

Muse Machine Arts-Integration Residency

DEFINITIONS

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Arts-integration – An approach to teaching in which students demonstrate understanding of a curriculum concept through an art form; the creative process connects an art form and another subject. Integrating the arts into core curricula raises student achievement and improves student engagement. Through appropriate professional development, teachers learn to integrate the arts into any classroom subject.

Background Check – A background check is performed annually for each Muse employee or contractor who will interact in any significant way with our student population. While some background checks will look at credit history and employment history, most of the background checks used by schools primarily focus on criminal history and include child abuse checks, federal and state criminal background checks, etc. Because children constitute Muse’s most critical stakeholder group and must be protected, Muse Machine will follow the more comprehensive background checking done by schools.

Child Protection Policy – A statement that clearly defines what an organization will do to keep children safe. Muse has a Child Protection Policy that every employee or contractor who interacts with students acknowledge in writing that they have read, understand and comply with.

Contact Session (for preschool and elementary schools, after-school programs and summer school programs, etc.) – The meeting between the artist and a group or class lasting approximately one hour. A residency artist conducts no more than four contact sessions per day. A contact session may be also used for an artist-staff workshop, family art-making experience or a public sharing of residency-developed student work.

Typically, Muse residency sessions have taken the following forms:

- Elementary school residencies are five days in length and involve multiple classrooms and teachers. Contact sessions are typically one-hour in length. At a minimum, residency artists should have at least four contact sessions per day.
- PNC preschools sessions are called “visits” and only last one hour. Given grant budget parameters, Muse typically conducts three to four visits per classroom.
- Other preschool visits
- After-school sessions are determined with the residency artists and the school and are called “visits.”
- Summer-school sessions are determined with the residency artists and the school and can last one to four weeks.

Contract for Services – The contract for services is prepared with the school and the Preschool and Elementary Program Director. The contract is submitted to the finance team and office manager for processing. First, the office manager enters all relevant information into the Access database. Once that is done, the finance team prepares the invoice based on the submitted School Information Form. See addendum for sample of School Information Form and Schedule Form.

Credit Logo – The development office will supply all artists with funder credit posters to be used in their schools during the timeframe of their residencies to acknowledge the funder to the teachers, students, parents and guests.

Culminating Events – At the close of the residency, students will formally or informally present their work to peers, parents and family members, and community members, as appropriate.

Early Learning and Development Standards – The Ohio State Board of Education adopted Ohio’s Early Learning and Development Standards in all domains of school readiness to reflect the comprehensive development of children beginning at birth to kindergarten entry.

Evaluation Reports for Schools – Evaluation reports are to be reviewed each year to ensure they are relevant evaluation tools for Muse, the schools and funders. Program evaluation forms are available through Survey Monkey and should be set up to be sent to participating teachers 24 hours after the close of the residency. Muse strives for an 85% response rate; thus, the program director will need to review the completion of these forms and ensure that reminder notices are sent when forms are not completed.

Invoice – A list of services provided with a statement of the amount due for these services.

Lead Teacher(s) – Serves as the primary contact for the arts integration residency. He/she is responsible for carrying out the following duties:

- Attending planning session
- Co-planning with artist to create residency plan
- Actively participate in the residency activities with the Muse teaching-artist
- Coordinate the culminating event by ensuring parents/guardians, families, other students and teachers, and community are invited to attend the demonstration of learning by the residency students

Learning Artifacts – (or educational artifact) is an object created by students during the course of instruction. To be considered an artifact, an object needs to be lasting, durable, public, and materially present. The creation of material artifacts is a technique used to allow students to display their knowledge in a public forum (usually the classroom). Artifacts can be in the form of paintings, drawings, sculptures, models, or anything else that is not erased after completion.

Learning Dispositions – Are characteristics or attitudes to learning that are life skills. They are closely aligned with primary school key competencies. “Taking responsibility”; “persistence” when faced with problems; and “coping with change” are all learning dispositions or ways children respond to learning.

Observation Checklists – These are, in fact, a list of things that an observer is going to look at when observing a student or a class. This list may have been prepared by the observer or the teacher or both; e.g., a teacher may be looking for specific learning dispositions and use a specific checklist to do just that.

Ohio’s Learning Standards – *Identify what students should know and be able to do.*

Learning standards explain the knowledge and skills Ohio students in pre-kindergarten through grade 12 need to have. Ohio’s Learning Standards emphasize skills like critical thinking and

problem solving — qualities most sought by today's employers. By teaching students to apply these skills to what they are learning in school, Muse artists help to ensure students are on track to graduate from high school and enjoy success in college, careers and life. In 2016, Muse artists were given binders with all preschool through six-grade Ohio standards. Ohio measures the performance of its schools based on how well students are progressing in gaining the knowledge and skills within the learning standards.

Planning Session – A meeting with the artist and lead residency teacher(s) to plan the residency using Muse Machine's residency form.

Purchase Order – A school typically issues a purchase order (aka P.O.) to document the services they are to receive and the amount agreed upon with the supplier or vendor (i.e., Muse Machine) for payment of those services; P.O.s are used to control purchasing of outside products and services because they require an authorized signature.

Residency Schedule – The schedule of artist activities during the residency, which includes all planning session and student activities, workshops and culminating events.