



FAQs - 2016-2017

What is the difference between the three levels of training?

- The **New & Beginning** program is designed for those with little or no Teaching Artist experience in their art form.
- The **Student** program (for Undergraduate and Graduate students) is a modified version of the New & Beginning track with fewer required seminar hours and residency sessions to accommodate the schedules of full-time students. To apply you must currently be enrolled in a college/university working toward your undergraduate or graduate degree.
- For the **Advanced** level, you must have at least 2 years of experience teaching your art form. The Advanced program is a condensed version of the Beginning program and is designed for those who already have some Teaching Artist experience and are looking for more professional development.

If you do not meet the requirements for the level of training you are applying for, your application may be denied.

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

No. TATIP is designed as 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 TATIP does not guarantee work with CWP. However, most of our Teaching Artists have completed either TATIP or our Summer Institute program.

Does the program help me find work as a Teaching Artist?

TATIP is designed to prepare you to enter the Teaching Artist field. TATIP has developed a Cohort, working with a collective of local arts-in-education organizations, and is well known in the NYC arts-in-education community. Local arts-in-education organizations look favorably upon our graduates when hiring.

CWP hosts a Teaching Artist Job Information Panel each spring. Many local organizations attend and share what they look for when hiring Teaching Artists. Periodically, organizations inquire if we have Teaching Artists suited for their hiring needs and we notify our alumni group.

Also, TATIP has gone green and put our end of the year anthology online in order to promote our graduates as Teaching Artists. Many of our graduates post the anthology as a part of their resume, and numerous arts-in-education partners have been using it to get an in-depth view of our artists. You may view the anthology here:

<http://communitywordproject.org/news-and-events/2015-2016-tatip-anthology,220/>



Teaching Artist Training & Internship Program since 2000

What kinds of artists can apply?

Artists of all disciplines are eligible including creative writers, dancers, musicians, theater and performance artists, visual artists and media artists.

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 many qualified individuals apply. We make every effort to give special consideration to individuals who reapply. Please note on your application that you have previously applied.

What if I was previously accepted, but could not attend at the time?

If you were previously accepted into TATIP, but were not able to attend at that time, we extend that acceptance for at least the subsequent year.

Do I have to live in NYC to apply?

It is necessary to live in the NYC area because of the weekly internship at one of our NYC partner schools. We will consider all applicants, but we will give preference to NY-based artists because we are dedicated to developing Teaching Artists in NYC.

What are the requirements for graduating from the program?

In addition to submitting assignments on time, you must complete a minimum number of hours of seminar training and a minimum number of internship sessions.

- **New & Beginning** trainees must complete a minimum of 58 seminar hours and 15 residency sessions.
- **Student** trainees must complete a minimum of 50 seminar hours and 12 residency sessions.
- **Advanced** trainees must complete a minimum of 48 seminar hours and a minimum of 8 residency sessions (please see Applications Guidelines Internship Rubric).

Those who complete the program will receive a formal letter of completion, detailing the requirements they have completed.

What assignments and coursework are required in the program?

We have designed assignments that will help trainees gain skills and experience. The materials you create will be useful in your teaching portfolio as you seek Teaching Artist work.

- Trainees will develop skills for collaborating, co-planning and co-presenting.
- Trainees are required to plan with peers/colleagues outside of class time.
- Trainees co-develop and present lesson plans incorporating their creative elements.
- Trainees co-develop a Teaching Path (a residency curriculum outline).
- Trainees are required to submit materials for an end-of-program anthology. (<http://communitywordproject.org/news-and-events/2015-2016-tatip-anthology,220/>)
- Trainees submit several written reflections, including the end-of-year survey.

These assignments require time outside of the seminars and internships and must be completed on time in order to graduate from the program.



Teaching **A**rtist **T**raining & **I**nternship **P**rogram since 2000

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

We understand that you have other commitments and priorities while participating in the training. If you know you will have a conflict with a particular date, we recommend finding another trainee who is willing to catch you up on what you missed. There are no make-up training days. There are opportunities to make up missed seminar hours by attending elective seminars in the spring, but all **trainees may only miss ONE of the Saturday seminars** and still be eligible to complete the program.

Where does the non-refundable fee go?

CWP invests over \$1500 in each trainee in both hard costs and internal resources. We fundraise all year long to support the program and make it possible for more trained Teaching Artists to enter the field annually. The fee offsets the cost of materials, space and expert facilitators we use in the seminars. Payment is expected upon acceptance into the program. Payment must be complete by the start of the program and is non-refundable.

Partial Financial Assistance is 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. All scholarship requests should be included with your application.

Are there any other training dates?

We offer a variety of Elective Seminars on Saturdays in the spring on select topics. We collaborate with Wingspan Arts, DreamYard Project, Center for Arts Education, Voices UnBroken, Brooklyn Arts Council, Free Arts NYC, Teachers & Writers Collaborative, amongst others. Because of these partnerships we are very pleased to be able to offer special seminars on After-School Settings, Alternative Populations, Creative Writing, Universal Design for Learning, Visual & Performance Arts, Teaching for ELLs, Teaching for Social Justice and many more. Dates will be announced once confirmed. These additional opportunities may function as make-up hours if you had to miss one of the Saturday trainings. Keep in mind that **you may only miss one** of the mandatory Saturday trainings and still complete the program.

How and when will I receive my internship placement?

New & Beginning and Student trainees - In late October you will be matched with a school that best fits all considerations. Most internships begin mid-November.

Advanced trainees – Advanced trainees have lower residency hours requirement so the procedure for scheduling your internships can occur later. Advanced trainees attend a minimum of 8 classes at one school. The dates are scheduled directly with the CWP Teaching Artists and TATIP staff that oversee the residencies at the school. Advanced trainees can begin their internship hours in late November or in January.



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Where will CWP internships take place?

Internships will take place in one of our partner schools throughout the five boroughs. Depending on space and your availability, trainees are placed in one of the residency programs. This applies to the Wingspan, Brooklyn Arts Council, FreeArts NYC, Marquis Studios and CWP After-school placements as well.

When will CWP internships take place?

In-school internships last one hour weekly during the school day (8:00am-2:30pm). Trainees begin as early as November. After-school internships typically begin in February. Exact days and times will be announced later this fall. After-school residencies are between 3:30pm-5:30pm. We cannot guarantee internships on specific days of the week, but we do our best to give everyone one of their preferred slots.

What is a typical CWP residency like?

Our in-school programs are uniquely tailored to each school and planned collaboratively by CWP Teaching Artists and the classroom teachers. Our residencies are co-taught by two Teaching Artists, with classroom teachers actively involved in every lesson. All our programs have a poetry/creative writing component, paired with another art form. We integrate with subjects and themes the students are exploring in their classrooms. In our residencies, students create both individual and collaborative work, which is showcased through culminating events, murals, anthologies, CDs, photographs, film and other projects.

What is a typical Wingspan residency like?

After-School residencies with Wingspan will be outlined with more detail at one of the initial Saturday Training Days. You will assist hands-on with a lead Mentor Teaching Artist. A variety of topics are taught through Wingspan and, again, our best efforts will be made to arrange a good fit.

Besides Wingspan and CWP, are there opportunities to mentor with other arts-in-education organizations?

For the last several years, CWP has partnered with Wingspan Arts in order to create an additional internship track and give trainees more experience in different classroom settings. This past year, CWP partnered with Brooklyn Arts Council, FreeArts NYC and Marquis Studios in addition to Wingspan Arts to give trainees a broader view of the field. Trainees may choose to do an additional internship track with one of our partner organizations, if they so desire.

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

This will depend on the residency in which you are placed. 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 each site. You begin as an active observer. Later in the residency, you will co-teach a lesson with the other intern(s) in your class. In advance of each weekly class, you will receive a lesson plan and information about your specific role that week.



Teaching **A**rtist **T**raining & **I**nternship **P**rogram since 2000

What about fingerprinting with the Department of Education?

Professional Teaching Artists working within the Department of Education (DOE) public schools must be fingerprinted before they may enter the classroom. All trainees must be fingerprinted before they can begin the internship portion of their training. Upon acceptance into the program, CWP will pay half of the fingerprinting fee for each applicant. You are responsible for the remainder of the payment and getting fingerprinted before the start of your internship. If you have already been fingerprinted, documentation will need to be shared with CWP staff before you may enter the classroom. You can see more information on the DOE website:

<http://schools.nyc.gov/Offices/DHR/Fingerprinting+Employee+IDs+and+Smart+Cards.htm>

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

The two-hour monthly evening meetings are to further your development as Teaching Artists. The monthly meetings begin in January. There are a total of five meetings, including a final “graduation” celebration in May. A portion of each meeting is spent in internship site-specific groups to debrief the residency. The rest of the time covers topics like classroom management, age-appropriate lessons, partnerships, professionalism in the TA field, résumés and interviewing, and navigating the NYC DOE system. All are mandatory. Dates will be announced by early December. Please note they typically are held on weekday evenings.

What additional requirements are there for the Program?

All participants are **required to volunteer at least 5 hours** of time to our Annual Spring Benefit (date TBD). Scholarship recipients are **required to volunteer an additional 15 hours** of work-study with Community-Word Project.

What about other questions I might still have?

Please contact us at TATIP@communitywordproject.org