

I. ADMINISTRATION & DEPARTMENT CONTACTS

ADMINISTRATION

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II. IMPORTANT DATES

July 1, 2009

September 25, 2009
September 25, 2009
December 5, 2009
December 8-12, 2009
December 12, 2009

2009-2010 GLUCK PROJECT CYCLE BEGINS

FALL QUARTER BEGINS
INSTRUCTION BEGINS
INSTRUCTION ENDS
FINALS WEEK
FALL QUARTER ENDS

January 2, 2010
January 5, 2010
March 13, 2010
March 16-20, 2010
March 20, 2010

WINTER QUARTER BEGINS
INSTRUCTION BEGINS
INSTRUCTION ENDS
FINALS WEEK
WINTER QUARTER ENDS

March 30, 2010
March 30, 2010
June 5, 2010
June 5, 2010
June 8-12, 2010
June 12, 2010
June 13-14, 2010
June 12, 2010

SPRING QUARTER BEGINS
INSTRUCTION BEGINS
INSTRUCTION ENDS
LAST DAY OF FELLOWS PRESENTATIONS
FINALS WEEK
SPRING QUARTER ENDS
COMMENCEMENT
ALL EVALUATIONS DUE TO GLUCK OFFICE

June 30, 2010

2009-2010 GLUCK PROJECT CYCLE ENDS

III. INTRODUCTION

This handbook is designed to answer any questions you may have about the Gluck Program, program policies and procedures, your responsibilities as Site Coordinator.

What Is The Gluck Fellows Program Of The Arts?

Established in 1996, the Gluck Fellows Program of the Arts at UC Riverside is a privately funded arts outreach program that is designed to create the opportunity for faculty, graduate, and undergraduate students of the Departments of Art, Creative Writing, Dance, History of Art, Music, Theatre and the Sweeney Art Gallery and UCR/California Museum of Photography to extend their creative, performative, and expository talents to local schools, residential homes for elderly care, and community centers that have little or no access to the arts. Each fellow does ten hours of community programming.

Working Together

The Gluck Administration is here to help ensure that the Fellows we send to your sites and their projects are a success and that your experience as a Gluck Site is a rewarding one. Our office is open Monday through Friday, from 8:30 a.m. to 11:45 a.m. and 1:00 p.m. to 4:30 p.m. Should you have any questions, please do not hesitate to contact us.

IV. SITE COORDINATOR/HOST TEACHER RESPONSIBILITIES

In order for the Gluck Program Office to successfully and efficiently coordinate the growing amount of programming each year, we ask that Site Coordinators or Host Teachers oversee the following responsibilities:

Orientation

The Gluck Program Office will schedule Community Building Orientation in September. Orientation is a time for fellows and sites to get together discuss their needs and begin scheduling Gluck programs. We encourage two participants from each site: the Site Coordinator and one administrator.

Scheduling

The Fellows Facilitator will begin scheduling projects as soon as the Gluck Fellows have been determined and are ready to present their projects to the community.

Project Availability

The Fellows Facilitator will disseminate an email to all Site Coordinators regarding the availability of projects. This email will include what the projects are about, the target audiences, grade levels required by the project, days and times the projects are available to Sites, and physical requirements of the project (i.e. equipment, space, etc). Please note that projects will only be scheduled at Sites that meet these project qualifications.

Site Coordinators of schools must disseminate this information to all of the teachers at their school to see if there are any interests in scheduling certain presentations at the respective school. Site Coordinators for nursing homes and community venues must review the information to see if there are any projects they would like to schedule at their respective sites.

Notification of Interest, Wait List

The Site Coordinator must notify the Fellows Facilitator of his/her interest in certain projects. (It is advised that notification of interest be made immediately as multiple session projects tend to fill up fast.) If a fellow has not given his availability, the project is advertised but a waitlist is started. When we have availability from the fellow, we will contact all waitlisted sites to schedule, if they are still interested and fellow / site availability fits.

Confirmation Email

Once scheduling with a Site Coordinator has been finalized, the Fellows Facilitator will email a Confirmation Packet to the Site Coordinator. The Confirmation Packet will confirm what the presentation will be about; the name of the Gluck Fellow or Ensemble; and the date, time and location of the scheduled presentation. The Confirmation Packet will also include one Project Evaluation Form for the Site Coordinator or Host Teacher, and a Project Evaluation Form for students.

Confirming Projects

Once a schedule has been arranged, each Fellow or Ensemble Leader will contact the Site Coordinator or Host Teacher at least one week prior to the presentation, to discuss the details of their project. It is imperative that the Site Coordinator or Host Teacher speaks with the Fellow or Ensemble Leader about their projects and what the Fellow or Ensemble will need (i.e. equipment, space, assistance, etc.) from the Site Coordinator or Host Teacher. We encourage the host teacher to contact the fellow, as well, so the presentation goes smoothly. Fellows need to know the age group, the numbers and any special needs of the group.

Rescheduling Presentations

If a Site Coordinator or Host Teacher has a conflict with a scheduled presentation after the Fellows Facilitator has already scheduled dates and/or times with a site, it becomes the responsibility of the Site Coordinator or the hosting teacher to inform the Gluck Program Office of the conflict, as soon as possible. The Fellows Facilitator will attempt to reschedule the presentation, and will notify the Fellow or Ensemble Leader of the new date and time.

If a Fellow or an Ensemble has a conflict with a scheduled presentation after the Fellows Facilitator has already scheduled dates and/or times with a site, it becomes the responsibility of the Fellow or Ensemble Leader to reschedule their presentation directly with the Site Coordinator or Host Teacher. It is the responsibility of the

Fellow or Ensemble Leader to call the Site Coordinator or Host Teacher and explain the situation as soon as possible. The Fellow or Ensemble Leader is responsible for notifying the Fellows Facilitator of the cancellation, and after a new date/time is determined, the Fellow or Ensemble Leader must also notify the Gluck Program Office of the new date/time immediately.

Working with Substitute Teachers

The behavior of students in classes with substitute teachers is not conducive to the high quality of presentations given by Gluck Fellows and Ensembles. Gluck Fellows and Ensembles cannot present their projects in an unruly environment, and it has been found that students act in such manner in classes with substitute teachers.

It is the policy of the Gluck Program that Fellows do not work with substitute teachers. If a Fellow arrives at a scheduled presentation at a school and there is a substitute teacher, they will not give their presentation. Fellows will leave a message for the Site Coordinator or Host Teacher explaining the situation and that they will be contacting them shortly to reschedule. Please try to contact the fellow on the day to cancel, if there is a substitute teacher present; please DO NOT stick the fellow in a different class, with an unsuspecting teacher.

Project Observation

Visit from Gluck Program Staff

The Assistant Director may visit a particular site to observe the Gluck Fellow or Ensemble, to observe the site and audience/students, and to document the presentation by taking photographs.

Photo Release Forms for Students

The Assistant Director will be taking pictures during these visits, the Gluck Program will require consent from the students' parents for their students to be photographed. If there are any students whose parents did not give consent to be photographed, the Site Coordinator or Host Teacher must make note of these students and inform the visiting Gluck Program Staff of these students so that they will be excluded from any photographs.

Evaluations

Project Evaluation Forms

After the presentation, the Site Coordinator or Host Teacher must complete the Project Evaluation Forms (one form must be completed by the Site Coordinator or Host Teacher; four forms must be completed by students). Note that the Gluck Program Office requires only these five Project Evaluation Forms. Once completed, **the Project Evaluation Forms must be submitted to the Gluck Program Office no more than two weeks after the presentation.** The Project Evaluation forms will be emailed to each Site Coordinator with the Confirmation Packet.

Copies of the Project Evaluation can also be downloaded from the Gluck Program website (www.gluckprogram.ucr.edu).

Year-End Program Evaluations

Each May, the Gluck Program Office mails Year-End Evaluations to participating sites in order to help our office better understand community participants' perspectives about the presentations they have received.

Site Coordinators must submit the Year-End Program Evaluations no more than two weeks after receiving them.

Day of the Presentation

Attendance and Punctuality

It is essential that Fellows show up on time and well prepared for each of their scheduled presentations. Fellows will arrive at their host sites at least 15 minutes prior to the start of their presentations. If Fellows find they are going to be late due to some uncontrollable circumstance, they will immediately contact the Site Coordinator or Host Teacher to notify them of their delay.

Site Coordinators or Host Teachers and their students must also be prepared for each of their schedule presentations. Please note that Fellows will arrive at their host sites at least 15 minutes prior to the start of their presentations.

The Site Coordinator or Host Teacher **MUST** be present for the entire presentation, and be actively involved with behavior and discipline, as well as helping students as necessary.

Overall Professionalism

Site Coordinators, Host Teachers and students are ambassadors of their respective sites or schools. It is therefore assumed that Site Coordinators, Host Teachers and students will adhere to the highest standards of professionalism and that they will treat the Gluck Fellows with the same degree of respect as they would any other professional engagement. If audience/students are not showing the degree of respect for the Gluck Fellows or a discipline problem arises and continues, Site Coordinators or Host Teachers must handle the issue constructively to restore the learning environment.

V. KEYS TO BEING A SUCCESSFUL PROJECT HOST

Below are some guidelines for Site Coordinators and Host Teachers to keep in mind when preparing to receive projects.

Communication

Establishing and maintaining open lines of communication is essential to the success of being a project host.

Communicate with the Gluck Office

Site Coordinators and Host Teachers who actively communicate with the Gluck Program Office are far more successful in scheduling projects and creating a rewarding experience to all involved. The Gluck Program Office helps Fellows make their project a success, including placing Fellows in suitable sites for their projects. We need to know: Host's name and contact info, age, grade and number of participants.

Communicate with the Gluck Fellows

Fellows will let the Site Coordinator or Host Teacher know what they expect from them. Does the Fellow want the Site Coordinator or Host Teacher to be a silent observer or an active participant? Will he/she need any help with equipment? If a Fellow is giving a series of workshops, would he/she like the Site Coordinator or Host Teacher to review the material that is covered in between sessions? Active communication between the Site Coordinator or Host Teacher and Fellows will help make the project presentation a success. Please do contact your fellow, to confirm plans and inform the fellow of the target group.