

**ID/FA 302 TEACHING ARTISTS: PRACTICUM
MANDATORY MID TERM MEETING
AGENDA**

Wednesday April 4
6:00-7:30 Class Meeting, Library

- A. **CALENDARS AND HOURS.** Review and correct March, April, May calendars.
- B. **RESIDENCIES AND SHADOWING.** Surprises and issues.
1. Thank you notes to teachers and MSAB artists from CVA students.
 2. Upcoming observation dates for residencies and shadowing and presentation dates. Need these scheduled now!
 3. Teachers and artist evaluations will be copied and put in your boxes.
 4. Return videotapes, receipts and reimbursement forms, lesson evaluations, video evaluation.
- C. **JOURNALS** – good work! Are you reading one another's? One comment each week is required.
- D. **HOURS LOG.** Double check not only times and dates but math.
- E. NO DIGITAL GALLERY WORKSHOP. I will try to put them up this summer, if you prepare your images and PBM's.
- F. **2 SETS OF STUDENTS WORK IMAGES + 2 PLANNING BACKWARD MODELS DUE WITH TA PACKETS**
- G. **TEACHING ARTIST PACKET DUE AT FINAL MEETING WEDNESDAY MAY 2.** SEE examples and assignment description on Assignment Section of the TA website. Include the following:
1. **Residency and Shadowing Summaries** (paragraph) of each residency and shadowing experience from this semester in MS Word
 3. **Teaching Philosophy:** 1-2 paragraphs in MS Word
 4. **Teaching Artist Resume** in MS Word. The resume is to contain the following:
 - Name, address, phone, email
 - Educational experiences with institution names, dates, and honors
 - Pertinent work, teaching, and volunteer experience with dates, locations, and titles
 - Three references and contact information - ask instructors and artists for permission to use them as a source
 - Exhibition record- include school exhibitions, dates, places
 5. Prepared students images and 2 planning backwards models in text edit on CD with your name.
- H. **FINAL CLASS MEETING:** Wednesday May 2, 10-12 . LMIs house. Brunch. Directions will be emailed to you.

NOTES
