

**FINE ARTS CENTER OF KERSHAW COUNTY
SCHOOL ARTS PROGRAM**

RESIDENCY RESPONSIBILITIES OF THE CORE TEACHER CHAIRMAN

1. As soon as possible before the residency is scheduled, give a copy of the residency - teacher responsibility form and a class information form to each teacher whose class will be participating in the residency. Make sure the teachers complete the class information form and return it to you promptly. Give the completed forms to the In-School Coordinator prior to the residency.
2. Duplicate information you receive about the artist and give copies to each participating teacher. Confer with participating teachers about your expectations for the residency based on that information.
3. As soon as possible before the residency, talk with the artist by phone if he is not able to come to Camden to plan for the residency. The artist needs to know what you expect and will want to tell you what he expects. Planning with the artist will help you integrate the residency into your curriculum so that it becomes part of the total learning experience, rather than an isolated event.
4. Help the in-school coordinator to publicize the residency throughout the school and the school community. Banners or posters announcing the date of the artist's arrival will alert students to the "special event" coming their way. As part of your language arts activities, students could write letters to take home to parents about the artist who will be coming to work with them. The letter could include an invitation to visit the classroom during the artist's residency. We like for parents and other community members to see the artist at work with the students, if possible. We especially want PTO members, school board members, and school district personnel to visit while the artist is in the school. We depend on the community to fund the School Arts program, so any time they can see where their money goes, the better it is for the program. Plan a time for the artist to meet all the teachers and staff. A meet the artist drop-in before or after school is a nice gesture. All printed publicity must carry the following credit line: The School Arts Program is sponsored by the Fine Arts Center of Kershaw County and is funded in part by the Upton Foundation, The Kershaw County School District, and the S.C. Arts Commission which receives support from the National Endowment for the Arts.
5. Help the artist find a quiet spot for planning during the day, and a secure place for his belongings.
6. Help the in-school coordinator plan for the 2 community services the artist is responsible for in addition to the 20 hours of classroom time. Performing artists will often plan one or two performances for the whole school as part of their community service. (A performance counts for 2 community services.) See the attached residency scheduling guidelines.
7. The day the residency begins, make copies of the residency evaluation form, give one to each participating teacher. Collect and send them to the School Arts Program Director by the end of the week following the residency. Please make sure that the number of students who participated is on the evaluation. Encourage the teachers to write comments on the

evaluations. We send quotes from the evaluations to the SC Arts Commission as part of our final report to them. The artist also needs to know how he is doing. Comments that can help him improve his performance in the classroom are also welcome. Comments that reflect the teacher's enthusiasm for the School Arts program and its value to the students can be used to help raise money for the program.

8. Before the last day of the residency, give each participating teacher the student evaluation form for the students to fill out, or ask the teacher to have the students write a paragraph evaluating the residency from the participant's viewpoint. This is a good way to integrate the residency into the language arts curriculum. Return selected student evaluations (5 per class is enough) with the teachers' evaluations by the end of the week following the residency.

9. We are required by the SC Arts Commission to send photographs of the artist working with the students during the residency and samples of the art work that the students produce if it is a creative writing residency. Please help me collect this documentation.

* If you have any questions, or need any help, please call Bert Karesh (432-4574) at home after 5:00 PM or leave a message for me at the Fine Arts Center (432-0473).