



An introduction for teachers mentoring students who are applying for THE ARIZONA STATE SEAL OF ARTS PROFICIENCY

Dear Fine Arts Teacher:

It is the beginning of the year, and you may already feel your calendar is full.

Mentoring a student through the Arts Seal process does take time, but you can help yourself and the student by making sure they own the project. Support and advise the student, but do not do the work for the student.

The student is responsible for the project - meeting deadlines, fulfilling the requirements, and submitting materials. The Fine Arts Department will email the student deadline reminders. In the past, some mentors have uploaded files and submitted the capstone materials for their students. All students have access to computers; therefore, submission of the capstone materials should be the responsibility of the student.

The 3 most important Arts Seal deadlines are:

Friday, November 3, 2023 -

The student submits their Intent to Apply Form to their mentor teacher.

This application form includes the important capstone project proposal that must be accepted by TUSD Fine Arts Dept. in order for the student to continue in the Arts Seal process. The student only has one chance at application, if their project description is not accepted, they may not continue. Important instructions for filling out the form are included in the form's second page.

Thursday, November 9 –

After checking the student's Intent to Apply form, especially the capstone project description, the mentor teacher sends completed Intent to Apply form to Thomas.Lewis@tusd1.org.

Friday, March 1, 2024 by 11:59 pm –

Student submits their capstone project to Thomas.Lewis@tusd1.org.

This is a hard deadline; late materials will not be accepted.

Important Forms: The Intent to Apply Form 2023-24, the Arts Seal QuickNotes Guide 2023-24 (which should answer any questions students and mentor teachers may have), as well as other Arts Seal documents are available for download from the Google Drive folder, *Arts Seal Files 2023-24*:

https://drive.google.com/drive/folders/1y2_E2Jn12GaOlz7q3Fq9Fqrb2KFHtV9w?usp=sharing

The Responsibilities of the Mentor Teacher in a 5-step timeline:

1. At the beginning of the year, fine arts teacher should let their students know about the Arts Seal opportunity, perhaps even suggesting to specific seniors that they might be a good candidate for the Arts Seal.
2. **Submitting the application form**, which is formally called The Intent to Apply form. For students that have expressed an interest in the Arts Seal, the mentor teacher should discuss with the student what they are proposing as their capstone project and make sure the student has access to the **Arts Seal QuickNotes Guide 2023-24** and the **Intent to Apply form**. These forms are available through the above Google Drive link.

November 3, 2023 - the student submits their Intent to Apply Form to their mentor teacher. Teacher checks the form to make sure it is complete, especially checking the capstone project proposal.

Thursday, November 9 – mentor teacher sends completed Intent to Apply form to Thomas.Lewis@tusd1.org.

3. **November, 2023 to end of February, 2024** – the student creates their capstone project. After the student’s capstone project is accepted by the Fine Arts Department, they will begin work on their project. The mentor teacher periodically checks-in with the student as they are going through the creation process. Have they hit any snags? How do they plan on presenting their project? What materials are they including?
4. **THE FINAL DEADLINE, March 1, 2024** – student submits their capstone project to Thomas.Lewis@tusd1.org.
If time permits, before the student submits, check their materials. This may not be possible if the student is completing their submission materials close to the March 1 deadline. Ultimately, it is the student's responsibility to properly put together their materials.
5. **After submission of the capstone project, an interview with the adjudication panel, the student, and the mentor teacher is scheduled.** All interviews are via Zoom.
During the interview itself, the mentor teacher does not participate but at the end of the interview they are given the final word so they can offer any additional information or clarification they feel necessary to the interview.

Thank you again for supporting your students’ creativity. Your talents and efforts are greatly appreciated. If at any time you have questions or need clarification, feel free to contact me or Joan.

Best regards,

Thom Lewis

Program Coordinator

Opening Minds through the Arts

TUSD Fine and Performing Arts Department

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