

# Checklist

## Teachers and artists collaborating

Please note that this is a general checklist, which should function as an inspiration for teachers and artists. This list may be amended by the CICLO coordinator in your country according to local agreements.

### **Presenting your class on CICLO's web site**

Name and e-mail of each teacher of each class involved in CICLO should be sent to national coordinator and international coordinator before February 19<sup>th</sup> 2014. International coordinator is Sara Line Batson, E: [info@cicloarts.net](mailto:info@cicloarts.net).

The responsible teacher must submit the students' collective answers to the questionnaire and matching photos before February 28<sup>th</sup> (or later if such date is agreed). See the questionnaire [here](#). The answers and photo should be attached in an e-mail forwarded to [info@cicloarts.net](mailto:info@cicloarts.net).

### **Presenting creative work from your class on CICLO Blog**

Please read the specific requirements pertaining to the blog and the step-by-step manual: "[How to place material in the class blog](#)". The short version is:

The teachers of the two groups of students should confirm to each other by e-mail that they will send material before or by the deadlines for the blogposts and how they would like to present them. (see page 25).

Deadlines:

- First blog post: 7<sup>th</sup> April of March 2014
- Second blog post: the 24<sup>th</sup> of April 2014
- Third blog post: the 13<sup>th</sup> of May 2014

The teacher responsible for the class is responsible for producing the content in cooperation with the class, and for keeping the three deadlines unless another person is appointed

### **Products presented at the final exhibit**

Make sure to note what has been agreed upon concerning the final performances and/or exhibitions at UNESCO Arts Education Week in week 21 (May 19-23) with the other groups of classes in your specific city/town/country?

- Write a list of product and activities, which are presented during the workshop at the final exhibit.

- Note the person responsible for each specific detail at the final presentation.

### **Informing parents and students**

- How, when and in what way should parents and students be informed about the project?
- Is additional parental consent forms necessary in your school?
- If yes – who is responsible for distribution and collecting the consent forms?

### **Action plan and important dates to remember**

A time schedule has already been or will be prepared and approved by participating artists and teachers. Remember to adjust the schedule as the project develops and progresses.

### **Before the first lesson with visiting artists**

- Make agreements concerning content and activities with the artists.
- Who is responsible for what?
- What should the group of students learn and/or prepare for the next visit?
- Note which materials and equipment that should be booked/provided for.

### **At the end of each lesson**

Evaluate each lesson with the students

Each lesson should also be evaluated by teachers and artists

- What was successful?
- What was not successful?
- Which changes are necessary for the next lesson?

End each lesson with a “to-do list” of responsibilities and tasks for the next lesson

For the entire period and project an evaluation form for each class will be produced and made available at the CICLO web by April.