

# Step-by-step Teaching

## Get Smart With Art

### Week Before Class

1. Look at your schedule to see what artist and print you will be teaching. (Also available online).
2. In the Primary Art Room locate the Art Lesson file cabinet in Primary Art Room. **Find the files on the artist/print you will be teaching.** Files are arranged alphabetically by Artist Last Name. **DO NOT** take the information home with you, but you are free to make your own copy (to mark up). **ALWAYS** return all original materials to the file the same day. Each file contains: (Also available online).
  - a. Artist Biography
  - b. Print Biography (plus, volunteers may have added to this from their own research)
  - c. Picture of print (B&W copy)
  - d. List of questions to ask and things to point out
  - e. Instructions for art project
3. **Study the information in the file.** Plan to teach and discuss the artist and print for AT LEAST 15 minutes. Feel free to do further research for more information. The O'Fallon Public Library (and the Lewis and Clark system) and the internet are great sources of information!
4. **Create a sample project** based on the instructions. This is important! It gives you an idea of how much time it will take to create, additional instructions that you might want to give ("use a glue stick" vs Elmers because it shows through etc). You may decide to do something different than the recommended project; **HOWEVER, take a look at other projects that you will be doing for other lessons this year,** and make sure you are not using up a project idea that you will need for later!!! See the list of the art supplies available. If you need parent supplied materials, such as newspaper, save or obtain them. You may also make special requests for supplies, but they must be made WELL in advance, with details such as cost, quantity needed, source from which to buy them....if approved, the GSWA Chairperson/coordinator will make the purchase. **DO NOT** purchase materials with the expectation to be reimbursed. However, if you want to purchase materials or supplies as a donation to the class you are teaching, that is fine.

### Day of Class

1. **Arrive at least 30 minutes early** so you have time to get the print, obtain all the art supplies you'll need, and prepare materials for art project (cut paper, etc). Allow extra time if you are painting (to pour paint into trays) and also for painting clean up. **Assistants: remember....you are not just assisting in the classroom! You are also assisting in prep and clean up.**
2. Go to the print storage cabinet and obtain the appropriate print. Prints are stored alphabetically by Artist Last Name. **NEVER** remove prints from the building under any circumstances. **ALWAYS** sign out the print so we know where it is. Use clean hands. Don't have food or soda or paint near the prints.
3. Gather the supplies you will need to do the art projects. We'll be sharing art supplies, so get at least enough for half the class so two students can share. Do any preparation work like cutting paper, mixing glue into paint, etc.

4. BE ON TIME. Go to the classroom, set-up, and teach the class. END AS SCHEDULED unless you have advance permission to do otherwise. **Assist in clean-up afterwards.** This is OUR responsibility, not the teacher's!
5. Clean and **return art supplies & prints** to appropriate drawers.
6. Please handle prints by the edges. Do not let the children touch the print when pointing or discussing.
7. Return information to appropriate file folder. **Place the sample project you created in the file folder** so we'll have a sample to follow for next lesson/year. Include any additional research you did. You can also put extra copies you may have made into the file (others may just use your copy).

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## Art Supplies

Let the Chairman/Coordinator know if we are low or out of these supplies listed above.

### **Supplied by Student**

Most students may have the following items (verify with teacher, not all grades have all these things) and will use their own.

- Crayons
- Glue sticks
- Markers
- Set of watercolor paints
- tiny Paint brush (in set of watercolor paints)