

Art Appreciation Handbook

2018-2019

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Your Art Appreciation Presentation Checklists/Guidelines:

Planning for the Year- Things to do now:

1. **Contact your Art Appreciation partner and decide how you will best work together.**
**We are requesting that both volunteers are present for ALL CLASSROOM PRESENTATIONS this year.*
 - a. Divide and conquer!
 - b. What times can you make yourselves available for presentations?

2. **Schedule your classroom time with the teacher for the entire year. Do this within the next two weeks!**
 - a. Use the Art Appreciation Program Scheduling form (attached).
 - b. Make sure that you understand from the teacher how long your classroom presentation time will be.
 - c. Your goal should be 20 minutes maximum; however, please make sure this is approved and clearly communicated with the teacher.
 - d. If working in grades 4 & 5 then you should also confirm computer availability.

Presentation Planning- Preparing for the Presentation:

- 1. **Check Artist Assignments Schedule** (attached)
The artworks are used in rotation and it is important that you stick to the schedule and return folders after your presentation!
- 2. **View the large format artwork at school stored on stage.**
 - e. Do **NOT** take the artwork from the stage until the day of your presentation. The artwork should NEVER leave the building.
- 3. **Check out the artist folder at school.**
 - a. Please sign out the folder using the clipboard next to the files. If another volunteer is looking for the folder they may need to contact you for information or to share the folder.
- 4. **Plan your presentation using any or all of the following:**
 - a. Orange presentation sheet inside the folder
 - b. Artist/artwork information inside of folder
 - c. You may use anything you wish to supplement the presentations; however, if you are going to do something very unusual, please check with the classroom teacher for approval.
 - d. Online research from sites such as:
 - i. www.artnet.com
 - ii. www.artcyclopedia.com
 - iii. www.britannica.com
 - iv. www.global.gallery.com
 - v. www.artic.edu/artaccess
- 5. **Create an outline/points/topics for the discussion with the students.**
 - a. The discussion should allow the students to tell you what they see.
 - b. **Your role is to guide the discussion.**
 - c. Please refrain from lectures about the artist.
 - d. Have fun and allow the students to have fun while they learn about the artist and look at the art!
- 6. **Print off artwork pictures for art books from www.benfranklinpta.org**

Presentation Day:

- 1. **Be on time for presentation and stick to time agreed.**
 - a. The teacher has blocked out this time for Art Appreciation, be respectful of the time allowed. Never be a “no show” or change times at the last minute. With two parents per classroom this should not happen.
- 2. **Pick up artwork from stage.**

3. Lead discussion based on presentation planning points. Have fun!!
4. Have students update their Art Books by entering in the following:
- Artist Name
 - Art piece name
 - Paste photo of art piece (found online at www.benfranklinpta.org) – you will need to print these out ahead of time.
 - Add key words tied to piece
5. Prepare a handout on the artist that can be sent to the Class/parents. The best case scenario is an electronic piece that can be sent via email!
- In many cases, an existing handout layout is already in the folder and you may choose to simply copy this existing or edit.
- This handout should include:
- Artist Name (with pronunciation)
 - Name of Art Piece discussed and where the piece is displayed. We've tried to select pieces that can be viewed at the Art Institute – please let the students know if it is a piece they can see there!
 - Key vocabulary from the planned presentation/discussion
 - Project ideas the students can do at home that correlate to the presentation (found inside art folder for each artist).
6. Collect the student Art Books from the children or arrange with the teacher to keep them in the classroom until the next presentation.
7. Return all materials – folders and artwork – to their assigned places on the stage.

Art Appreciation Program Scheduling
2018-2019

Teacher Name: _____

Grade: _____

Volunteer(s) Name, Phone(s) and Email:

Volunteers – Please fill in the days of the week and the times of day that you are available. Once your teacher returns the finalized version, place a copy in the Art Appreciation folder/file in the office. Thank you!

Teachers – Please fill in your preferred dates and times below, then forward to one of your volunteers for final scheduling.

November 2018: _____

January 2019: _____

February 2019: _____

March 2019: _____

April/May 2019: _____