

## **What is the Gluck Fellows Program of the Arts at UC Riverside?**

The Gluck Fellows Program of the Arts sends teaching artists into the Inland Empire community. Undergraduate, Graduate and Faculty Fellows provide access to artistic experiences for people in the Inland Empire within a twenty-minute radius of the University of California, Riverside.

## **What do Gluck Fellows do?**

Gluck Fellows are teaching artists. Most Gluck Fellows give **TWELVE** one-hour (or 24 half-hour) 'stand alone' lecture/demonstrations, workshops, or performances at such sites as schools, eldercare facilities, or homeless centers as Individual Fellows or as members of a Performing Ensemble or Team. These presentations often support or enrich existing curriculum through the arts and so represent much of "the arts in education" in this region. Whether or not education is explicitly involved, Gluck Fellows may well be one of the few live performances many of their audience members have ever seen.

Some Gluck Fellows lead collection based public workshops on art projects at the Sweeney Art Gallery or assist with digital videography projects or podcasts at the UCR/California Museum of Photography.

Others work as Artists-in-Residence and deliver all of their lecture/demonstrations at one school or site.

Still others teach an intense week of workshops to high school students during the Gluck Summer Camp of the Arts.

Wherever Fellows fall in the range of possibilities, Gluck presentations take place principally in places where the public can attend for free.

## **How do you apply for a Gluck Fellowship at UC Riverside?**

First, you must be a student of the University of California, Riverside. You need not, however, major in an Arts Department to apply for and receive a Gluck Fellowship.

Second, you can download an application form from the Gluck Program website: [www.gluckprogram.ucr.edu](http://www.gluckprogram.ucr.edu). Applications due May 15.

Speak to the Gluck Department Coordinator, the faculty member who is in charge of the Gluck Fellows of the Arts department to which you are interested in applying, to find out whether they think your proposal plan sounds like a successful idea.

Fill out the application and email it to the Gluck Program office, CHASS Interdisciplinary Building North, M1016. The Gluck office will then email the applications to the appropriate Arts department.

## **HOW ARE GLUCK FELLOWS CHOSEN?**

Gluck Fellows are chosen by the UC Riverside Arts department to which they apply. You may make application to more than one department at a time.

Currently, the Gluck Fellows Program of the Arts at UC Riverside funds seven Arts departments at UC Riverside: Art, Creative Writing, Dance, History of Art, Music, Theatre, the UCR Culver Center of the Arts.

## **What happens after you receive a Gluck Fellowship?**

### **What are the fellow's responsibilities?**

- Attend the Gluck Orientation session offered in the Fall.

- Design a flexible, informative and entertaining presentation based on the proposal plan developed for your application with a Classroom Online Resource Document for the teacher and the Gluck website.
- Fill out your information forms, do child protection training and turn in to the Gluck Office.
- Run through your presentation to the Gluck Office for their feedback.
- Adjust your presentation, taking their comments into consideration; run through again, if necessary.
- Get schedule information from the Gluck Office.
- Contact the teacher or site coordinator before your visit. Find out about the class or community you are about visit. Is there anything about the group that suggests that you may need to adjust your presentation?
  - A Gluck Fellow should never present to a class that is being taught by a substitute teacher for the day, if the scheduled teacher is absent.
- Make 12 visits in one academic year, seldom to the same site.
- Fill out and submit an evaluation form supplied by the Gluck Program office that talks about your experiences as a Gluck Fellow.

## **How is a Gluck Fellow paid?**

**Gluck Fellowships are paid through and contribute to Financial Aid.** After the Fellow completes his or her 12 presentations, performances or workshops, that person is eligible for payment. The Fellow then submits evaluations of the 12 services – and one evaluation of his or her overall performance and experience - to the Gluck Office. The Gluck Office will process the paperwork to get the Fellow’s fellowship money disbursed.

## **What are the Gluck Department Coordinator’s responsibilities to Gluck Fellows?**

Gluck Department Coordinators are available to discuss the development of the projects for applications that, if successful, will become the basis on which Gluck presentations, workshops, and/or performances will be made.

Gluck Department Coordinators are responsible for the selection of Gluck Fellows.

Once Gluck Fellows have been selected, the Gluck Department Coordinator will let the successful applicant know that s/he is now a Gluck Fellow. They keep in touch with Fellows in order to support them as they take on such challenges as program development and time management while fulfilling their dual roles of college student and teaching artist.

## **What are the responsibilities of the Gluck Office to Gluck Fellows?**

The Gluck Office reviews Gluck Fellows’ presentations and provides necessary feedback.

The Gluck Office collects information from Gluck Fellows about their availability and about their projects. This availability is very important and must be sent in as soon as possible. On the basis of this information, the office can match Fellows’ projects with Gluck sites and then schedule them at times convenient for the Fellow or Ensemble, and the site.

The Gluck Office makes visits to Gluck sites to observe the Gluck Fellows Program in action. When someone comes, they take pictures that may become part of the documentation of the Gluck Fellows Program’s bi-annual report to the Max H. Gluck Foundation.

The Gluck Office is also responsible for processing the disbursement of Gluck fellowships once Fellows have successfully completed their fellowships.

Undergraduate Gluck Fellows, Support Fellows and members of Gluck Ensembles receive a \$1000.00 fellowship after they have completed their twelve lecture/demonstrations, workshops or performances. Graduate Gluck Fellows receive a \$5000.00 fellowship after they have completed their twelve lecture/demonstrations, workshops or performances.

**What are the school’s or site’s responsibilities to the Gluck Fellows Program?**

Except in the case of eldercare facilities, Gluck sites provide spaces in which Gluck Fellows can present to the public without charge.

Each site must identify one contact (eg. Activities Director, librarian, classroom teacher or administrator) who will serve as the liaison with the Gluck office. We call that liaison the Gluck Site Coordinator.

The Site Coordinator must attend Gluck Orientation in the Fall. Other teachers and/or administrators are welcome to come as well.

The Gluck Office collects information on Fellow’s projects and sends them out to Gluck to the Site Coordinator at each Gluck site.

The Gluck Site Coordinator in a school lets teachers and administrators know what kinds of Gluck presentations are available.

Then the Site Coordinator lets the Gluck Office know which projects would be of interest to their students, residents or other clientele. They also negotiate times that will fit the schedules of both the Fellow and the site.

The Site Coordinator serves as the point of contact for the Gluck Fellow at the site and will know where and with whom the Fellow should be when they arrive.

The Site Coordinator also lets the Site Office know when Gluck Fellows are visiting, so office staff know how and to whom to direct visiting Fellows.

The Site Coordinator will ensure evaluations are returned to the Gluck Office within two weeks of the Fellow’s visit; and will also complete the end of year evaluation.

A classroom teacher has specific responsibilities when a Gluck Fellow is visiting their classroom. The classroom teacher must never leave the Gluck Fellow alone with a class. The Fellow is not a substitute teacher but comes to provide enrichment to the curriculum that is already in place.

Everyone should then enjoy – and take active part in – a wonderful Gluck Fellows presentation!

**Evaluations**

**Gluck Fellows are paid when they turn in their self-evaluations for each presentation to the Gluck office. All sites should be represented.**

**Continued programming for Gluck Sites depends on the timely return of their evaluations to the Gluck office.**

**Thank you.**