Overview:
The purpose of this lesson is to teach students how to incorporate time management and planning skills as part of the art lesson requirement, for a teacher who has to be away during regular school hours for more than two weeks. A substitute will be teaching the class, but the students will be required to meet with their main instructor to assess their progress. The student will be able to use the Jotform “Timesheets” to log in the times the instructor has requested they meet, before school 7:00 a.m.-8:00 a.m. or after school, from 3:30 p.m.-4:30 p.m. Monday through Friday. The meeting will be once a week for three weeks, and will be 15 minutes in length. The student will give their name, date they are meeting, and any comments or questions they have for the instructor. The instructor will use the Jotform Timesheets, print them out, and bring them with him/her to the meeting. The instructor will address any comments or questions the student may have, and write suggestions for the students. The art lesson itself will be covering self portraits; two practice self portraits (one in pencil and one in charcoal) and two final self portraits; one in pencil, and one in charcoal.

Objectives:
• After giving the students a time to meet, the instructor will have the students log into Jotform, “Timesheets” and have the students give their name, the date they are scheduled to meet with the instructor, and any comments or questions they may have.

• The students will be able to schedule and meet with their instructor using Jotform Timesheets, on three separate occasions, and be able to turn in their printed forms with the teachers comments included, on the last day of the project.

• The students will be able to complete two practice self portraits, one in pencil and one in charcoal during the first week. The student will complete one final self portrait in pencil the second week. The student will complete one final self portrait in charcoal the third week. The student will use any suggestions given at the three meeting times from the Jotform Timesheet, to perfect and refine their self portraits.

Standards:
Indiana Standard 3.2.4 Appropriately use simple tools, such as clamps, rulers, scissors, hand lenses, and other technology, such as calculators and computers, to help solve problems.

Indiana Standard 7.7 Students apply the elements and principles and distinguish varied lines, shapes, textures, colors, space, and the use of balance, proportion, rhythm, variety, repetition, and movement in works of art. They utilize visual characteristics of given media and employ appropriate media and processes in artwork, demonstrating safe and proper use of materials.

**Materials:**
- Ten computers (for a class of approximately 25 students)
- Paper
- Printers
- Drawing paper
- Charcoal
- Mirrors

**Procedure:**
Before beginning activity, the teacher will use Jotform Timesheets and will give the students scheduled times to meet. The instructor will also have the students log into Jotform Timesheets, to schedule the dates given by the instructor, and any questions or comments they may have. The students will give their name, the date they are scheduled to meet with the instructor, and any comments or questions they may have. The students will be able to schedule and meet with their instructor using Jotform Timesheets, on three separate occasions. The students will be able to complete two practice self portraits, one in pencil and one in charcoal during the first week. The student will complete one final self portrait in pencil the second week. The student will complete one final self portrait in charcoal the third week. The student will use any suggestions given at the meeting time from the Jotform Timesheet, to perfect and refine their self portraits.

**Evaluation:**
The students will be graded on the following components:
- Two Practice drawings: 10 points
- 1 Final Drawing in Pencil: 40 points
- 1 Final Drawing in Charcoal: 40 points
- Completed Jotform Timesheets with three completed meeting times signed by the Instructor: 10 points
- Possible Total: 100 points