

# **Purpose of Art Masterpiece Training Meeting**

## **What we will be covering today:**

- 1. Commitment and Expectations of Art Volunteers**
- 2. How to Get Started as an Art Guide**  
**And Ways We are Improving our Procedures from past years**
- 3. Identify Roles of Art Volunteers – What do you have to offer?**
- 4. How To Teach a Great Lesson!**  
**-Procedures and Ideas for being a better art guide**
- 5. Demonstration of an Art Lesson**

**(Returning art guides may be dismissed at this point unless you need a refresher on the following information)**

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**(For New Art Guides) Tour of where to find art supplies and art prints and procedures for locating art lessons online.**

## **Tarwater's Art Masterpiece Contacts**

Contact any of these people with questions, concerns, or ideas! We are all working together to help make Tarwater's Art Masterpiece program a great experience!

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## **Commitment and Expectations of Art Volunteers:**

- **Take your role as an Art Volunteer seriously!**

*You are the only means for most students in Chandler schools to receive any art education or an opportunity to use art materials! This is fun, but it's also a big responsibility.*

- **6-7 lessons throughout the school year** (about 1 per month)

- **Each lesson takes about 1 hour of time plus about 15 minutes before and after each lesson for set up of supplies and cleanup in the classroom.**

- **Take Time to Prepare the Lesson! Don't wing it!**

*Read the lesson before the day you teach. Take time to think about what are the important teaching-points in each lesson or how the technique in the project can be demonstrated.*

- **Practice the Technique used in the lesson project.**

*Playing around with the project or the technique ahead of time helps you to understand first-hand what might be challenging for the kids and how you may want to teach it.*

- **Prepare Completed Student Art to be Display-Ready after each lesson!**

*This includes matting/framing/adding names/including art-summary for each lesson.*

- **Manage Art Masterpiece Folders**

*Completed projects are to be put into student folders in a designated Art-Masterpiece file in the teacher's room (not sent home!) Art will then be ready at any time for display in the classroom, around school, at the district office, for the Spring Art Show and end of year portfolios that are sent home with the students.*

- **Volunteer to display class art in classroom or around school**

*Please sign up to display your classes' art at least one time throughout the year!*

- **Volunteer for Spring Art Show!**

*Everyone needs to assist with preparing their classroom's art for the Art Fair. We need everyone to sign up to volunteer with either the set-up, tear-down or assistance during the Art Show!*

## Art Masterpiece Team Roles

### Communication

Get list of people volunteering for each class. Contact them via email, phone or introduce yourself today. Get to know your team and how you're going to work together! If you are volunteering alone in a class you will be covering all of the roles identified below. If you're not comfortable with that, you may want to work with your teacher to recruit another volunteer to help you.

### Identifying Team Roles

Everyone has something valuable to offer! Take time to recognize what each team person's strengths are and how you're going to work together for each lesson. Identify who will do one or more of the following roles each lesson. Rotate roles and responsibilities each lesson as needed.

#### **a) Leader of each Lesson (primary speaker/teacher)**

*(This person has good organizational, communication and speaking skills)*

*-Responsible for contacting teacher and scheduling the lesson date with the teacher, communicating with the rest of the team, and scheduling art supplies. They are also responsible for making sure all the necessary roles/expectations are covered for that lesson.*

*-The leader of each lesson will do the speaking/teaching about the artist/art-print and the project (unless you prefer to have another team member do that part of the lesson)*

#### **b) Someone who can explain art project and demonstrate art technique**

*(This person prefers hands-on teaching and is comfortable demonstrating a simple technique)*

#### **c) Is there is an artist on your team? If so, use them as a resource to enrich your lesson.**

*Find out their areas of expertise. They may be able to help a lot with teaching technique or explanation of the art print.*

#### **d) Support/ Assistance to the students while they do their projects**

*This person walks around and offers assistance and encouragement while students are doing art project. They can help hand out supplies and offer support wherever needed.*

#### **e) Appoint team members each lesson who will be responsible for preparing completed art projects for displays or folders**

*Hopefully everyone will share in these responsibilities equally!*

# How Teach a Great Lesson!

*After communicating with your team and deciding who will best do each role, you can get started scheduling, planning and teaching your lesson!*

## **1. Schedule your Lesson**

- *Go to the Art Masterpiece page on the Tarwater website to look up the list of lessons for the grade you're teaching. Each lesson is listed as well as a schedule of dates for each lesson to be completed. Please make every effort to complete your lesson within those dates.  
(Go to Tarwater website under Chandler Unified School District...Click on "Parents"....then click on "Art Masterpiece" to find all art lessons and scheduled dates for lessons.)*
- *Lesson Leader should contact the teacher (and communicate with team) to set a date for lesson.*
- ***Sign-Up Genius** will be used this year for scheduling art-supplies for your lessons! YEAH! A Sign-Up Genius invitation will be emailed to you. If you are a Lesson-Leader for the next lesson, you will be able to sign up for your art supplies online using Sign-up Genius! Only one person (the leader of the lesson) from each team needs to sign up for supplies.*

## **2. Plan your Lesson**

- **Read through the Art Lesson Before you present it!** *All the information you need about the artist, the art print and the project are already typed up in the lessons which can be found online! Be prepared to answer questions and engage the class.*
- **Highlight or underline the important points about the artist, art print or project.** *The prepared lessons often give you more information than you need about the artist. Find one or two things in the lesson you want the class to learn and remember.*
- **Plan the timing needed to discuss the artist and art print and to demonstrate the project.** ***We want to give the students as much hands-on art time as possible!** It will vary from lesson to lesson, but as a general rule- Usually plan to spend 10-15 minutes introducing the artist, discussing the art print and explaining the art project. Remember, the prepared lesson gives you more information than you need – There is no need to add extra power-points and slides to the presentation! Try to allow 45-50 minutes for the students to work on their art project. (Some of the lessons in the upper grades require meeting twice to complete stages of projects).*

○ **Sample of Time Structure for Most lessons:**

- **Introduction ( 1 minute)**
- **About the Artist (2 minutes)** *Keep it short! Tip: The artist's name/dates he lived/ where he lived can be written on the white-board ahead of time. Tell 1-2 important points about the artist. i.e. Claude Monet was known for the start of the Impressionist Movement – and define the term "Impressionism".*
- **Interactive Discussion about the Art Print** (3-5 minutes depending on lesson)  
*Use some of the questions in the Lesson Plan to help guide interactive discussion with students. Let students help point out shapes, patterns, balance, etc.*
- **Explain the Student Project and Demonstrate Technique whenever possible.**  
(3-5 minutes). *Children can get frustrated if they are never shown how to do something. Teaching the art technique and demonstrating the project is super important! You can even demonstrate what not to do! I.e. Show what will happen if you use too much paint or if you mix too many colors together!*
- **Student Art Project (45-50 minutes)**

**3. Practice the technique used in the art project ahead of time if possible**

- *At least play around with the art-medium so you know what will work and what will not. If you try to do the project you can find out what challenges your students may have ahead of time!*
- *Tips for art techniques are listed on Tarwater's Art Masterpiece webpage.*

**4. Give Clear Instructions for Student Art Project**

- *Make sure students always write their names on the back of their papers before starting!*
- *Younger students (grades K-2) respond well when they sit in a circle around you when explaining the lesson (like story-time) and they also need directions repeated several times throughout the project!*
- *Sometimes older students don't get their projects finished in time because too much time was spent creating a detailed drawing rather than a quick sketch before painting! Be clear about what they are supposed to do and demonstrate for them when possible.*

**5. Watch the Time!**

- *Encourage students to finish their projects in the 45-50 minutes following the lesson.*
- *Give them warnings when they only have 15 minutes, 10 minutes and 5 minutes left.*
- *Try to tell them at what point in the project they should ideally be at a certain time. Be encouraging- Don't stress them out, but help them manage their time.*

## **6. Offer help and assistance during the student art project**

- *Always be encouraging! It's more about the learning that's happening during the process than the final product! Make it fun for the kids! If it didn't turn out the way they wanted it to, ask them what they learned and what they would do differently next time. Find something positive to say about each student-artist.*
- *Walk around the classroom and be available to help. This is their project, don't do it for them!*  
Examples of things you can help with during a project:
  - Younger students need help getting their paint water refreshed or need to be reminded when to stop mixing colors (before it's all brown)! Younger students need help knowing when to STOP when drawing/painting. They can be given extra paper if they're having fun and want to practice more!
  - You can help students brainstorm ideas for a project and remind them to draw lightly with a pencil when drawing. Older students can be reminded that sketching (vs. drawing) goes quickly and just involves simple placement of shapes and objects, not detailed drawing.
  - Students who are having trouble drawing something can be helped by realizing what basic shapes make up the object they are trying to draw.

## **7. Summarize the Lesson – What have they learned?**

- *Since they only have a short amount of time to do their project, it works well to review some of the important points of the lesson (about the artist or the art-style) while they're working!*
- *You can walk around and quiz the students who are already done with their project. Ask them what one new thing is that they learned today! Ask the students for feedback about what they liked and what was difficult.*
- *As students are finishing up their projects, leave them with one or two main things you want them to remember about this lesson or the art/artist!*

## **8. Prepare Completed Art Project for Display or Folders:**

- *Please do not leave this for the end of the year!!! Try to do it immediately after each lesson. Delegate others on your team to help.*
- Art can be mounted. Be careful not to damage the art. There is construction paper and rubber-cement in the teacher's workroom for mounting art.
- Optional - Student names can be added to the frame. Teachers have lists of class-members that can be printed out. Please do not attach directly to the art, but rather to the paper-matte.
- Summaries of each lesson can be printed out and either attached to the back of the art or filed along with the art in the student-folders. Not all lessons have art-summaries, but we're working on completing them for all lessons! These are helpful when parents are looking at their child's art at the end of the year – it explains briefly about the artist/art studied and what was learned during the lesson.
- Do not laminate the artwork.

- Do not put staples directly on the artwork when displaying it, rather staple the construction paper matte around the artwork so that it doesn't destroy the art.
- Please DO NOT send the art home with the students immediately after each lesson. We need them in their student-art-folders so that they can be taken out for displays and the Spring Art Show. Art will be sent home in a nice, complete portfolio at the end of the year!
- Offer to display the art lesson in your teacher's classroom or sign up for displays around school!

## **9. Clean up the classroom and return all art supplies to the art-shelf bins when the lesson is done!**

- *Please do not leave art supplies and art-bins in the classrooms. Others cannot find them when they need them if they aren't returned where they belong!*
- *Please report if you are low on any art supplies to **Emily Lee at [ben.emily.lee@gmail.com](mailto:ben.emily.lee@gmail.com)**. They will make sure the supplies are replenished for the next scheduled lesson.*
- *Please do not take art-supplies home unless it's been communicated with Emily Lee at and a special exception has been made..*

## **10. Feedback/Review**

- *Share any feedback about the lesson you did in the notebooks in the Art Bins. Give suggestions, ideas about what you did that worked great or didn't work well. Share your experience so others can learn from it!*