade assigned by IPFW designated faculty member, if applicable)	End of semester
Grant reports written and submitted after project completion	30 days later

Expectations for supervising teacher: 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. While Arts Scholars are encouraged to be as independently responsible as your circumstances permit, your presence in the classroom is essential. The Arts Scholar will serve as your consultant and as a teacher/mentor for the students as he/she helps them learn the requisite skills to accomplish the project. Mid-project and final evaluations of the project and the Arts Scholar’s performance by the supervising teacher are important elements of the process. The school is expected to provide equipment and materials for the project.

Should an Arts Scholar be assigned to your classroom, the requirements for the supervising teacher are to

1. meet with the Arts Connection Coordinator, Arts Scholar, the IPFW department chair and the IPFW faculty mentor to review the project and complete the Art Scholar’s learning contract the semester before the project begins
2. initiate the project
3. complete interim and final evaluation forms both midway through the internship period and at the end of the Arts Scholar's experience
4. verify the number of working hours as specified on the interim and final project evaluation forms
5. consistently be in the classroom with the Arts Scholar, who is serving as your consultant and a teacher/mentor for the students
6. make the Arts Scholar’s interaction with students a meaningful and mentoring experience for all, and
7. provide requisite equipment and materials for the project through your school.

If you need more information, please review www.ipfw.edu/vpa and/or contact me at 260 481-6059. I look forward to working with you through the IPFW Arts Connection!

Sincerely yours,

Steven T. Sarratore
Interim Dean, College of Visual and Performing Arts
Indiana University-Purdue University Fort Wayne
College of Visual and Performing Arts

**IPFW Arts Connection
Teacher's Project Application**

To apply for an Arts Scholar through the IPFW Arts Connection for a Fall or Spring semester, please provide the following information. Submit via **e-mail** (hunterm@ipfw.edu) with IPFW Arts Connection in the subject box; **OR fax** (260-481-6707); **OR mail** to: Office of the Dean, College of Visual and Performing Arts, Indiana University-Purdue University Fort Wayne, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805-1499

Teacher Name _____ e-mail _____

Telephone: School _____ Home _____ Cell _____

School Name _____

School Address: _____ City _____ State _____ Zip _____

Principal Name _____ Telephone _____ e-mail _____

The subject(s) you teach _____

Project Timeline (circle one): **Fall Semester** (September 1-December 8)

Spring Semester (January 15-May 8)

Project Title _____

Project Description _____

Culminating Event: Date _____ Time _____ Location _____

Description of culminating event: _____

Identify the time period you want the Arts Scholar in your classroom

____ / ____ / ____ (date) through ____ / ____ / ____ (date)

Days and times class meets: _____

Days and times requested for the Arts Scholar to be in the classroom: _____

Requested discipline and expertise of Arts Scholar: _____

How will the Arts Scholar assist with your class project? _____

How will the Arts Scholar mentor your students? _____

Describe your experiences that will help to accomplish this project: _____

List the discipline and standard number of State of Indiana Academic Standards addressed through this project: _____

List of supplies school will provide for project.

Agreement Signatures

Supervising Teacher _____ Date _____

School Department Head _____ Date _____

Principal _____ Date _____

IPFW Department Chair _____ Date _____

IPFW Arts Connection

SUGGESTIONS FOR ORIENTING AN ARTS SCHOLAR TO A SITE

The following actions are recommended in order to help the Arts Scholar feel comfortable in your school and successfully accomplish your project goals.

1. Introduce the Arts Scholar to department members and other appropriate personnel.
2. Introduce the Arts Scholar to the students in the context of the goals of the IPFW Arts Connection. The Arts Scholar will mentor K-12 students in developing new skills, encourage the students to succeed academically, help them recognize the benefits of a college education, and identify potential careers in the arts the students might consider
3. Provide for a tour of the school. Explain items such as dress code, business hours, school calendar, parking, and security regulations.
4. Schedule regular, periodic meetings with the Arts Scholar to discuss progress and to deal quickly with problems that may arise.
5. Review the Arts Scholar's project work through mid-project and final evaluations.
6. Determine schedule and what the Arts Scholar should do if unable to come in due to illness or inclement weather.
7. Share information about your curriculum and your project goals as they relate to the goals of the IPFW Arts Connection and the student's role in your project.
8. If available, provide printed materials describing your school, mission and curricular goals.
9. Discuss the general expectations of the supervising teacher and of the Arts Scholar.
10. Give the Arts Scholar a context for his/her work to see how each task fits into the larger picture.
11. Establish with the Arts Scholar the procedures for problem solving if the teacher is not available.
12. When possible and appropriate, include the Arts Scholar in lunch or break plans.

IPFW ARTS CONNECTION

TEACHER'S MID-PROJECT EVALUATION

To the teacher: Please complete the following evaluation at the end of the student's work period and **email to hunterm@ipfw.edu** with IPFW Arts Connection in the subject box; **OR fax to (260) 481-6707; OR mail to:**

Office of the Dean
College of Visual and Performing Arts
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805-1499

Name of Student: _____

Name of Teacher: _____

Inclusive dates from _____ to _____
(date student began project) (today's date)

Hours per week worked _____ or total number of hours worked on the project to date _____

	Superior	Above Average	Average	Fair	Poor
Quality of work	_____	_____	_____	_____	_____
Effective use of time	_____	_____	_____	_____	_____
Attendance and punctuality	_____	_____	_____	_____	_____
Cooperation with staff	_____	_____	_____	_____	_____
Interaction with students	_____	_____	_____	_____	_____
Attitude toward the project	_____	_____	_____	_____	_____
Response to direction or criticism	_____	_____	_____	_____	_____
Aptitude for teaching	_____	_____	_____	_____	_____
Skills necessary for the project	_____	_____	_____	_____	_____
The student's <i>overall</i> performance was	_____	_____	_____	_____	_____

How did this student's performance compare with other university students who have engaged in similar work?

Comments on student's performance _____

Please check one: _____ I discussed this evaluation with the student.
_____ I DID NOT discuss this with the student.

Teacher Signature _____ Date _____

If there is any information you wish to discuss with this student's faculty mentor, please feel free to contact: Maggie Hunter, Program Coordinator, IPFW Arts Connection Program, (260) 481-6059.

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IPFW ARTS CONNECTION

TEACHER'S FINAL PROJECT EVALUATION

To the teacher: Please complete the following evaluation at the end of the student's work period and **email to hunterm@ipfw.edu** with IPFW Arts Connection in the subject box; **OR fax to (260) 481-6707; OR mail to:**

Office of the Dean
College of Visual and Performing Arts
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805-1499

Name of Student: _____

Name of Teacher: _____

Inclusive dates from _____ to _____
(date student began project) (today's date)

Hours per week worked _____ or total number of hours worked on the project to date _____

	Superior	Above Average	Average	Fair	Poor
Quality of work	_____	_____	_____	_____	_____
Effective use of time	_____	_____	_____	_____	_____
Attendance and punctuality	_____	_____	_____	_____	_____
Cooperation with staff	_____	_____	_____	_____	_____
Interaction with students	_____	_____	_____	_____	_____
Attitude toward the project	_____	_____	_____	_____	_____
Response to direction or criticism	_____	_____	_____	_____	_____
Aptitude for teaching	_____	_____	_____	_____	_____
Skills necessary for the project	_____	_____	_____	_____	_____
The student's <i>overall</i> performance was	_____	_____	_____	_____	_____

How did this student's performance compare with other university students who have engaged in similar work?

Comments on student's performance _____

Please check one: _____ I discussed this evaluation with the student.
 _____ I DID NOT discuss this with the student.

Teacher Signature _____ Date _____

If there is any information you wish to discuss with this student's faculty mentor, please feel free to contact: Maggie Hunter, Program Coordinator, IPFW Arts Connection Program, (260) 481-6059.

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