



ARTS AND TRAUMA RESIDENCY CHECKLIST - for ARTISTS



A HOST SITE IS INTERESTED IN YOU - NOW WHAT?

Creative Sonoma will make an e-introduction to those sites interested in a residency with you. Because a site may request information from several teaching artists, communicate your availability to the site as soon as possible. The greater level of your flexibility, the greater number of residencies you will likely be considered for.

Once confirmed as the designated teaching artist, get ready for your host site meeting(s)

Be prepared with the following information for your meeting:

Grade level of classes and total number of students per class that you are comfortable with

Length of residency and frequency of sessions (number of hours/day, days/week total weeks) for which you are available

Date/time range (be prepared to offer more than one option)

Teaching space and gear that you require (sink, a/v, projector, tables, etc.)

Prepare basic lesson plans and study guides, as appropriate for your proposed residencies -- to be adjusted if necessary with site input. Are there any pre-residency projects, Web sites, or activities that the classroom teacher should present in advance? Any post-residency ideas for activities? Ensure that the residency is a hands-on learning experience for the students.

Have the Meeting-Setting You Up for Success!

Discuss your ideas for the residency with the Host Site. Remember residencies are not dictatorships -- they should be team teaching opportunities. Seek out the opinion of the teachers and listen to their ideas. Working together will ensure that the residency is successful.

Confirm the name and info of the Residency Coordinator -- the point person for all your communication with the site. Be sure other participating teachers are in the loop!

Ask teachers about students with special needs and adapt activities so that every child has an equal opportunity to learn and participate.

Discuss the concepts you will cover and anything that the site teacher can/should cover.

Discuss if you can/should integrate the arts into any other content and if so, how?

Determine what arts standards might be met, if any.

Discuss what type of hands-on creative experiences the students will participate in.

	Confirm equipment and space requirements. Do you need extra trash cans, a water supply, extension cords, etc.?	
	Ask about school's check-in procedures and any morning/afternoon traffic situations around the school.	
	Confirm dates and times of residency. Remember that schools have very tight schedules -- once you set the residency dates, stay true to your word. Don't change the dates/times/content without permission from the Host Site.	
	Provide information about you and/or the residency. Make it vibrant!	
	Review evaluation forms provided by Creative Sonoma and make any adjustments necessary.	
Prep for Residency		
	Review technical needs and confirm site is ready.	
	Connect with Residency Coordinator the day before for final confirmation.	
Day(s) of Residency		
	Allow extra time especially on the first day. Know where and how to check in. Be on time. Don't arrive 5 minutes before class begins and have to scramble to load in materials and supplies.	
	For your own protection, you should never be alone with the students. The teacher must be present at all times with you.	
	Fill the time allotted. Know the length of each class period and structure activities so that you fill the appropriate amount of time and also finish what students need to accomplish.	
	Work side-by-side, as agreed to in planning, with the Residency Coordinator to make the residency successful.	
	Be aware of evaluation and assessment responsibilities during the residency (checking in on student learning, student behavior, etc.).	
	Ask beforehand if chairs or desks can be moved.	
	Help clean up.	
	Respect the school's equipment and furniture. It's not okay to paint, dismantle, alter or remove school property without permission.	
Have a check-in after Session #2 to make sure the residency is on track.		
Assessing Impact		
	Have students complete evaluations and return them to Creative Sonoma. Complete your SurveyMonkey evaluation for this school to let us know how it went.	
	Bask in the warm glow of a job well done and a wonderful experience for your students.	