



Gluck Fellows Program of the Arts at UCR Site Coordinator's Handbook

EDUCATION HEALTH CULTURE CREATIVITY

I. GLUCK ADMINISTRATION & DEPARTMENT CONTACTS

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II. IMPORTANT DATES

July 1	GLUCK PROJECT CYCLE BEGINS
August	Early Bird scheduling of experienced Fellows
September 18-22, 2017	<i>Improvology</i> for Elementary Schools
March 26-30, 2018	<i>Improvology</i> for Elementary Schools
June 5	End of Year Evaluation due to Gluck Office
June 5	ALL PROGRAM EVALUATIONS DUE TO GLUCK OFFICE
June 30	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, and 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 graduate and undergraduate students of the Departments of Art, Creative Writing, Dance, History of Art, Music, Theatre and the UCR ARTSblock 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 by bringing performances and workshops that address the **educational, health, cultural** and **creative** needs of the participants. Each Fellow does twelve hours of community programming. Sites must be located within 20 minutes of UCR. All programming is free to the site and the public.

What can you expect from a Gluck Fellow visitor?

Gluck Fellows develop programs related to their field of research at UCR but designed to be appropriate for school children or Family Learning. Each Fellow program listing designates the grade levels it is designed for. Each program contains a show and tell portion, with a make and do portion, and is customized for the age group of the audience. Gluck Fellows are inspirational role models and experts in their field of research, but may be less experienced in the classroom; therefore they may require classroom management support from the hosts.

Why don't we do 'whole school' assemblies?

Gluck Fellows are talented students, expert in their fields. Each plans a program for a specific age range and most have little teaching experience. All of our programs have an interactive element and include audience participation. We have found over the past 20 years that children who are 5 years old and 10 years old have vastly different needs and interests and that when our Fellows offer assemblies to children where several grades mixed together, their experiences are less positive as are the evaluations from the teachers and children. We find the optimal number of audience members in an assembly is about 120, but will accommodate a whole grade level if larger than that. For a small grade level, please combine two consecutive grades.

Why don't we travel with microphones?

Gluck Fellows often are not told of the accommodation before visiting, so we don't check out a microphone and speaker to each Fellow for each visit. If a classroom Fellow is to be placed in the MPR room, please have your school's microphone available. A travelling lavalier microphone system for the Improv troupe or other ensemble is very complicated, expensive, and must be calibrated for each room visited. We find limiting the size of the audience a preferable alternative to expensive technology.

UCR Principles of Community Statement (see APPENDIX 1)

As a Gluck Fellow, our Fellows will meet, interact, and educate constituents from a vastly diverse community of ideas, experiences, and backgrounds. *The UCR Principles of Community* statement addresses how they will act as a representative and ambassador of UCR ideals.

Gluck Fellows adhere to VAPA Standards and the Common Core Curriculum by offering opportunities for participants to take part in:

- Speaking and Listening
- Learning through active practice, rehearsal, and creation or performance of works in the arts
- Participating in arts criticism on the basis of observation, knowledge, and criteria
- Connecting and applying what is learned in the arts to other art forms and subject areas and to careers

Gluck Evaluations are an important component to a Gluck visit and the Common Core Curriculum - they allow participants the opportunity to reflect on the arts in thoughtful essay or journal writing on one's observations, feelings, and ideas about the arts. They also give the Fellow and the Gluck Foundation feedback on the Gluck Program. They are mandatory and a condition for continued Gluck service. **Sites and hosts who do not provide timely evaluation of Gluck Fellow sessions will be red flagged and at risk of losing the ability to receive future Gluck Fellow programs. Evaluations are critical to the continued success of the Gluck Program.**

Each Gluck Fellow will provide a Classroom Online Resource Document with suggestions and activities to extend the participants' learning by:

- Reading about the arts and artists
- Researching, writing, and communicating about the arts
- Making connections between concepts in all of the arts and across subject areas

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 8:30am to 12:00pm and 1:00pm to 4:30pm. Should you have any questions, please do not hesitate to contact us. The easiest way to reach the Gluck Office is by sending an email to Gluckprogram.ucr@gmail.com, but we are also available by phone.

The Max H. Gluck Foundation likes to hear from Gluck sites; you can email them directly at GluckFoundation@cox.net.

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 individual orientation at your school/site before you are put on the roster of schools. The Gluck Office will come visit the Site Coordinator and Principal or director to go over details of the Gluck Program.

Site Resources Form

The Site Resources form is required **each year**. Your site's contacts and resource inventory are listed here, and it helps us bring the best programs to your site by understanding your needs. Please be as thorough as possible! It is important for us to know whom we serve. Please let us know how many students are at your site, how many in each class, and how many classes in each grade.

Fellows Program List and Availability

The Gluck Office will disseminate an email to all Site Coordinators regarding the list of Fellows' programs and their availability. This list will include what the programs are about, the activities, the target audiences, grade levels appropriate, days and times the Fellows are available, and physical requirements (i.e. equipment, space, etc). Please note that Fellows will only be scheduled at Sites that meet the program requirements.

Site Coordinators of schools must disseminate this list to all of the teachers at their school to see if there is any interest 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, Interest List

The Site Coordinator must notify the Gluck Office of their interest in certain programs on the Fellows Program List. Please use the new Gluck Fellows Request Form on Google (see [APPENDIX 2](#)). If a Fellow has not given his availability, an Interest List is started. When we have availability from the Fellow, we will contact all sites on the Interest List to schedule, if they are still interested and Fellow / site availability fits.

Scheduling

The Gluck Office will begin scheduling projects as soon as the Gluck Fellows have been determined and are ready to present their projects to the community – usually in October. Programs generally last about an hour, though some programs are one-half hour long. We prefer scheduling programs back-to-back (with a short rest in between) at a site, so the school can have a deeper experience by enriching more students in the year group. We also encourage placing a Fellow in a spare room, so the Fellow can set up once and classes can come to the Fellow.

The Site Coordinator will fill in the Fellows Request on Google Forms. Help us schedule Fellows by making your requests flexible. Link to Gluck Fellows Request Form: [Gluck Fellows Request Form 2017-18](#)

When the Site Coordinator requests a Fellow, the Gluck Office needs to know **the date, time, location, host/teacher's name and contact email, age/grade of participants, number of participants expected and any special needs**. (see [APPENDIX 2](#))

Confirmation Email

Once scheduling with a Site Coordinator has been finalized, the Gluck Office 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 with email contact information; and the date, time and location of the scheduled presentation. The Confirmation Packet will also include a Teacher Evaluation Form link for the Site Coordinator or Host Teacher. ***Please forward the Confirmation Packet email to the host teacher(s), so the host teacher(s) will also have all the information to hand.***

Confirming Presentations

Once a schedule has been arranged, each Fellow or Ensemble Leader *should* contact the Site Coordinator or Host Teacher at least one week prior to the visit to discuss the details of their needs, and should attach the CORD (Classroom Online Resource Document). It is imperative that the Site Coordinator or Host Teacher speaks with or emails the Fellow or Ensemble Leader about their program 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 audience size, 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 Gluck Office 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 Office and the visiting Fellow of the conflict, as soon as possible. The Gluck Office will attempt to reschedule the presentation, and will notify the Fellow or Ensemble Leader of the new date and time. The site may also arrange a new time directly with the Fellow. However, **the Gluck Office MUST be notified of this change** to avoid other scheduling conflicts.

If a Fellow or an Ensemble has a conflict with a scheduled presentation after the Gluck Office has already scheduled 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.

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 when substitute teachers have guests.

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 unless **the Principal or other authoritative school 'known adult' is present with the substitute.** Please try to contact the Fellow on the day to cancel if there is a substitute teacher present, and a known adult is not available. If a Fellow arrives and there is no one to support the substitute, the Fellow will leave and is under no obligation to reschedule.

If there is another teacher for the same grade level willing to host the Fellow, please use best judgment as to the appropriateness of this substitution.

Day of the Presentation

Attendance and Punctuality

It is essential that Fellows show up on time and be 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 uncontrollable circumstances, they should 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 scheduled presentations. ***Please inform the reception desk that a Gluck visitor is expected, and where the Gluck Fellow is going.*** Please note that Fellows will arrive at their host sites at least 15 minutes prior to the start of their presentations.

The Host Teacher, Site Coordinator, or responsible adult **MUST** be present for the entire presentation, and be actively involved with behavior and discipline, as well as helping students as necessary. The Gluck Office works closely with Classroom Fellows to prepare the highest quality programs possible, but please do keep in mind that Gluck Fellows are graduate students and not professional classroom instructors.

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 do not show the appropriate 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.

Project Observation

Visit from Gluck Program Staff

The Gluck Office 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 for Students

The Gluck Office 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 Office staff of these students so that they will be excluded from any photographs.

Evaluations

Teacher Evaluation Forms

After the presentation, the Site Coordinator or Host Teacher must complete the online Teacher Evaluation Forms (**one** form must be completed by the Site Coordinator or each Host Teacher). Note that the Gluck Program Office requires only this Teacher Evaluation Form. Once completed, **the Teacher Evaluation Forms must be submitted to the Gluck Program via Google Forms no later than two weeks after the**

presentation. The Teacher Evaluation form link will be emailed to each Site Coordinator with the Confirmation Packet, it is also on the Gluck website.

We request the teacher get feedback from students, and report answers on the evaluation. If the teacher requires written feedback, this evaluation satisfies the Common Core Curriculum to reflect on the arts in thoughtful essay or journal writing on one's observations, feelings, and ideas about the arts.

[Gluck Session Host/Teacher and Students Evaluation Form](#)

End of Year Program Evaluations

Each April, the Gluck Office emails End of Year Evaluation link to participating sites in order to help our office better understand community participants' perspectives about the presentations they have received. We use these evaluations to shape our Program and have incorporated many suggestions over the years. The End of Year evaluation allows us to make matches for 'Dream Gluck Fellows' and place Fellows in Residence – we do read your evaluations and act on your feedback and requests!

Site Coordinators must submit the End of Year Evaluation by June 5.

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 are 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 for 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, number of expected participants and if there are any special needs.* **If you can provide a list of all teachers with enrollment numbers, we would appreciate it.**

Communicate with the Gluck Fellows

Fellows should let the Site Coordinator or Host Teacher know what they expect from them. The Fellow wants the Site Coordinator or Host Teacher to be an active participant. They may need help with equipment. 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 *the age of the group, how many are participating and any special needs.*

Microphones

Fellows do not travel with amplification. We sometimes get complaints that the Fellow could not be heard from the back of the Multi-Purpose Room, yet no microphone was ever offered to the Fellow. Please diagnose your site and provide the amplification necessary to enhance the Fellow's presentation.

VI. FORMS REQUIRED FROM SITES

1. Site Resources Form (1 for each site, renewed each year)
2. Host Teacher Evaluation (1 for each teacher seeing each Gluck Fellow program)
3. End of Year Evaluation (1 from Site Coordinator)
4. UCR Services Agreement (1 from the Appropriate Signatory at District or site; for any site that receives Fellows or visits the UCR campus; renewed each year – see Item VII Agreement for Services below)

These forms are available on the Gluck Program website, with the exception of the UCR Services Agreement.

VII. AGREEMENT FOR SERVICES

The Regents of the University of California require an Agreement For Services from each venue or School District. The signatory responsible for signing such forms must sign this form. The Agreement For Services includes the Definition of Service, Terms and Conditions, Non-Liability of University, Indemnification, Insurance and Relationships.

The Term typically lasts for one Academic year, but can also be self-renewing or for a different fixed period.

The Gluck Fellows Program of the Arts must have this document in place in order to bring services to your site or school.

The Signatory at your site may be in Business Services, Centralized Support Services, or Superintendent of Schools.

For new sites/school districts: In order to expedite the process of the Agreement For Services, the Site Coordinator should enquire with his/her supervisor as to the signatory for such a document.

VIII. SPECIAL EVENTS AND PROGRAMMING OPPORTUNITIES

The Gluck Fellows Program of the Arts at UCR offers Special Events throughout the year, and schools are invited or included based upon their responsiveness and their consistent and prompt evaluations. Please let us know if you would like to be considered for a Gluck Special Event.

Gluck VIP Day

Gluck VIP day is an invitation for 50 from a school to enjoy two Gluck programs and have a short walking tour around campus. There is the option for the group to bring their own packed lunch or buy their lunch from our food court in the Highlander Union Building. Transportation is provided Alliance Bus Lines.

We also welcome schools who are able to provide their own transportation, and a school is welcome to request a VIP Day if they are able to provide their own transportation. This trip is appropriate for children in fifth grade or above, for AVID or other target student group (i.e. arts club).

Children's Fall and Spring Improvology Troupe and the Contemporary Dance Ensemble

These Theatre and Dance programs are offered to schools with a reliable evaluation process. It is so important that 'Big Ticket' programs are evaluated promptly! The Fall Improv Troupe travels the week before UCR resumes (typically the second week in September) and the Spring Improv Troupe tours the week of UCR's Spring Break (typically the last week of March). The Contemporary Dance Ensemble tours on Fridays in the Winter.

ASK Residencies

Artists Spark Knowledge - Each Fellow has an obligation of 12 hour-long sessions. You may invite the Fellow to do all 12 at your site and involve as many people in the program as possible. An example of some projects: book-making for 7th grade Literacy Classes; mask making for 5th grade; 4th grade singing with a whole school concert; *MoveMore* for 3rd graders; Orchestral Music lessons after school. **Evaluations are especially important when no other school has access to the Fellow.**

MoveMore for Third Graders

MoveMore is an 8-week program for third grade. We require that the entire third grade participate for the program, which includes movement exercise, Healthy Habits check lists, and self-esteem and cooperation building.

If you are interested in bringing any of the above special events to your site, please email or phone us to talk about your needs. The above events are customizable to your site or school and we are able to arrange them through thorough communication and negotiation.

APPENDIX 1

UCR PRINCIPLES OF COMMUNITY

The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR's faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for his or her contribution.

There are three objectives that our campus must strive toward in order to achieve these goals.

- First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our students, faculty and staff.

- Second, we must ensure that our campus sets an example of respect for all people.
- Third, we must ensure that our campus is a safe and welcoming environment for everyone.

We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.

We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California’s focus, goals and mission. (and subject to sanction according to University policies and procedures)

We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.

APPENDIX 2
GLUCK FELLOWS REQUEST FORM - SAMPLE

Please use the following Google Form to submit a request for Gluck Fellows at your site. Please submit one form per Fellow requested. Separate requests for the same Fellow from multiple teachers/hosts will not be scheduled as quickly as a complete single request listing all teachers interested. Several back-to-back sessions on one day for multiple classes has higher priority than requests of a single session.

[Gluck Fellows Request Form 2017-18](#)

Using your requests and the Fellows’ availability, we will generate a schedule and send the Site Coordinator the Confirmation Packet. **Please forward the Confirmation Packet email to the Host Teacher(s), so the Host Teacher(s) will also have all the information to hand.**

This Google form will generate a spreadsheet we will use to complete the schedule with the following information:

Fellow Requested	Name of Site	Grade level requested	How many sessions requested?	Dates / days of week requested	Times possible	Last names of teachers requesting	Notes for scheduling
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Gluck Fellows Request - Sample

Fellow Requested	Name of Site	Grade level requested	How many sessions requested?	Dates / days of week requested	Times possible	Last names of teachers requesting	Notes for scheduling
Wahl	Top Elementary	3 & 4	3 for 3 rd , 2 for 4 th	9/22-23, 9/25-26	8-12, 1-4	3 rd Doe, Smith, Johnson, 4 th Scott, Howard	All on same day
Frank	Thanks Elementary	4	3	Any Monday in March	Hourly through the day	White Black Purple	Ms. Black is Special Day Class
Bolshoi	Preferred Elementary	5	6	We will make it fit	All day	Apple Banana Pear	Two for each teacher?

Confirmation of Fellow presentations and all questions will go through the established Gluck Site Coordinator.

We look forward to working with you!