



## Reference Form: Teaching Artist Roster

This form should be filled out by the Teaching Artist Roster applicant's professional references. It can be filled out and saved using the latest version of Adobe Acrobat Reader (free at [www.adobe.com](http://www.adobe.com)).

1. Applicant's Name: \_\_\_\_\_
2. Name of Reference: \_\_\_\_\_
3. Reference's Job Title: \_\_\_\_\_
4. Organization: \_\_\_\_\_
5. Mailing address: \_\_\_\_\_
6. City: \_\_\_\_\_ 7. State: \_\_\_\_\_ 8. Zip: \_\_\_\_\_
9. Telephone: \_\_\_\_\_ 10. Email Address: \_\_\_\_\_

11. Please rate the applicant on the following (Please check only one box per item):

- |  | Poor                       |                            | Superior                   | Don't Know                 |                          |
|--|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>a. Mastery of artistic discipline</b> | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> |

*The applicant introduces the vocabulary, concepts, skills and techniques related to their artistic discipline.*

Comments:

- |  |                            |                            |                            |                            |                          |
|--|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>b. Ability to guide others in practicing and teaching their artistic discipline</b> | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> |
|--|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|

*The applicant leads their workshop participants through the various processes of their artform, including creative, performance, response, and the required thinking skills.*

Comments:

- |                             |                            |                            |                            |                            |                          |
|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>c. Leadership Skills</b> | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> |
|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|

*The applicant makes connections between the arts and other content areas. They also facilitate an understanding of arts learning.*

Comments:

- |                                |                            |                            |                            |                            |                          |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| <b>d. Communication Skills</b> | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|

*The applicant demonstrates how the arts can be used to express ideas and feelings*

Comments:

**e. Planning & Organization**

1    2    3    4  

*The applicant incorporates the participants' needs into their lessons. They also provide required information during all stages of a workshop project.*

Comments:

**f. Imagination & Resourcefulness**

1    2    3    4  

*The applicant is engaging and is able to provide clients with a wide range of assistance.*

Comments:

**g. Dependability**

1    2    3    4  

*The applicant is punctual and meets all requirements of their contract.*

Comments:

12. How long have you known the applicant? What are your connections to them?

13. Why is the applicant qualified to be a member of the Teaching Artist Roster?

14. Do you recommend the applicant for this program?    Yes    No

15. Reference Signature \_\_\_\_\_ Date \_\_\_\_\_

**The reference person must email this form no later than the application due date to:**

**Charlotte Smelser**  
**Arts Education Director**  
[csmelser@arts.ms.gov](mailto:csmelser@arts.ms.gov)