

DJJ Residency Requirements

Contains:

Education Representative's Role

Teaching Artists's Role

VSA Florida's Role

Education Representative's Role:

Before the Residency

- Schedule a pre-planning session with the teaching artist to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - Teaching artists are required to include Florida Standards in each lesson. If there are specific standards you would like addressed, please discuss them at this meeting.
- Sign the Letter of Agreement for School Residency Site and email to Dee Miller at deemiller@usf.edu or fax to 813-905-9878. The Letter of Agreement will be emailed to you and your teaching artist from VSAFL.

During the Residency

- Ensure the teens are on time and prepared for each session.
 - Note: This residency is intended to offer students of all abilities the opportunity for exposure to the arts and self-expression. Please do not use this residency as a behavior incentive whereby a student is suspended from participating based on poor behavior during the week.
- A staff person or guard must remain in the room with the teaching artist at all times.
- Provide at least 24 hours' notice to the teaching artist if you need to cancel a session for any reason or the scheduled date will count as a session.
- Notify VSA Florida if dissatisfied with the teaching artist at any time during the residency.**

After the Residency

- At the end of your residency, complete and submit to VSA Florida your evaluation.
[Residency site evaluation](#)

Teaching Artist's Role:

Before the Residency

- Schedule a pre-planning session with the Education Representative to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
- Fill in proposed residency schedule on the Teaching Artist Letter of Agreement. The Fall residency dates are **September through Thursday, December 1st**.
- Sign the Teaching Artist Letter of Agreement and W-9 and email to Dee Miller at deemiller@usf.edu or fax to 813-905-9878. The Letter of Agreement will be emailed to you from VSAFL. **YOUR LETTER OF AGREEMENT MUST BE RECEIVED BY VSA FLORIDA AND COUNTERSIGNED BEFORE YOU CAN START YOUR RESIDENCY.**
 - [W-9](#)
- Plan your residency using the curriculum map and Florida Standards. Remember each session MUST address at least one Florida Standard. Addressing more than one standard is highly encouraged. Florida Standards can be found at <http://www.cpalms.org/Public/search/Standard>
 - [Curriculum Map and Instructions](#)

During the Residency

- Teach **ten** hours, typically scheduled as weekly one-hour sessions. Contact VSA Florida immediately to approve any atypical scheduling arrangements.
- Take pictures of the students in action of or completed artwork, please do not include faces unless the site has media releases they can share with us.
 - [Taking Great Shots](#)
- Print out one for each of your teens and then scan to Dee.
 - [Student Evaluation](#)

After the Residency

- Complete the teaching artist online evaluation within 2 weeks of final session **by Thursday, December 15th**. You will need your completed curriculum map to complete the online evaluation.
 - [Teaching Artist Evaluation](#)
- In order to receive payment, you MUST complete the online evaluation and submit the following to VSAFL within 2 weeks of final session, by Thursday, December 15th.** These may be attached to the online evaluation, emailed to deemiller@usf.edu, faxed to 813-905-9878 or mailed.
 - [Curriculum Map](#)
 - [Invoice](#) or [Rural County Invoice](#)
 - Receipts for materials (up to \$25)
 - [VSA Sign in sheet](#)

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- MapQuest map showing total miles (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)
- 5 photos in .jpg format with files saved as the students' names (or initials) of those pictured in each photo. Note: Only if this is allowable at your site.

VSA Florida's Role:

Before the Residency

- Hire the teaching artist.
- Send documents to the teaching artists and sites.

During the Residency

- Serve as a resource for teaching artists and classroom teachers.
- Provide ongoing teaching artist professional development.

After the Residency

- Collect and record outcomes from the program.
- Process all forms and payment to the teaching artist, deadline of Thursday, Dec. 15th.