

# ArtSmart Study Units

## Step-by-Step



### HOW TO SIGN UP

1. Teachers: select an **ARTSMART FOCUS WORK** from the HOT Season for Young People
2. Contact Teacher: collect signatures, send **ArtSmart Study Unit Request** form to Leigh Jones
3. Contact Teacher: submit **HOT Reservations Request** to Cassie LaFevor

### BEFORE THE UNIT

1. THANK your volunteer **ArtSmart Contact Teacher** for handling all paperwork, scheduling and correspondence for your study unit and field trip to TPAC.
2. FOLLOW LINK in your Study Unit e-mail to read about your **Teaching Artist**.
3. PRINT AND SAVE the **unit timeline** that comes with your Study Unit e-mail. Refer to it often to avoid overlooking important dates.
4. FAMILIARIZE yourself with **ArtSmart Study Unit Policies**.
5. RSVP for a \*Refresher (see options on unit timeline).
6. GET performance **guidebook** and **permission slip** from your Contact Teacher.
7. STUDY the guidebook before the Refresher.
8. CHECK our web site **www.tpac.org** for performance clips or photographs.

\* Required to receive free Teaching Artist visits.

### DURING THE UNIT

1. ATTEND required Study Unit Refresher (see unit calendar).
2. ATTEND required Consultation Session scheduled by your Contact Teacher.
3. TURN IN ticket money to Contact Teacher by due date (see unit calendar).
4. INTEGRATE Focus Work with your own teaching to amplify benefit to your students.
5. MODEL life-long learning by participating in TA lessons -your students will be honored.

### AFTER THE PERFORMANCE

1. SAVE permission slips if your students were photographed or videoed.
2. SEE GUIDEBOOK for post-performance reflection ideas and activities.
3. GUIDE student reflection on the performance and its connections to their preparation.
4. HELP US serve you better by responding to our e-mail surveys.

ArtSmart is funded in part by

