

AIE RESIDENCY PARTNERSHIP AGREEMENT/CHECKLIST

The following is a checklist of the required components from the guidelines and your contract agreement.

Tip: *Keep this checklist posted for your use during the residency and create a binder to collect all of the necessary documentation for the final report. Check off steps as completed; some steps are completed during the development of the grant application however they may change during the planning stages of the residency. Also provide a copy of this list to the teaching artist, key administrators, teachers, parents, etc.*

- Appoint a *Steering Committee*** to establish goals for the residency and provide support, assistance and resources for the artist(s) and the coordinators. **Tip:** *If possible, include individuals such as grade level teachers, subject matter teachers, special services teachers, parent organization representatives, curriculum supervisor and at least one department / school-wide level administrator.*
- Appoint an *On-Site Coordinator*** who is primarily responsible for implementing the residency and is given adequate release time to plan and participate in the residency as well as work with administrators, teachers, artists, and students. **Tip:** *This individual will be the immediate contact for the AIE partner and should be imbued in the entire residency process. If possible, this individual should have been involved in the development of the residency grant application.*
- Appoint an *Administrative Coordinator*** coordinates all components of the residency that require administrative support. These responsibilities may include pre-residency planning meetings, professional development workshops, field trips, performances, and a project for community involvement. **Tip:** *Select an accessible administrator who has experience with and authorization to manage school-wide projects.*
- Select a *Residency Artist*** who is a professional artist from the AIE program and will lead the residency for a minimum of 20 days. Your AIE partner will arrange for you to interview of a minimum of 3 artists. The artist helps plan all the residency components, including inviting visiting artists. The artist works in collaboration with teachers and administrators. **Tip:** *If there are two artists each scheduled for ten days there must be extensive collaboration on residency planning, implementation and goals. Two separate 10-day residencies are not provided through this program.*
- Identify the *Core Group*** of students who will work with the residency artist intensively. The core group(s) will meet with the artist for every day the residency has student workshops which is approximately 18 days. **Tip:** *Typically, no more than 3 – 4 classes with maximum 25 students per class are identified as the core..*
- Identify the *Participating Group*** of students who will work with the residency artist on a less regular basis than the core group. **Tip:** *These students can participate in residency components such as student workshops, field trips, assembly programs and final performances / community events.*
- Hold a *Planning Meeting*** before the start of the residency with key residency administrators, teachers, your AIE partner and teaching artist. **Tip:** *You may also want to involve other members of the steering committee, especially to arrange for specific school facilities, services and participation as needed.*
- Determine a *Residency Schedule*** in collaboration with the teaching artist. Once a schedule is determined, provide a copy to your AIE partner as well as the teaching artist, teachers, administrators, parents, janitor, librarian, etc. The schedule should be updated and distributed as needed. **Tip:** *Residencies are typically spread out over several weeks and/or months.*
- Host a *Residency for No Less Than Twenty (20) Days***. The residency must be part of the school day. A residency day is based on (4) forty-five minute class periods with additional time for class preparation as needed. **Tip:** *Conduct the student workshops during regularly scheduled class periods to ensure a seamless mesh with your school-wide scheduling framework.*

- Work Collaboratively** with the residency artist(s) to provide them with the appropriate time, space, and materials for the project. *Tip: Host a brief welcome party / meeting to introduce the artist to fellow teachers and staff. Provide the artist with necessary school information such as contact numbers, emergency school closing information, campus regulations and locations of key facilities.*
- Schedule a Presentation to School Board** to introduce the residency artist and the project to the school and community during a school board meeting. *Tip: If possible, arrange for student(s) participating in the residency to attend the presentation and share their experiences. Include this date on your residency schedule.*
- Conduct a Professional Development Workshop** led by the residency artist for participating teachers. The workshop should focus on specific hands-on activities to convey the techniques and process of the art form that will be taught to students. *Tip: Build this into the residency schedule early to maximize the benefits; it can take place during a faculty meeting, one half day or even one full day school / district wide PD event.*
- Ensure there is a Teacher in the Classroom** at all times. A Certified teacher must be present in the classroom during the artist's sessions with the students. *Tip: Teachers should remain engaged in the residency process to ensure successful follow through on projects and concepts their students work on with the artist.*
- Schedule a Field Trip and/or Visiting Artist / Group / Assembly** to enhance the residency learning opportunities. *Tip: The residency artist and your AIE partner can recommend artists and/or ideas for these activities.*
- Provide Publicity** to the local press regarding the school's residency grant award to introduce the artist and promote the residency to the community. A copy of your grant award letter is sent to your local and state legislators. *Tip: Your grant contract has a publicity agreement (Attachment C) that provides information and language on how to credit the AIE Consortium.*
- Complete the Documentation/Evaluation** as described in your grant application. Include this documentation in your Final Report. *Tip: Place all photos on a CD for ease of use for publicity / reproduction purposes; ensure student photo releases are on file with your school.*
- Schedule a Community Event/Activity** to share the residency goals, successes and outcomes with a larger audience. *Tip: Some examples are performances, exhibitions, permanent installations, unveilings etc. Invite families, senior centers, community groups, local officials and other schools within the district.*
- Complete a Final Report & Evaluation** which is due within 30 days after completion of the residency. Your AIE partner will provide you with the necessary forms. *Tip: Create a binder at the start of the residency to gather all residency paperwork, evaluations, etc throughout the course of the project.*

I have read, understand and will incorporate each of the residency components described above.

On-site Coordinator Date

Administrative Coordinator Date

AIE Partner Date

Residency Artist Date

Please provide a copy of this checklist and agreement to each of the above signatures and to other members of the steering committee.