



Transforming Lives. Changing Worlds.

LAWRENCE UNIVERSITY HOST TEACHER GUIDELINES

ARTSBRIDGE AMERICA is national network of university ArtsBridge programs that establish partnerships between universities and K-12 schools to integrate performing and visual arts into the core curriculum of K-12 classes. There are now ArtsBridge America programs in 22 university campuses in 13 states.

The arts provide an unparalleled opportunity for children to develop skills such as creative thinking, problem solving, and teamwork. The arts also teach self-discipline and concentration. All of these skills are critical to our children's futures both in their careers and in their need for personal fulfillment. ArtsBridge is a wonderful way to provide this opportunity for our youth. As ArtsBridge scholars, Lawrence University students collaborate with teachers to develop and implement interdisciplinary arts lessons in the classroom. ArtsBridge projects are designed to enhance the core-curriculum through the integration of performing and visual arts.

ArtsBridge expects host teachers to accept the following responsibilities and guidelines:

1. **Two Responsible Names.** ArtsBridge America requires two names on your application form so we are assured that both the supervising host teacher and the host organization desire and will commit to the responsibilities associated with being assigned a project. The classroom host teacher and the school principal will guarantee that space, time, and equipment will be available for the duration of the project.
2. **Full Classroom Teacher Participation.** An ArtsBridge America scholar (hereafter "scholar") is a student artist-in-residence and teaching-artist. Most are not experienced teachers, and must rely on the teacher's close support for classroom management. The classroom host teacher (hereafter, "teacher") must be present during all sessions and take an active role in the project. Depending on the type of project, the teacher may participate by co-teaching with the scholar, by joining the class side-by-side with their pupils in learning from the scholar, or by providing regular feedback and encouragement to their pupils. Teacher participation is the key to the success of ArtsBridge projects.
3. **Balance of Art and Curriculum.** Teachers should encourage the scholar to emphasize artistic leadership with pupils and may not consign the scholar to a technical support role. The teacher is encouraged to work with the scholar to integrate visual and performing arts instruction with other aspects of the curriculum.
4. **Length of ArtsBridge Projects.** ArtsBridge projects are, at minimum, 25 contact classroom hours a K-12 semester. While projects of longer duration are possible, scholars may not exceed 40 contact hours.
5. **Scheduling Sessions.** We ask teachers to work with scholars to develop project schedules. Scholars are full time Lawrence University students and must maintain their class commitments. We ask scholars to be flexible in meeting their obligation of 25 hours in the classroom, and we ask teachers to accommodate their available time. ArtsBridge sessions must start on time. The scholars have made these specific times available to you

and often have classes immediately after their ArtsBridge assignments. We have no recourse but to suspend a project if schedules cannot match. It is very important that ArtsBridge sessions not be routinely cancelled due to assemblies, field trips, or any other school functions, not previously accounted for in the agreed upon schedule for the ArtsBridge project. Please advise your scholar of such potential conflicts before the start the ArtsBridge project.

6. **Maintaining attendance.** ArtsBridge sessions at schools must take place in regular school hours. Please do not deny your students ArtsBridge participation as punishment for some other classroom infraction. Continuity is the key to any successful project.
7. **Observation.** Host Teachers agree to accept ArtsBridge observers. Observers are ArtsBridge faculty mentors (Lawrence University faculty who have been assigned to the scholars to mentor them in the creation and execution of their ArtsBridge project assignments) and supervisors (ArtsBridge America Director), ArtsBridge videographers (see number 8, below) or ArtsBridge-authorized researchers who do not disturb instruction but watch quietly and file reports with the ArtsBridge office. Observers will notify the scholar and the scholar will notify the teacher as to when they plan to observe.
8. **Photo Releases.** Teachers will please use the form provided by ArtsBridge to obtain parental permission for archival photography or videotaping of ArtsBridge projects. When releases are not available, pupils may only be photographed "over the shoulder." Forms will be provided by ArtsBridge America.
9. **Communication.** Teachers and scholars are asked to share home phone numbers and E-mail addresses and maintain close communication throughout their projects. Each should notify the other well in advance of any changes in the agreed-upon schedule. The teacher should make time as needed to discuss progress with the scholar outside of class sessions.
10. **Teacher Evaluations.** The teacher is to complete evaluations of the scholar and project, using the evaluation form provided by ArtsBridge. These forms need to be filed with us on or before the announced deadlines.
11. **Contact with ArtsBridge.** Teachers are asked to contact with the ArtsBridge office throughout the duration of their projects of any problems as they are encountered so ArtsBridge may assist in solving them.
12. **Personal E-mail and Home Phones Required.** ArtsBridge uses E-mail for most regular communication. Applications to ArtsBridge must include the E-mail address and home phone number of the classroom host teacher. This information will not be shared with any other organization or individuals; it is gathered for the sole purpose of facilitating the effective completion of an ArtsBridge project.
13. **ArtsBridge Orientation.** All host teachers are required to attend the ArtsBridge Orientation Dinner and Planning Session. The evening provides host teachers, scholars and faculty mentors the opportunity to discuss their collaborative project goals and plans. Host teachers will receive details about the ArtsBridge Orientation in their award packet.

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