

## ***Yo Soy...Je Suis...I Am... Residency Requirements***

### **ESE or Art Supervisor's Role:**

#### Before the Residency

- Select two participating classes from your district.
  
- 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](mailto: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.
  
- 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](mailto: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](#)

### During the Residency

- Teach eight hours, typically scheduled as weekly one-hour sessions. Contact VSA Florida immediately to approve any atypical scheduling arrangements.
  
- Complete at least two ***Yo Soy...Je Suis...I Am...*** lessons during your residency using the Kennedy Center's Teacher Resource Guide. Please note these lessons MUST be completed as it is a requirement of the grant.
  - On your curriculum map, indicate which ***Yo Soy...Je Suis...I Am...*** lesson from the Teacher's Resource Guide you used.
  
- Upload 1 image per student from one of the ***Yo Soy...Je Suis...I Am...*** lessons to <http://apply.submit.kennedy-center.org/submit/71999/2017-yo-soy-je-suis-i-am-because-you-are> (look for the 2017 VSA International Art Program for Children with Disabilities link).
  - Note: You *must* have a VSA Florida Media Release for each student if you upload their artwork in addition to the following information:
    - Student's first and last name (only the first name will appear on the website)
    - Student's age
    - Student's city of residence (or use the school site location if unknown)
    - Type of disability (obtain this information from the classroom teacher. This can also be listed as "Unknown")
    - Title of artwork
    - Medium of artwork

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- Send all original *Yo Soy...Je Suis...I Am...* student artwork to VSA Florida. Artwork should not be matted but should be labeled on the back with student's name, county and school site. Attach your receipt for shipping to your invoice and VSAFL will reimburse you.
- 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](mailto: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) and shipping
  - 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.

## **VSA Florida's Role:**

### Before the Residency

- Hire the teaching.
- Send documents to the teaching artist and site.
- Communicate with ESE/Site Administrators.
- Help inform administrator(s), parents/guardians and peers about the residency program.

### 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.