

Planning Session Worksheet

This worksheet was developed as a planning tool for Residency Sponsor's Coordinating Staff and Teaching Artist(s).

Objectives

1. Coordinating Staff will gain knowledge about an artist/ art form and understand what might take place in the classroom.
2. Teaching Artist(s) will gain understanding of how their art form/ work as an artist will fit into a particular classroom teacher(s) educational goals and student learning outcomes.

Indicate the teachers, classes and students that will be served:

Participating Students						
<u>Core Group</u> : This group will receive the most direct instruction time from the Teaching Artist during the residency.						
# <u>with</u> an IEP/ 504	# <u>without</u>	Grade level(s)	# of Teachers	# classes	# direct instruction hrs	
Type of disabilities						
<u>Exposure Group</u> : This group includes various students that will have the opportunity to interact with the Teaching Artist and art form, but not to the extent of the core group.						
# <u>with</u> an IEP/ 504	# <u>without</u>	Grade level(s)	# of Teachers	# classes	# direct instruction hrs	
Type of disabilities						
Participating Adults					# adults	# hrs
<u>Core Group</u> : Anticipated participants that will have the opportunity to interact with the Teaching Artist during an in-service, training, workshop or professional development.						
<u>Indirect Group</u> : Anticipated attendees to presentations, performances and exhibitions.					# audience	

Coordinating Staff and Teaching Artist discuss why each wants to collaborate, what each wants from the partnership, what each can contribute and what limits participation. Discuss any organizational limits and constraints (e.g., personnel, facilities, financial)

Coordinating Staff	Teaching Artist

Determine the shared artistic and educational goals and expected student outcomes (addressing the learning related challenge(s)).

Coordinating Staff	Teaching Artist	Shared

Discuss and agree upon a collaborative response to a learning related challenge(s). (E.g., what concepts in a specific arts and non-arts discipline are difficult for students to learn? How might your project integrate concepts from the arts and non-arts disciplines to reinforce each other?)

Agreed Upon Learning Related Challenge(s)

What Academic Standards will the residency project activities support?

Arts	Non-Arts
1.	1.
2.	2.
3.	3.
4.	4.

Determine the dates and describe the residency project activities. (How much time is needed to accomplish this? How much time can the students handle? What will it look like? What will the budget allow for?)

Planning Meeting	Date(s)
Direct Instruction	Date(s)
In-service Session	Date(s)
Culminating Event	Date(s)
Reflection Sessions	Date(s)

Review the roles and responsibilities of the Coordinating Staff and Teaching Artist:

What does the Teaching Artist expect from the Coordinating Staff?	What does the Coordinating Staff expect from the Teaching Artist?
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.

How will we communicate? *(E.g. E-mail? Phone? Best times for each?)*

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