ArtsBridge Scholar Guidelines

ArtsBridge Scholar Responsibilities

1. Conduct your project at the highest level of your teaching ability.
2. Work collaboratively throughout your project with: mentor, host teacher, and program director.
   a. **Your job** is to teach your art form as it relates to your final project goals;
   b. **the host teacher’s job** is to teach the connecting core as it relates to your project;
   c. **your mentor’s job** is to provide professional direction and hands-on project support;
   d. **the ArtsBridge program director** oversees all aspects of the ArtsBridge program and is the liaison with your host school, the community and all university support.
3. **Attend** mandatory orientation session and additional meetings with your faculty mentor, host teacher and the ArtsBridge program director. Respond and sign up promptly for appointments when they are requested by the ArtsBridge staff.
4. **Attend** WEEKLY ArtsBridge seminar, time/day/location to be arranged by mutual agreement.
5. **Check your email** every weekday for emails regarding your ArtsBridge project.
6. Submit your initial Project Description and your ArtsBridge teaching schedule at your initial project meeting with the program director.
7. Meet your ArtsBridge project schedule punctually and consistently. Keep to your teaching schedule without fail.
8. **Communicate with your host teacher, faculty mentor and the ArtsBridge staff** if you are ill and cannot keep to your schedule. Illness is the only excuse for missing a scheduled ArtsBridge session. If your host teacher needs to change your schedule due to field trips, fire drills, school assemblies, etc, please notify the ArtsBridge program director and your faculty mentor immediately. Typically if the host teacher is not present, ArtsBridge will be cancelled.
9. **Meet with your faculty mentor** to discuss and receive feedback about your Weekly Project Plans before introducing your lessons to your pupils.
10. **Provide a copy of your Weekly Project Plan to your host teacher the week before** you plan to introduce your lesson to their pupils.
11. **Communicate with your host teacher** IN PERSON throughout your project ensuring that your arts instruction is developmentally appropriate for your level students. SEEK INPUT.
12. Administer the same pre- and post-test at the beginning and end of your project (guidelines for pre- and post-tests are provided by USU ArtsBridge).
13. **Organize a culminating event** for your project.
14. Be punctual, prepared and dress appropriately to all ArtsBridge sessions.
15. **Submit your final project** binder in both hard copy and on a CD or disk with the following documents by the date agreed upon with the program coordinator: See Exit Interview information for more details on Project Portfolio Guidelines.
16. **Materials:** an ArtsBridge Materials Form must be submitted and approved in advance of purchasing project supplies. Materials should be ordered through ArtsBridge when possible. Reimbursements can be made when your supply order form is approved and you submit this form with a hard copy itemized receipt of purchases made.

Your acceptance of an ArtsBridge project means that you dedicate yourself to conducting your project at the highest possible level. **All scholars must complete a minimum of 20 contact teaching hours for full projects. Pilot and smaller projects may also be arranged.** You must define for yourself the optimal amount of time to fulfill your project goals and bring it to the most successful conclusion. Scholars are encouraged to volunteer additional hours; however, we ask that you do not exceed 40 hours per project in order to protect your academic standing.
Arranging your Project Schedule

Each scholar is assigned a supervising host teacher. Remember that once a schedule is agreed upon, you may not change it for any reason except illness. Matching your schedule with the schedule of your host teacher is a difficult process at times. You may be asked if you can alter your class schedule to accommodate schedules at your host institution. Please be as flexible as possible, but do not drop courses essential to your Utah State University progress. You are responsible for arranging your Utah State University class schedule (and any other work and/or rehearsal commitment) to be able to provide the time necessary for your project.

ArtsBridge reserves the right to re-assign you to a different host teacher if this is the only way to make schedules coincide. If it is impossible for you to be placed, ArtsBridge may withdraw the project stipend award or select a replacement scholar, whether or not the substituting scholar has gone through the full application procedure, to fulfill our promise to the host. This last course is not undertaken lightly, but is necessary when schedules cannot be worked out.

You may be asked to volunteer additional hours for ArtsBridge activities, such as helping to set up and take down displays, attending ceremonies or conferences, and hosting receptions. Your acceptance of these tasks is greatly appreciated.

Communication

1. As a Utah State University student, you are assigned an email account. All primary communication for ArtsBridge is by email. You must check your email every weekday to see if you have ArtsBridge messages. Sometimes messages require a response within 24 hours, so we expect and require that you maintain this contact. If your email is down for any reason, please leave a message at 435-760-4889 (Laurie Baefsky’s cell number).
2. It is important that you maintain communication with your host teacher regarding cross-curricular lesson plans. ArtsBridge encourages scholars to integrate your art discipline into more than one area of the curriculum, but this must be discussed and planned with your host teacher in advance.
3. Maintain communication with your faculty mentor.

Faculty Mentors

Faculty mentors in each department are ready to assist you or provide feedback in defining your project. For specific advice on your project, you may call on your ArtsBridge faculty mentor. Your faculty mentor will conduct at least one site visit to observe you while instructing your pupils. If you would like further feedback, you may request that your faculty mentor observe you more than once during an ArtsBridge session.

Observation

Your mentors and the ArtsBridge staff will make observation visits to see you conducting your project. Generally you will be contacted in advance, so you will know when an observation is planned. Be sure you keep the program director and faculty mentor advised of any changes in your project schedule, so an observer will not find you absent from your project. Observation reports are filed with ArtsBridge America after each visit. You may be contacted with feedback based on these reports, and you should feel free to ask your mentor for advice after an observation.
Photo Release Forms

ArtsBridge America requires that all pupils participating in ArtsBridge projects obtain parental permission for archival photography and videotaping of ArtsBridge projects. When releases are not available, pupils may only be photographed “over the shoulder.” Forms will be provided by ArtsBridge America at the ArtsBridge orientation and are due within two weeks of the starting date of your project, with a class roster attached to your student photo release forms. ArtsBridge recommends that scholars send a cover letter with the waiver form introducing yourself and your ArtsBridge project.

Project Stipend

For your work as an ArtsBridge scholar, you will receive a maximum $1,200 project stipend for a full 20-hour project, administered through the Nora Eccles Harrison Museum of Art. Scholarship awards are determined by the length of the project and experience of the scholar. Smaller awards are typical. This scholarship can be administered in two payments, the first payment applied mid-way through your project and the second payment applied at the completion of your project; or payment can be administered every two weeks, as scholar’s school contact time and reporting requirements are fulfilled. Payments are coordinated with Rachel Hamm, (797-1414 or rachel.hamm@usu.edu). The timely delivery of this stipend is dependent on your completion of all required paperwork within the deadlines dictated by USU’s payroll system. Payments that do not meet the deadlines will be issued for the next cycle. Payroll is processed every two weeks.

Academic Credit

Academic credit IS available through your individual college for practicum and clinical fieldwork requirements within elementary and secondary education majors. An independent/directed studies course for your ArtsBridge project can be arranged on a case-by-case basis.

Scholar Contact Information

If you change your address, phone number, or email address, notify Laurie Baefsky immediately. USU ArtsBridge needs your current contact information at all times.

“YES, I’ve read and understand my responsibilities as a USU ArtsBridge scholar.”

______________________________________________
USU ArtsBridge scholar – printed name and signature

We look forward to having you serve as a USU ArtsBridge scholar!

USU ARTSBRIDGE
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