

Hand 'n Hand Residency Requirements

ESE or Art Supervisor's Role:

Before the Residency

- Select two participating classes from your district for a visual art residency.
- Coordinate and fund the transportation of the classes (if possible) for students to visit the exhibition.
- Forms you will need are:
 - o [Residency Request Form](#) (note: requests for grant-funded residencies are ONLY accepted from the district ESE or Art Directors)

Classroom Teacher'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.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during 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

- Copy residency flyers, and media releases for your students to take home.
 - [Media Release](#)

- Inform administrator(s), parents/guardians about the residency program (using residency flyer).

- Ensure the same students 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 school week.

- Remain in the room with the teaching artist at all times.

- Coordinate transportation to the exhibition site for the reception, if applicable.

- 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.**

- Collect media releases and return to the teaching artist.

- Complete student evaluations.
 - [Student Evaluation](#)

After the Residency

- At the end of your residency, complete and submit to VSA Florida your evaluation. Student evaluation results should be included on this form.
 - [Residency site evaluation](#)

Teaching Artist's Role:

Before the Residency

- Schedule a pre-planning session with the classroom teacher to coordinate the goals of the residency and session dates as well as share appropriate information about the students.
 - VSAFL highly encourages parent engagement in residencies. Please discuss possible parent involvement during this meeting.

- Fill in proposed residency schedule on the Teaching Artist Letter of Agreement.

- 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. Please include the anticipated residency schedule in your Letter of Agreement. 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](#)

- Schedule a pre-planning phone call with the collaborative artist to coordinate the goals of the residency and session dates. It is intended for you to be present for the collaborative artist sessions. If this is impossible due to scheduling, please note on the invoice the reduced teaching hours.

During the Residency

- Teach nine hours, typically scheduled as weekly one-hour sessions. Two of these will be led by the Collaborative Artist. Contact VSA Florida immediately to approve any atypical scheduling arrangements.

- Complete all sessions (including collaborative artist sessions) prior to beginning of exhibition.

- Exhibition
 - Select and mat one piece of artwork from each student for exhibition (see *Hand 'n Hand* Exhibition instructions for more information on matting and labeling artwork): **All mat sizes are outside dimensions 16*20 and inside art dimension is 11*14 (white)**
 - Request mats and labels from VSA Florida at least 20 days prior to the install of the exhibition
 - Drop off the artwork at the exhibition site, pick up the artwork after exhibition ends and return it to the school site.
 - Teaching artists may be responsible for installing and de-installing the exhibition depending on the exhibition site. Please read your Letter of Agreement to see the specific duties assigned to your program.
 - Exhibit one piece of your own artwork in the final exhibition (optional)
 - Attend the exhibition reception.

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- Take pictures of the students in action. If parents will not sign the media release, take pictures of the finished artwork without the students included. Note- 5 photographs are required for payment.
 - o [Taking Great Shots](#)

After the Residency

- Complete the teaching artist online evaluation within 2 weeks of final session. You will need your completed curriculum map to complete the online evaluation.
 - o [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.** These may be attached to the online evaluation, emailed to deemiller@usf.edu, faxed to 813-905-9878 or mailed.
 - o [Curriculum Map](#)
 - o [Invoice](#) or [Rural County Invoice](#), whichever is appropriate.
 - o Receipts for materials (up to \$25)
 - o MapQuest map showing total miles (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)
 - o 5 photos in .jpg format with files saved as the students' names (or initials) of those pictured in each photo. Note: Only submit photos if you or the classroom teacher send VSA Florida a signed Media Release for each student pictured.

Collaborative Artist's Role:

Before the Residency

- 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. Please include the anticipated residency schedule in your Letter of Agreement. 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.**
 - o [W-9](#)
- Schedule a pre-planning phone call with the teaching artist to coordinate the goals of the residency and session dates.

During the Residency

- Teach two hours, typically scheduled as weekly one-hour sessions. Contact VSA Florida immediately to approve any atypical scheduling arrangements.
- Share with the students that you have a disability so they see you as a positive role model overcoming the challenges of a disability. It is optional to share the specific type of disability.
- Create a collaborative piece of artwork with the students not to exceed 32" x 40"
- Exhibit one piece of your own artwork in the final exhibition (optional)

After the Residency

- In order to receive payment, you MUST complete the online evaluation and submit the following to VSAFL within 2 weeks of final session.** These may be emailed to deemiller@usf.edu, faxed to 813-905-9878 or mailed.
 - o [Invoice](#) or [Rural County Invoice](#), whichever is appropriate.
 - o Receipts for materials (up to \$25)
 - o MapQuest map showing total miles (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)

VSA Florida's Role:

Before the Residency

- Hire the teaching and collaborative artist.
- Send documents to the teaching artist, site, and collaborative artist.
- Communicate with ESE/Site Administrators.
- Help inform administrator(s), parents/guardians and peers about the residency program.
- VSA Florida's Regional Program Coordinator (RPC) will coordinate the exhibition and reception with the teaching artists, schools, and exhibition site.

During the Residency

- Serve as a resource for teaching artists and classroom teachers.
- Provide ongoing teaching artist professional development.
- Announce the exhibition through press releases, e-invites, and social media.
- Provide mats and labels to the teaching artist for the exhibition of student artwork.
- Organize the reception.

After the Residency

- Collect and record outcomes from the program.
- Process all forms and payment to the teaching artist.

Exhibition Site's Role:

Before the Residency

- Commit to participate in the *Hand 'n Hand* and provide space for an exhibition and reception.

During the Residency

- Coordinate field trip and exhibition details with VSA Florida's RPC and the school sites.
- Install show.
- Host exhibition and reception.

After the Residency

- De-install show.