

SE 302 Teaching Artist Practicum**Spring 2011**

SE 302, Section A, 3.0 Credits

Independently scheduled by student with assigned teachers, artist and CVA instructor

130 hours total

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Office hours

Monday 12:00-4:00

Tuesday and Thursday 3:00 to 4:00

Wednesday 12:00 to 4:00 and by appointment

Library, 2nd floor

I. COURSE DESCRIPTION

After the completion of prerequisite fall semester course work, Teaching Artist students are involved in K-12 classroom observation, interaction, and visual arts infused teaching. Collaborating with classroom teachers Teaching Artist students participate in two visual art residencies supervised by a CVA faculty member and shadow a Teaching Artist during a school arts residency. In addition, students create weekly reflections describing weekly residency and shadowing activities, attend all-class meetings, and meet with instructor independently as they develop individual lesson plans. This course prepares BFA candidates for teaching artist work in the schools and community.

II. LEARNING OUTCOMES

1. Students will apply knowledge gained from the first semester in hands on teaching experiences in classroom residencies and Teaching Artist shadowing.
2. Students will observe, describe and interpret teaching and learning experiences from residency and shadowing placements in weekly journal.
3. Students will develop and implement classroom management skills and strategies.
4. Students will create, prepare, implement, and assess visual arts infused lessons.
5. Students will collaborate with classroom teachers in design and implementation of arts infused lesson.
6. Students will familiarized and apply Minnesota Graduation Standards to visual arts lesson planning.
7. Students will identify and document evidence of student learning weekly in on line journal entries.
8. Students will design and prepare a Teaching Artist Professional Portfolio.

III. METHOD OF ASSESSMENT

Students are assessed in Practicum experiences through videotape of their classroom presentations, one on one reflection meetings and written evaluation by CVA instructor, classroom teachers and Minnesota State Arts Board artists, and self-reflections. Weekly e-mail journal will be used to assess students understanding of learning and teaching strategies, student issues and school culture.

The College of Visual Arts uses embedded assessment to identify and improve teaching and learning.

IV. COURSE REQUIREMENTS**A. Evaluation and Grading**

Grade will be determined by the following:

1. Student scheduling and full participation in classroom residencies and shadowing to total 90 hours by May 6.
2. Timely scheduling and participation in individual meetings with CVA instructor to develop each lesson plan two weeks prior to presentation.

3. Timely email submission of weekly journals 200-500 words per week using Descriptive Review Protocol.
4. Quality of written lesson plans using the Planning Backward model.
5. Preparation, implementation, and assessment of two arts infused lessons.
6. Attendance of all-class meetings, 2 digital workshop meetings in the Summit Computer Lab, mid term meeting and final meeting at LMI's date all dates, times and places **TBA**. Additional tutorial computer lab help will be offered for lesson plan and gallery digital prep to be scheduled with Carol Zen.
7. Design and submission of Teaching Artist Packet Professional Portfolio materials, to include: 100-150 word synopsis of each residency and shadowing experience, web ready digital photo galleries and lesson plan from two residencies, Teaching Artist resume, and Teaching Artist philosophy.
8. Mid-semester evaluations and deficiency notices will be submitted to the CVA Registrar with copies placed in students PO boxes.
9. Grading rubric:
 - a. 70% of final grade will reflect student's participation in residencies and shadowing, collaboration with classroom teachers, lesson presentations and weekly journals and contact with CVA instructor.
 - b. 30% of final grade will reflect students scheduling of residency and shadowing activities, lesson and materials preparation and presentation, and preparation of TA Professional Portfolio, and submission of all required self-evaluations.
 - c. Letter grades will be determined as follows:
 - A – excellent: advanced study, skill development, and execution evident in presentations and TA Professional Portfolio. Exemplary participation and leadership evidenced in residencies/shadowing and use of virtual classroom.
 - B – high quality that goes beyond average expectations: additional work, care, and thought evident in presentations and Professional Portfolio surpassing the requirements of the assignment. Superior participation and leadership evidenced in residencies/shadowing and use of virtual classroom.
 - C – adequate: requirements of the assignment and TA Professional Portfolio met. Average participation and leadership evidenced in residencies/shadowing and use of virtual classroom.
 - D – attempted: requirements of the assignment, participation in use of virtual classroom, and TA Professional Portfolio not adequately met.
 - F – inadequate: does not fulfill the requirements of the assignment, portfolio, or use of virtual classroom.

B. Attendance

Mandatory, full attendance and participation in the three practicum experiences and classes for a total of 90 hours is required. If there are any scheduling changes by the student, artist in residence, or classroom teacher the student is responsible for notifying the CVA instructor via email immediately. Three all class meetings are mandatory and will be scheduled at the first class meeting.

CVA Attendance Policy

Classes that meet 2 times per week recognize 4 absences as grounds for failure.
 Classes that meet 1 time per week recognize 3 absences as grounds for failure.
 2 tardy are equivalent to 1 absence.

A student will forfeit all rights and privileges for the course failed due to attendance and/or tardy absences.

Excused absences are only granted due to hospitalization, death in the family or required government service.. Students are required to show documentation of their circumstance to the Office of Academic Affairs. This office will communicate to the given faculty.

CVA recognizes all religions and will grant excused absences for documented religious holidays. Students are required to register the particular times and dates of these holidays at the beginning of each semester with the Office of Academic Affairs. This office will communicate to the given faculty.

Students are responsible for understanding this policy and tracking their own attendance and tardiness.

Additional course expectation: If a Practicum shadow or residency class is missed it is expected that hours will be made up.

C. Academic Honor Code (*include copy below verbatim*)

1. Principles

Every student at the College of Visual Arts must adhere to high standards of honorable behavior. Academic work for all liberal arts and studio classes must be a student's own, with appropriate credit given for use of the words, images, and ideas of another. If a student uses fraudulent means to obtain grades or other advantages in academic work, he or she has not truly gained in knowledge, understanding, or skill. Grades, honors, and other marks of achievement lose their meaning; the reputation of the College of Visual Arts is diminished and the value of its B. F. A. degree reduced. It is therefore essential to the integrity of the college that every member of the community -- students, faculty, staff, and administration -- uphold the highest standards of academic integrity.

2. Definitions and Examples of Academic Dishonesty

Cheating

- Copying another student's answers on a quiz or exam
- Using notes or other source materials on a quiz or exam without the instructor's permission
- Collaborating on a take-home exam meant to be completed individually
- Using electronic devices such as phones, computers, or calculators during an exam without the instructor's permission
- Copying another student's homework assignment
- Using answers from an instructor's version of a textbook for a homework assignment meant to be completed individually.

Plagiarizing

- Presenting for either a liberal arts or studio class the work of another without acknowledgement, as though it were your own
- Using the "cut and paste" method of constructing a paper from internet or print sources without synthesizing the ideas to create your own independent thesis or identifying the sources
- Using information, ideas, or images from any source (internet, book, article, a classmate's research paper or artwork) without proper attribution
- Using the exact words of another without using quotation marks and citing the source
- Paraphrasing the words of another without citing the source

Making multiple submissions

- Submitting, without prior permission, a paper, project, or other assignment completed in one class to fulfill a requirement for another class

Facilitating academic dishonesty

- Allowing another student to copy answers from your exam paper
- Giving or selling another student a completed assignment, project, or paper
- Informing students in a later section of a class the questions on an exam

Stealing or defacing materials or other property

- Theft or defacement of any materials or property belonging to another student or member of the staff or faculty
- Theft or defacement of any materials or property belonging to the college
- Theft or defacement of library books or other materials
- Theft of proprietary software

Using materials in an unauthorized manner

- Unauthorized entry into college property such as classrooms, studios, computer labs, faculty offices, or library
- Unauthorized use or manipulation of studio equipment or computer programs

Falsifying academic records

- Alteration of grade books or files
- Use of personal relationships to gain grades or favors
- Any attempt to obtain grades or credit through fraudulent means.

3. Process for Dealing with Violations of the Honor Code

The College of Visual Arts will treat violations of the honor code with the utmost seriousness. If a student is

accused of academic dishonesty, the student will be informed of the alleged violation and the evidence on which the allegation is based. If circumstances warrant, the instructor and relevant department chair, in consultation with the academic dean, may decide on a penalty such as a failing grade or 0 on the assignment or exam or a failing grade in the course. A record of the violation will be filed in the office of the dean, who will maintain a permanent record of reported student violations. Students may appeal to the relevant department chair. If dissatisfied with that decision, the student may appeal to the academic dean. The decision from that office will be final. In special circumstances a student may appeal to a standing hearing committee. Second and subsequent violations of the honor code will be dealt with by the academic dean. Students may appeal decisions to the standing committee, the decision of which is final.

4. Penalties for Violations

Penalties for students found to have engaged in academic dishonesty may include:

- A grade of F or 0 on an assignment, paper, or exam
- A grade of F for the course
- Suspension from the college
- Expulsion from the college

D. Student Responsibilities

1. Abide by the **CVA Attendance Policy, Honor Code, Grievance Procedure and Code of Conduct** (see *Student Handbook*).
2. Treat Practicum as a unique opportunity to learn. Participate proactively to your fullest.
4. Schedule and participate in three practicum experiences to total 90 hours of contact time.
5. Schedule and participate in independent planning meetings with classroom teachers and CVA instructor.
6. Plan and track hours on a provided calendars or Teaching Artist google calenader from the TA website. If not using google calendars, hard copies of the calendar with scheduled sites and hours noted are to be put in the instructor's PO box after the first week of the semester, and turned in hard copy at midterm and final class meeting.
7. Confront difficulties in your work in the spirit of learning, creative exploration, and personal growth.
8. Ask for help from your instructor immediately when needed.
9. Check email daily. Reply to all email sent to you directly from CVA instructor, teachers or artist.
10. Copy CVA instructor on all email to artists or teachers.
11. Avail yourself of all available support services including advising, tutorials, and workshops.
12. Arrive early to schools with all materials, ready to work.
13. Respect the school cultures through actions and dress.
14. Participate in all weekly journals, class discussions and collaborations with teachers. Use e-mail weekly journal to communicate dates, sites, and an accurate accounting of hours spent in shadowing or residency experiences, schedule changes, and a descriptive review of weekly observations and interactions on site (200-500 words). Due by Sunday 12:00 midnight.
15. Prepare, present, assess and write arts infused lessons for classroom presentation using Planning Backwards model.
16. Cite all research, text and image sources in Planning Backwards model. (see *Student Handbook* and visit <http://www.shortstreet.net/WRsec4/htm>)
17. If borrowing materials from the TA closet(s) sign out and return immediately after use so the next student can use them. Contact instructor for return of supplies.
18. Check the with your instructor before purchasing materials for presentations. A \$25 stipend is provided for each classroom presentation—not the shadowing.
19. Submit receipts using the CVA Receipt Form which can be found on the Practicum page of TA website. Copy your receipts before submitting. For timely re-payment put receipts *stapled* to form in instructors mailbox at the front desk of the Library.
20. Prepare Teaching Artist Professional Portfolio CD to include: two web-ready lesson plans which have been implemented at the classroom residency sites, two web-ready galleries of students classroom residencies

artwork, a 100-150 word summary of each of the three residency experiences, a 300-500 word Teaching Artist Philosophy and a Teaching Artist resume. Properly label all documents. Mid term class and tutorial help will be available for creating web-ready documents.

21. Complete assignments on time. No exceptions.
22. No smoking anywhere inside any CVA or any school building. Smoking is permitted only in designated outdoor smoking areas on campus and not permitted near school buildings.

V. RESOURCES AND READINGS

Students will be doing web research for lesson preparation. Find links on the TA website.

VI. MATERIALS AND SUPPLIES

Materials and tools for lesson presentations are available for sign out in the TA closet. Students will be charged for non-consumable (hard) materials that are not returned to the TA closet before the end of the semester. If the closet does not have adequate materials for presentation students may use \$25 stipend to purchase new materials. Keep all receipts and submit stapled to receipt form to instructor's mailbox.

Art Supply Stores

Art Materials, Inc., 2728 Lyndale Ave S., Minneapolis 612.872.8808

Dick Blick Art Supply, 2501 26th Ave S., Minneapolis 612.721.6421

Dick Black Art Supply, 1641 W. County Rd. C, Roseville 651.636.2818

Dick Black Art Supply, <<http://www.dickblick.com/>>

Penco Graphic Supply/Artists Supply, 718 Washington Ave N, Minneapolis 612.333.3330

Wet Paint, 1684 Grand Ave, St. Paul 651.698.6431

VII. COURSE METHODOLOGY

Hands on practicum work will be done outside of the traditional college classroom in Minneapolis, St. Paul, and suburban public schools. Students are responsible for establishing their own schedules before the first week of the semester from the prearranged pairings provided by the CVA instructor. The Practicum experiences include one shadowing experience of an artist residency and two classroom or community teaching experiences. A copy of the students schedule is due in the CVA instructor's PO box at the Library by Friday 3:00pm of the second week of the spring semester. Students are responsible to update the CVA instructor of any changes in their schedules immediately.

The shadowing experience requires 12-15 hours of participation, the two classroom practicum, 40-45 hours each with the three totaling 90 hours. Students should plan on 6 hours in Practicum experiences weekly from January 18 to May 6. Look up *each* schools calendars to note *no school* days. During the residencies students are responsible for the creation of arts-infused lesson plans in collaboration with the classroom teacher, project and materials preparation, teaching and project assessment. A \$25 materials budget is provided for the two school residencies. Receipts and reimbursements forms must be used to receive repayment. Students will be observed and videotaped at each site by the CVA instructor and are responsible for communication with the classroom teacher and CVA faculty in regard to the instructor observation days.

A MANDATORY weekly e-mail journal describing site participation and containing accurate hourly and site documentation is due every Sunday 12:00 midnight to CVA instructor via email. Journals are shared on the website with the CVA core group and participating teachers and artists.

Three mandatory all class meetings including a gallery-making workshop will be held during the semester.

VIII. OUTLINE AND OBJECTIVES

A. Practicum Residency, two

6 hours a week, 6-7 Weeks (each)

1. Objectives.
 - a. Observe, describe and interpret students learning and quality teaching.
 - b. Understand how students engage in the creation of knowledge.

- c. Identify student needs.
 - d. Understand the cultures of various schools and teaching teams.
 - e. Develop learning and teaching strategies.
 - f. Prepare, present and assess arts infused lesson.
 - g. Identify evidence of student learning.
 - h. Develop and apply classroom management skills and strategies.
 - i. Collaborate with classroom teachers in lesson plan development considering concepts, curriculum links, developmentally appropriate content, standards, and assessment of student learning.
 - j. Assess performance.
2. Assignment: Actively observe and help with instruction in classrooms.
 3. Assignment: Create, prepare materials, present, and assess two arts infused lesson.
 - a. Meet with CVA instructor 2 weeks prior to presentation to begin planning lesson.
 - b. Collaborate with teacher on design of lesson and infusion into curriculum.
 - c. Prepare lesson in Planning Backwards model
 - d. Document work with digital images in digital gallery of student work.
 4. Assignment: Weekly Journals
 - a. Participate in weekly email journal documenting hours and using descriptive review protocol to describe and interpret observations.
 - b. Read weekly journals to learn from each other's experience.
 5. Assignment: Self evaluations (video and lesson)
 6. Resources and References.
 - a. *Artful Teaching and Learning Handbook*, a joint project of the Minneapolis Public schools and the Perpich Center for Art Education. 2005.
 - b. *Art for Academic Achievement*, Minneapolis Public Schools, Uve Hamilton. 2006.
<http://aaa.mpls.k12.mn.us/>
 - c. Weekly Journals on Website.
 - d. Various websites. Find independently or links on TA website.
 - e. Evaluation forms on Practicum page of website.

B. Teaching Artist Shadowing

12-15 hours, 2-3 Weeks

1. Objectives
 - a. Observe, describe and interpret students learning and quality teaching.
 - b. Observe, describe, and interpret the work of the Teaching Artist in the classroom.
 - c. Identify student's needs.
 - d. Understand how students engage in the creation of knowledge.
 - e. Understand the cultures of various schools and teaching teams.
 - f. Develop learning and teaching strategies.
 - g. Develop and apply classroom management skills and strategies.
2. Assignment: Actively observe and help with Teaching Artist instruction in arts residency.
3. Assignment: Conversation with Teaching Artist in regard to life choices, education, teaching atmosphere, experiences as an artist and a teacher, and Teaching Artist Projects—lesson preparation and presentation.
4. Assignment: Weekly Journals
5. Resources and References.
 - a. Assigned Teaching Artist.
 - b. Websites listed on TA website.
 - c. Weekly Journals on Website.

C. Mandatory All Class Meetings

Week 1, 7, 13, 15

1. Objectives.
 - a. Update, download, and share information and theoretical applications of educational theory from Practicum.

- f. Analyze, synthesis, evaluate knowledge and experience across Practicum experiences.
 - g. Group process to aid development of individual lesson plans, presentations and assessment methods.
 - h. Address imminent issues, problems or concerns.
 - i. Create web ready digital documentation of arts infused lesson.
- 2. Assignment: Attendance of All Class Meetings
 - 3. Resources and References:
 - a. On TA website. See TA Meeting Agendas, Assignments.

D. Teaching Artist Professional Portfolio

- 1. Objectives
 - a. Prepare student for Teaching Artist employment opportunities.
 - b. Document teaching artist residencies and experiences.
 - c. Reflect on year-long Teaching Artist experience.
 - d. Assignment: Professional preparation of two lesson plans using Backward Planning model (web-ready), three 100-150 word residency summaries of Practicum experiences, two web-ready photo galleries of students work, 300-500 word Teaching Artist Philosophy and 'Teaching Artists' resume on CD. All paperwork can be put on final CD with galleries. Lesson plans, paragraphs, philosophy and resumes. Two digital galleries of student work from presentations and accompanying lesson plans will also be given to Carol Zen prior to the final class meeting.
 - e. Resources and References: See, TA Meeting Agendas, Evaluations forms, Assignments.

Note: the instructor reserves the right to adjust or modify the course outline as needed.

IX. AGREEMENT

I have received, read, and understand the course syllabus for SE401 Teaching Artist Practicum as well as the CVA Student Handbook. The instructor has, within the structure of the class, explained the material contained within the syllabus.

I hereby agree to abide by the structure outlined in the syllabus and by the policies dictated in the CVA Student Handbook.

Student Signature: _____

Printed Name: _____