



Arts in Education Scheduling Process

Please follow the steps below for your Arts in Education performance:

STEP ONE:

Before making ANY arrangements with an artist, theater, museum, check the *AIE Directory* at www.artsineddirectory.org (use your district user ID and password - call 736-4360 if you need this information) to determine if the provider has been approved by BOCES. If the provider is not listed in the Directory, contact our office.

STEP TWO:

Send the **Scheduling Form**, signed by the **authorized AIE district representative** (e.g. principal or superintendent), to our office at least three weeks prior to the date of the performance. Staple a completed **AIE Learning Standards Checklist Form** to the back of the Scheduling Form.

STEP THREE:

On the day of the presentation, the artist needs to complete the **Artist Payment Form** including social security number, address, amount due and signature. You will also need the signature of an authorized district employee. Return the Artist Payment Form, or an Invoice, immediately.

STEP FOUR:

Complete the **AIE Program Evaluation Form** and send it to our office within 2 weeks.

Please notify our office if the performance is cancelled or rescheduled.

Arts in Education
Instructional Services
HFM BOCES
2755 State Highway 67
Johnstown, NY 12095
518.736.4360
518.736.4361 (fax)



Arts in Education Scheduling Form

- Please submit at least three (3) weeks prior to performance date.
- You must attach a completed **Learning Standards Checklist** to this form.

1. School Information

School Building: _____
 District: _____
 Performance Site:
 (School, theater, museum) _____
 School Contact Person: _____
 Contact Phone Number: _____
 Contact E-mail Address: _____

2. Artist Information

Artist/Theater Name: _____
 Address: _____

 Phone Number: _____
 AIE Directory Presenter ID# _____

3. Performance Information

Performance Date(s): _____
 Program Title(s): _____
 Program Type:
 PERFORMANCE WORKSHOP(S) [1 Day] RESIDENCY [2-14 days] CONSULTING [15-90 days]

4. Artist Payment Information

Amount due Artist: _____
 CHECK PAYABLE TO: _____

Authorized District Signature: _____ *Date:* _____

- Please return this form to HFM BOCES with an original signature in **blue ink**.
- Keep a copy of this form for your records.

RETURN TO:
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Arts in Education Learning Standards Checklist Form

- Return this form with the Scheduling Form.
- Without receipt of this Learning Standards Checklist Form, your request will not be aidable.

Below are the New York State Learning Standards for the Arts. Please check the Learning Standards that will be addressed through your Arts in Education activity. Make sure you complete the Curricular Objective section.

Students will demonstrate the knowledge and skills necessary for:

THE ARTS LEARNING STANDARDS:

Creating, Performing and Participating in the Arts

Students will actively engage in the processes that constitute creation and performance in the arts (dance, music, theatre, and visual arts) and participate in various roles in the arts.

Students will improvise, compose, and perform music, dance, and theatre pieces and will create visual art works. When students express their artistic ideas, they share with others their creations in a specific medium using the techniques of that discipline. Expression, technique, and sharing are the heart of the arts education.

Knowing and Using Arts Materials & Resources

Students will be knowledgeable about and make use of the materials and resources available for participation in the arts in various roles.

To create and perform in the arts, people must convert ideas to sounds, images, or actions in different media. They must, therefore, know about the basic properties of the various mediums (such as pitch and duration in music or line and color in the visual arts), and how they work together in a performance or creation (such as harmonious movement in dance or tone of voice and gesture in theatre).

Responding to and Analyzing Works of Art

Students will respond critically to a variety of works in the arts, connecting the individual work to other works and to other aspects of human endeavor and thought.

Expressing and sharing one's understanding and evaluations of artistic creations of performances is an important part of education in the arts. By understanding the connection between our responses to and preferences about art works on the one hand and the conditions that caused them, we gain an understanding of the arts and how to analyze and interpret them. Arts education programs encourage and guide students in this critical process.

Understanding Cultural Dimensions and Contributions of the Arts

Students will develop an understanding of the personal and cultural forces that shape artistic communication and how the arts in turn shape the diverse cultures of past and present society.

Students should learn to connect the various art objects and performances with the people who created them and with the cultures that shaped the artists and their expressions. An arts education program will engage students in making the connections between the art works and the cultures from which they arise.

Art Curricular Objective: *(This Objective determines performance's aidability):*

Please return this **Learning Standards Checklist Form** with the **Scheduling Form** to:

Arts in Education
Instructional Services
HFM BOCES
2755 State Highway 67
Johnstown, NY 12095

Arts in Education Program Evaluation Form

RETURN IMMEDIATELY FOLLOWING ARTIST VISIT

Artist/Group Name: _____

Type of Program: _____

Site of Program & School/District: _____

Date(s) of Program: _____ Grade Levels Participating: _____

Number of Students Involved: _____

Evaluation Completed By (circle one): Administrator Teacher Student Parent Other _____

EDUCATIONAL QUALITY OF THE PROGRAM

Was the program grade level appropriate? Yes No

Did the program relate to a curriculum area? Yes No

Were the students engaged, interested, and attentive? Yes No

Did the students understand the presentation? Yes No

Did the program meet your expectations? Yes No

If not, why? Explain _____

ARTIST QUALITY

Did the artist demonstrate skill in the art form? Yes No

Did the artist interact well with students? Yes No

Did the artist encourage the students to participate? Yes No

Were the methods of presentation effective? Yes No

FOR WORKSHOPS AND RESIDENCIES:

Did the artist provide for hands-on experience? Yes No

Were materials provided prior to or following the experience? Yes No

Were the materials effective? Yes No

Did preplanning occur? Yes No

Did the artist effectively employ classroom management skills? Yes No

Did the artist effectively communicate with teachers and staff? Yes No

What was special about this program? _____

How did the experience benefit the students? _____

Would you recommend this program? Explain: _____

What was the relationship between the program and curriculum area? _____

Additional Comments: _____

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