

## Standard Residency Requirements

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

#### Before the Residency

- Select two participating classes from your district for a drama, movement/dance, music or visual art residency.
  
- 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 William Coleman at [wpcoleman@usf.edu](mailto:wpcoleman@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 William Coleman at [wpcoleman@usf.edu](mailto:wpcoleman@usf.edu) or fax to 813-905-9878. 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.
- 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.
  - [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 and student evaluations to complete the online evaluation.
  - [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.
  - [Curriculum Map](#)
  - [Invoice](#) or [Rural County Invoice](#)
  - Receipts for materials (up to \$25)

*(continued on next page)*

- MapQuest map showing total miles (if requesting mileage reimbursement. Please see your Letter of Agreement for specific mileage reimbursement requirements)
- 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 artist.
- Send documents to the teaching artists and sites.
- Communicate with ESE/Site Administrators.
- Help inform administrator(s), parents/guardians and peer 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.