



Teaching Artist Training and Internship Program (TATIP) 2011-12

Frequently Asked Questions About TATIP

What is the difference between the three levels of training? Which one should I apply for?

The decision as to which level of training to apply for is up to each individual applicant, and varies depending on what you are looking to get out of the experience. In order to be considered for the Advanced level, you must have at least two years of experience teaching your art form to underserved youth. In order to apply for the Undergraduate level, you must currently be enrolled in a college/university working toward your undergraduate degree. The Advanced program is a condensed version of the New and Beginning program and is designed for those who already have some teaching artist experience and are looking for more professional development. The New and Beginning program is designed for those with little or no teaching artist experience, and the Undergraduate program is a modified version of the New and Beginning program with slightly lower numbers of required seminar hours and residency sessions to accommodate the schedules of full-time undergraduate students. Please note that whichever level you chose to apply for, your application will be considered in competition with others that also applied for that level. If you do not meet the requirements for the level of training you are applying for, your application will be denied. (That is, if you apply for the Advanced level and do not have at least two years of teaching artist experience, or apply for the Undergraduate level when you are not currently enrolled in an undergraduate program, your application will not be accepted.)

Does the training prepare me to be a certified teacher in NYC public schools?

No, the program is designed as training and professional development to prepare artists to work as teaching artists, not classroom teachers or certified arts specialists (cluster teachers.)

Does the program lead to work as a teaching artist with Community~Word Project?

Graduating from the program does not guarantee work with CWP but all CWP teaching artist staff must have completed TATIP before being hired, so TATIP is the gateway to working for CWP.

Does the program help me find work as a teaching artist?

No, but the program has been designed to prepare you to enter the teaching artist field and look for employment. The training is well known among the NYC arts-in-education community and several organizations look favorably upon applicants that have completed the training. We have a group on Facebook for participants and graduates of the program, which we use to post job listings we receive from other organizations as well as professional development opportunities for teaching artists. Periodically, organizations that hire teaching artists will inquire if we know of graduates that would be well-suited to a particular need they might have, and we help to connect them with qualified graduates that would be a good fit. Also, CWP hosts an annual Teaching Artist Job Information Panel event each May where teaching artists can find out about various organizations and what they look for when hiring teaching artists.

What kinds of artists can apply to the program?

We encourage artists of all art forms to apply. Each year, the training is composed of a diverse group of artists from a wide range of backgrounds. CWP's work in NYC public schools primarily focuses on poetry integrated with another art form (like visual arts, performance or music) since creative writing is at the core of our mission. The training is open to artists of all kinds and we focus on the fundamentals of being a teaching artist in NYC public schools. We help artists

develop skills and experience for teaching their art form by reflecting on and articulating their own unique creative process. We are looking for artists that are actively practicing their art form, those that are creating on an ongoing basis.

What if I've applied in the past and not been offered a spot?

Every year we are only able to offer a select number of spots in the training, and the panel reviewing applications always has difficult decisions to make since so many qualified individuals apply. If you're applied in the past and not been offered a slot, we encourage you to re-apply this year. Please note on your application that you have previously applied in response to the appropriate question. We make every effort to give special consideration to individuals that reapply to participate in the training.

Do I have to live in NYC to apply?

Since CWP's mission is focused on serving young people in NYC public schools, we are primarily interested in artists that reside within NYC's five boroughs. We will consider all applicants, but we will give preference to NY-based artists because we are interested in developing artists who will be future teaching artists in NYC.

What are the requirements for graduating from the program?

In order to successfully graduate from the program, you must complete a minimum number of hours of seminar training and a minimum number of internship sessions (depending on the level of training you are participating in), in addition to submitting assignments on time. In June, those that complete the program will receive a formal letter of completion congratulating them on having completed the program and detailing the requirements they have completed in order to do so. Advanced trainees must complete a minimum of 18 seminar hours and 3 residency sessions, New and Beginning trainees must complete a minimum of 40 seminar hours and 18 residency sessions, and Undergraduate trainees must complete a minimum of 34 seminar hours and 12 residency sessions.

What kinds of assignments and coursework are part of the program?

As part of the program, we have designed assignments that will help trainees gain skills and experience, and also help you create materials for your teaching portfolio that will be helpful to you in seeking out teaching artist work. We want trainees to develop skills for collaborating with others and to get experience with co-planning and co-presenting, since these are all important aspects of teaching artist work. Each trainee will identify important aspects of their art-making (what we call "creative elements"), then develop and lead a presentation on their creative process and how they go about creating their work. Trainees will be paired up to develop and present age-appropriate lesson plans, as well as a Teaching Path (a sample comprehensive residency curriculum outline.) Additionally, trainees are required to submit materials for an end-of-program anthology we will publish at the end of the program. These assignments require time outside of the seminars and internships, and are all requirements that will need to be completed on time in order to graduate from the program.

What if I am sick, have an emergency, or other important commitment on one of the training dates?

If you know you will have a conflict with a particular date, we recommend planning ahead and finding another trainee who is willing to catch you up on what you missed. There are no make-up days for training seminars. We understand that you are participating in the training while also having many other commitments and priorities. As long as you are still able to complete all the

other requirements, missing one small part of the program will not prohibit you from graduating. There will be opportunities for you to make up seminar sessions you may have missed (by attending elective seminars on Saturdays in the winter), but all trainees may only miss ONE of the Saturday seminars and still be eligible to complete the program. (If you know you will miss more than one of the training dates, we request that you do not submit an application, since you will be unable to complete the program requirements.)

Where does the \$100 non-refundable tuition contribution go?

CWP invests over \$1500 in each person accepted to the training in terms of both hard costs and internal resources. The tuition contribution helps to offset the cost of some materials we use in the seminars, like photocopies, chart paper, markers, etc. We fundraise all year long to raise support for the program and make it possible for more trained teaching artists to enter the field each year. This payment will be required by the date of the first training seminar (October 14) for those accepted to the program and cannot be returned. The fee is waived for Undergraduate trainees. There will be scholarships available; details and procedure for requesting scholarships will be forthcoming with notice of acceptance.

Are there any other training dates not yet announced?

We will also offer elective half-day training seminars on Saturdays in the winter on select topics, such as working with students with Special Needs, as well as special trainings on collaborative visual arts activities, collaborative theatre activities, and creative writing. We will announce these dates as soon as they are confirmed. These are additional training opportunities, so you can make up hours if you had to miss one of the Saturday trainings (but keep in mind you can only miss ONE of the mandatory Saturday sessions and still complete the program.)

How and when will I receive my internship placement?

New and Beginning/ Undergraduate trainees - In late October, you will receive an e-mail from Keith outlining the procedure for selecting your top three preferences for your internship. You will return a form, and these will be logged in the order they are received. We will do our best to give everyone one of their three preferred slots. Most internships will begin the second or third week in November.

Advanced trainees – Since it is more complicated to arrange placements for the new and beginning trainees, we will announce the procedure for scheduling your internships in late November. Each advanced trainee will attend a sequence of three classes at one school. You will schedule and confirm these dates directly with the CWP teaching artists who oversee the residencies at the site you would like to visit. Advanced trainees can begin their internship classes in late November and all sessions must be completed by April 1st.

Where will CWP internships take place?

You will receive notice of the CWP internship sites along with the form to identify your preferences. We will share information about the internship sites at the first or second Saturday seminar. For the most part, internships will take place at elementary and middle schools.

When will CWP internships take place?

Again, you will receive notice of the internship sites and the days/ times that are available for you to choose from to request your top three slots. We can't guarantee that internships will be offered on all five weekdays (Monday-Friday) since this depends on when we schedule residencies with our partner schools. Tuesdays, Wednesdays and Thursdays tend to be the most frequent internship days since schools typically do not request residencies on Mondays and Fridays because of

holidays and so forth. Generally, internships will take place between 8:30am and 1:30pm, but we will not know exact days and times until they are announced to the trainees in late October. We recommend not counting on being able to do your internship on any one day of the week (for example, if you could only do your internship on Thursdays and absolutely could not do it on any other day) since we can't guarantee this will be possible.

What is a typical CWP residency like?

We don't have a typical residency, since each program is uniquely tailored to each school, and planned collaboratively by CWP teaching artists and the school's classroom teachers. All our residencies are co-taught by two CWP teaching artists, with classroom teachers actively involved in every lesson. All our programs have a large poetry/creative writing component, and also involve at least one other art form (like performance or visual arts), in addition to integrating into subjects and themes the students are exploring with their classroom teachers throughout the year. In CWP residencies, students create both individual and collaborative work, which is showcased through culminating events and projects. Internships take place at sites where we have longer programs.

What will my role be in the classroom as a trainee?

New and Beginning/ Undergraduate trainees – A lot of this will depend on the specific residency you are assisting in. You will receive a timeline/breakdown explaining what roles trainees usually take at different phases of the residency, but this is more of a guideline and will be different depending on your site. You begin as an active observer, and gradually move to a more active role, helping in small group work and assisting the CWP staff teaching artists in various ways. At some point in the residency, you will have the opportunity to take the lead on co-teaching a lesson with the other intern assisting in your class. Each week, you will receive a lesson plan via e-mail in advance of each weekly class that will detail what will happen, and you will usually receive information about what your specific role might be on a given week.

Advanced trainees – Advanced trainees visit CWP classes to see our work in action and are active observers. Since you are only there for three classes, you do not directly interact with students.

What are the monthly evening meetings? When will the dates be announced?

The two-hour monthly evening meetings begin in January; there are six of them in total, including a final celebration in May. Part of the time will be spent by breaking up into groups according to internship site and debrief on what's going on in the residency and what's coming up in future weeks. The remainder of the time is used to cover a select topic related to your development as teaching artists, like classroom management, diversity/ sensitive topics in the classroom, and navigating the NYC DOE system. These are mandatory for new and beginning trainees and optional for advanced trainees. Dates will be announced by December 4th.

What about other questions I might have?

After reading this document, our website, and the application materials, please contact Khalil if you still have questions. (E-mail preferred)

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