



Application Guidelines 2016-2017

Application Deadline: Monday, September 19th, 2016

Applications sent via standard mail must be post-marked no later than **Monday, September 19th**, 2016. Late materials will not be accepted.

Label all submissions "**TATIP 2016**" and **LAST NAME**:

Email: TATIP@communitywordproject.org
Fax: (212) 962-3821
Mail: Community-Word Project
11 Broadway, Suite 508
New York, New York, 10004
Attn: TATIP 2015-16

Tuition:

- New & Beginning - \$950
- Advanced - \$850
- Student - \$750

An **Early Bird Special** of \$150 off marked tuition price will be offered to all applications received **before** Monday, September 12th, 2016.

****Limited partial scholarship funds are available.**

If you believe that you qualify for consideration, **please submit a one-page request letter**. Explain why you qualify and describe what your participation will bring to the training. **Please include scholarship requests in your application submission.**

Please note: all scholarship recipients are required to complete **15 hours** of volunteer service for Community-Word Project **in addition to the 5 hours all trainees are required** to complete for our Annual Benefit.

APPLICATION REQUIREMENTS: Incomplete submissions will not be considered. Application is considered complete upon submission of all of the following materials:

1.) **Personal Information/ Narrative Questions**

2.) **Resumé or Curriculum Vitae**

3.) **Artistic Samples** (Do not submit student work. Please share your own creative work. If you work in multiple art forms, submit the discipline in which you work most frequently).

- **Acceptable artistic samples (include year created):**
 - 3-4 pages of poetry or prose
 - 3-4 images (JPG or PDF format)
 - 3-4 production/performance programs (mark where name appears)
 - Productions/performances list with descriptions, dates and venues

- CD/DVD
- 1-2 MP3 files
- 1-2 AVI or MPG video files (no WMV files)

APPLICATION NOTES:

- Send application as an attachment.
- Include **LAST NAME** in the title of **all attachments** (i.e., “2016_TATIP_Application_LAST NAME”).
- Writing submissions must be in English.
- Except when applicable (as described above), submit all materials in MS Word or PDF formats.
- If sending multiple e-mails, please note in the first email a list of all documents you will be sending.

TATIP OVERVIEW

TATIP offers three levels of training: New & Beginning, Undergrad/Graduate (Student), and Advanced. TATIP also offers additional internship opportunities at partnering organizations that will be made available during the first training session.

1. Saturday Trainings (Oct-Dec)

These sessions provide the foundation of the training. We focus on effective teaching of the arts through transforming the creative process into teaching tools, pedagogy, lesson design, curriculum development, connections to the Common Core & State Standards, and collaborative teaching. Sessions are from 10 a.m. - 4 p.m.

- **Mandatory Dates for ALL New & Beginning, Student Trainees:**
Oct 22, Oct 29, Nov 12, Nov 19, Dec 3, Dec 10
- **Mandatory Dates for ALL Advanced Trainees:**
Oct 22, Oct 29, Nov 12, Dec 3, Dec 10

2. Monthly Debriefings (Jan-May)

2-hour evening seminars, once a month, where trainees reflect on the internship experience with CWP Mentor TAs and receive further enrichment on teaching in the classroom. (Dates TBA – previously Monday evenings). These are **mandatory** for all trainees.

3. Elective Seminars (Jan-May)

Opportunities for further enrichment are available, previously in these subject areas: Alternative Settings, Teaching for Social Justice, After-school, Universal Design for Learning, Creative Writing, Media Arts, Visual Arts, and Performance Arts (Theatre, Music & Dance), Teaching for ELLs and more. Attendance at these Elective Seminars varies depending on your internship track (New & Beginning – 3, Advanced – 2, Student – 1).

The total seminar hours required to complete the internship are **58 for New & Beginning, 50 for Student and 48 for Advanced.**

4. Internships

In each residency, interns assist one or two CWP Mentor Teaching Artists with opportunities to be incorporated into the lesson. This year, TATIP will offer **Additional Internship Tracks** – as well as the **required CWP in-school residencies** – with top NYC arts-in-education organizations such as Wingspan Arts, Free Arts NYC, Brooklyn Arts Council and Marquis Studios. These additional tracks will give trainees a connection with other arts-in-education organizations and a look into their hiring practices. You are responsible for getting fingerprinted with the Department of Education before your internship begins. Please see the FAQs for more information.

	CWP In-school Track only (Nov-May) Residencies are during school hours M-F, 8am-2:30pm	CWP In-school (Nov-May) + Additional Track (Jan-Jun) The times for additional tracks vary from organization to organization.
New/Beginning	A 45-60 min weekly session (CWP in-school) for a minimum of 15 weeks.	A 45-60 min weekly session (CWP in-school) for 15 weeks and a 45-90 min weekly session (additional track) for a minimum of 8 weeks.
Student	A 45-60 min weekly session (CWP in-school) for a minimum of 12 weeks.	A 45-60 min weekly session (CWP in-school) for 12 weeks and a 45-90 min weekly session (additional track) for a minimum of 8 weeks.
Advanced	A 45-60 min session (CWP in-school) for a minimum of 8 weeks.	A 45-60 min weekly session (CWP in-school) for 8 weeks and a 45-90 min weekly session (additional track) for a minimum of 8 weeks.

Please be aware that all participants are **required to contribute at least 5 hours** of support time for our annual Benefit (date TBD). Scholarship recipients are **required to complete an additional 15 hours** of support time toward Community-Word Project.

Questions?

Visit our website www.communitywordproject.org/teaching-artist-training-program or contact Katie Rainey, TATIP Program Manager at TATIP@communitywordproject.org