



## DJJ Artist Step by Step Guide

The Fall residency dates are **September through December 7**. All sessions need to be held within these dates.

### Before the Residency

Sign the Teaching Artist Offer Letter and email to Dee Miller at [deemiller@usf.edu](mailto:deemiller@usf.edu) or fax to 813-905-9878. Your letter of agreement must be received by Arts4All Florida before you can start your residency.

Schedule a pre-planning session with the Education Representative/Classroom Teacher to coordinate the goals of the residency and session dates as well as share appropriate information about the students.

Send Dee the scheduled sessions for the term.

### For the Residency

Please see the [Arts4AllFlorida.org](http://Arts4AllFlorida.org) website under **Artists** for all documents you will need below.

Fill out the **W-4** if you not yet or if you have new contact information.

Fill out your **Curriculum Map** with the **CPALMS** state standards, at least one standard for each day.

**Teach your ten hours**, typically scheduled as weekly one-hour sessions. Contact Arts4All Florida immediately to approve any atypical scheduling arrangements.

If possible, **take three pictures** of the students in action of or completed artwork if possible, please do not include faces unless the site has media releases they can share with us. Only if this is allowable at your site.

**Taking Great Shots** flyer is helpful.

### After the Residency

After residency is done, make sure all your paperwork: **request for payment, curriculum map, receipts** (if applicable), **MapQuest map showing mileage** (if applicable), and **sign in sheet** are filled out and saved on your computer

Fill out the [Teaching Artist Evaluation](#) where it will ask you to upload all your docs (above) at the end.

Complete the teaching artist online evaluation and all paperwork within 2 weeks of final session **by December 14<sup>th</sup>, 2018**. Jan will contact you if you are missing any paperwork.