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GLUCK FAMILY LEARNING FELLOWS HANDBOOK
2019-2020

Gluck Family Learning Fellows – Local and GluckGlobal
Local – UCR ARTS, Museum Education, First Sundays
Global – GluckTV, Social Media, UCR VRC (Visual Resources Collection)

EDUCATION | HEALTH | CULTURE | CREATIVITY  Introduce | Inspire | Involve | Impact

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Updated June 11, 2019
## 2019-2020 GLUCK FELLOWSHIP TIMETABLE

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<th>Date</th>
<th>Deadline/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2019</td>
<td>2019-2020 Gluck Fellows Applications available on Gluck website</td>
</tr>
<tr>
<td>April 18</td>
<td>Open House for prospective Fellows at Gluck office – INTN 2027</td>
</tr>
<tr>
<td>May 15</td>
<td><strong>Deadline:</strong> 2019-2020 Gluck Fellows Applications due to Gluck office via email</td>
</tr>
<tr>
<td>July 1</td>
<td>Department Coordinators begin sending notification emails to successful applicants. Gluck office sends successful applicants Fellow Handbooks and forms.</td>
</tr>
<tr>
<td>Beginning July 1</td>
<td>Gluck office invites all Fellows for Program Chat and experienced Fellows to schedule early placement Program Chat and Run-through appointments.</td>
</tr>
<tr>
<td>August 1</td>
<td><strong>Deadline:</strong> <strong>ALL Fellows</strong> submit Fellow Paperwork - the following 5 forms:</td>
</tr>
<tr>
<td></td>
<td>1. Liability Waiver</td>
</tr>
<tr>
<td></td>
<td>2. CANRA Statement Acknowledging Requirement to Report Child Abuse</td>
</tr>
<tr>
<td></td>
<td>3. Media Release</td>
</tr>
<tr>
<td></td>
<td>4. Gluck Fellow Online Information Form</td>
</tr>
<tr>
<td></td>
<td>5. Certificate of Completion for Armatus California Mandated Reporter Online Training</td>
</tr>
<tr>
<td></td>
<td>*Links to forms and instructions are available in the Fellows Handbook</td>
</tr>
<tr>
<td>Beginning August 15</td>
<td>‘Early Placement’ program scheduling for experienced Fellows</td>
</tr>
<tr>
<td>September 24</td>
<td>Museum Education Fellows Orientation 10am-11am in Gluck office – INTN 2027</td>
</tr>
<tr>
<td>September 24</td>
<td>UCR ARTS Fellows Orientation 1pm-2pm in Gluck office – INTN 2027</td>
</tr>
<tr>
<td>September 24</td>
<td>MoveMore Fellows Orientation 3pm-5pm in Gluck office – INTN 2027</td>
</tr>
<tr>
<td>September 25</td>
<td>Classroom Fellows Orientation 10am-12pm – Wed. 9/25 in INTS 1113; Sat. 9/28 in Gluck office INTN 2027</td>
</tr>
<tr>
<td>OR</td>
<td>Classroom Fellows Orientation is mandatory; please choose one date to attend.</td>
</tr>
<tr>
<td>September 28</td>
<td>Classroom Fellows Orientation is mandatory; please choose one date to attend.</td>
</tr>
<tr>
<td>October 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) submit Program Paperwork – the following 2 forms:</td>
</tr>
<tr>
<td></td>
<td>1. Program Pack</td>
</tr>
<tr>
<td></td>
<td>2. Fall Availability Calendar</td>
</tr>
<tr>
<td>October 15</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) complete the following task with the Gluck office:</td>
</tr>
<tr>
<td></td>
<td>1. Program Chat</td>
</tr>
<tr>
<td>November 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) complete the following:</td>
</tr>
<tr>
<td></td>
<td>1. Submit CORD file</td>
</tr>
<tr>
<td></td>
<td>2. Program Run-through</td>
</tr>
<tr>
<td>November 1</td>
<td>Fellows who have not been scheduled or had interest shown in their program notified regarding program jeopardy.</td>
</tr>
<tr>
<td>December 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) submit the following:</td>
</tr>
<tr>
<td></td>
<td>1. Winter Availability Calendar</td>
</tr>
<tr>
<td></td>
<td>*This deadline applies only to Fellows who have not completed their full program obligation</td>
</tr>
<tr>
<td>January 7, 2020</td>
<td>All fellowship Programs have begun</td>
</tr>
<tr>
<td>March 4</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) submit the following:</td>
</tr>
<tr>
<td></td>
<td>1. Spring Availability Calendar</td>
</tr>
<tr>
<td></td>
<td>*This deadline applies only to Fellows who have not completed their full program obligation</td>
</tr>
<tr>
<td>April 1</td>
<td>2020-2021 Gluck Fellows Applications available on Gluck website</td>
</tr>
<tr>
<td>April 17</td>
<td>Open House for prospective Fellows at Gluck office – INTN 2027</td>
</tr>
<tr>
<td>May 15</td>
<td><strong>Deadline:</strong> 2020-2021 Gluck Fellows Applications due to Gluck office via email</td>
</tr>
<tr>
<td>June 1</td>
<td><strong>FINAL Deadline:</strong> <strong>ALL Fellows</strong> submit the following 2 forms by this date for payment:</td>
</tr>
<tr>
<td></td>
<td>1. Final Self-Evaluation</td>
</tr>
<tr>
<td></td>
<td>2. Final Site Evaluation</td>
</tr>
<tr>
<td>June 30, 2020</td>
<td>2019-2020 Gluck Program Cycle Ends</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Gluck fellowship is a Community Service fellowship. Gluck Fellows introduce the community to their research, involve them with interactive programs and serve as inspirational role models to the participants. Gluck Fellows’ programs impact lives and inspire lifelong learning for the community.

Being selected as a Gluck Fellow is an honor and responsibility. In order to make your experience as rewarding as possible, here is a list of general information and guidelines designed to answer any questions you may have about the program.

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, Creative Writing for the Performing Arts, Dance, History of Art, Music, Theatre, Film and Digital Production, and UCR ARTS including 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 by bringing performances and workshops that address the educational, health, cultural, and creative needs of the participants.

Gluck Programs offer curriculum enrichment to schoolchildren, and are designed to be secular, uncontroversial, and non-political. Gluck Fellows provide equal opportunities for all participants to take part in their programs, to the full extent that each participant is able, and the Gluck Program does not discriminate the delivery of programs on the basis of sex, gender, ability, race, religion, or age.

Working Together – office hours

The Gluck administrative staff is here to work with you to help ensure that your program is a success and that your experience as a Gluck Fellow is a rewarding one. The Gluck office is open Monday through Friday, from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Should you have any questions or problems, please do not hesitate to contact us.

Thanking the Gluck Foundation

The Max H. Gluck Foundation likes to hear from Gluck Fellows! Consider sending a brief note to the Gluck Foundation letting the Board members know that you appreciate being selected as a Gluck Fellow at UCR, and how your fellowship has influenced or supported your graduate career. Please address any materials you would like the Gluck Foundation Board members to receive to the Gluck office via email, or you may bring written cards or notes to the Gluck office. The Gluck office will forward all materials to the Gluck Foundation.

Thanking your Department Coordinator

Gluck Fellows are selected based on an approved program proposal and interest shown, or by audition. Gluck Fellows are chosen by the Department in which they apply. Fellows are encouraged to be in regular contact with
their Department Coordinator throughout the course of their program. Once you have been notified that you are a fellowship recipient, please thank and schedule a meeting with your Department Coordinator to discuss the details of your program. Gluck fellowships are recognized as research opportunities as they have ladder rank faculty mentors.

**FELLOWSHIP RESPONSIBILITIES**

In order to receive their fellowship, Fellows must fulfill the following responsibilities. Failure to comply with these obligations may result in the postponement or termination of a Fellow’s program, as well as jeopardize consideration for future fellowship opportunities, or termination of the fellowship. You MUST be a regularly registered UCR student to be a Gluck Fellow.

- **UCR Principles of Community and Gluck Conduct**
  As a Gluck Fellow, you will meet, interact with, and educate constituents from a vastly diverse community of ideas, experiences, and backgrounds. The UCR Codes of Conduct, including the *UCR Principles of Community* statement will help prepare you for acting as a representative and ambassador of UCR ideals. APPENDIX 3 has these principles, as well as Gluck-specific conduct requirements and strategies for challenging behavior.

- **Community Outreach**
  Gluck programs require a certain, arranged number of hours/visits of contact time with community participants, Additional time for plan preparation and rehearsals for performance ensembles is assumed. For every hour of community contact, Fellows should allow several hours of preparation time.

  *Please expect each venue to have challenges around heating, lighting, equipment, furniture and cleanliness. Please be a gracious guest and plan to adapt your program to the room in which you are placed, even if the location has been unexpectedly switched.*

**IMPORTANT NOTE**

- **For UCR ARTS Fellows:** There are additional time requirements for UCR ARTS Fellows. Please speak with UCR ARTS Director of Collections Leigh Gleason at (951) 827-5303 or UCR ARTS Director of Education at (951) 827-1465 for details.

- **LIVESCAN Fingerprinting** - Although not a requirement now, we may require LIVESCAN fingerprinting in the future.

**GETTING STARTED WITH YOUR FELLOWSHIP – paperwork deadlines**

- **Application Notification – July 1, 2019**
  Fellows should be notified by their departments of their fellowship status on or around July 1, 2019. When a Fellow is notified of their successful application, the Gluck office will send the Handbook and information pack, including links to the 7 forms necessary for creating a Gluck Fellow folder. You are responsible for downloading and reviewing the Gluck Fellows Handbook.

- **File Paperwork - FELLOW Paperwork and PROGRAM Paperwork**
  Gluck Fellows must file the following forms:

  - **5 forms due August 1 for ALL Fellows:** Liability Waiver; CANRA Acknowledgement; Media Release; online Gluck Fellow Information Form; and online Praesidium Armatus Child Protection Training Certificate of Completion

  - The Liability Waiver, CANRA Acknowledgement, Media Release forms can be found on the Gluck Program website under Fellow Resources: [https://gluckprogram.ucr.edu/fellow-resources](https://gluckprogram.ucr.edu/fellow-resources)

  - The online Gluck Fellow Information Form can be found at this link: [https://forms.gle/PnJuYGvZcL5CcGtj8](https://forms.gle/PnJuYGvZcL5CcGtj8)

Failure to submit the required forms will result in the postponement of your program. Repeated postponement of a program will jeopardize future fellowship opportunities and may result in the termination of your fellowship.

- **Praesidium Child Protection California Mandated Reporter Training Due August 1**
  All Fellows are required to complete online California “CANRA” Mandated Reporter training for child protection with Praesidium before beginning your fellowship. Email your California Mandated Reporter Course Certificate to
the Gluck office by August 1 as noted above. Praesidium login and course completion information is included at
the end of this Handbook. Repeat Fellows, please save a copy of the certificate of completion and re-send your
original certificate each year (see APPENDIX 2).

- **Attend Orientation – Mandatory!**

  Gluck Fellow MUST attend orientation to discuss the program and fellowship responsibilities. Museum Education,
GluckGlobal, GluckTV, and UCR ARTS Fellows have separate orientations – see Timetable on Page 2 for
specific dates.

At Orientation, Fellows get together to talk about their expectations and ask questions. You have the opportunity
to visit with other Fellows so that you can get the most out of your fellowship. At this meeting, we will go over the
Gluck Fellows obligations.

**DELIVERING YOUR FELLOWSHIP – protocol**

**Event Schedules – Your Program Obligation**

Family Learning Fellowships are offered with the condition that the Fellow is able to complete the full project
schedule as outlined below.

The Gluck office will provide a schedule, which needs to be completed before fellowship disbursement. Please let
us know of all adjustments made to the schedule.

**Prorate Incomplete Fellowship** – If you do not have availability for the complete year and we have not been
able to fully schedule your obligation of sessions, and you are unable or unwilling to offer additional hours, you
may withdraw your fellowship, and we will prorate your fellowship to sessions completed.

**GluckLocal: UCR ARTS, Museum Education at RAM**

**UCR ARTS:**

- **Gluck Fellow in Museum Education at UCR ARTS / Sweeney Art Gallery**
  - Twelve one-hour free public presentations on different collections items/topics

- **Gluck Fellow in Collections Outreach at UCR ARTS / CMP**
  - Twelve one-hour free public presentations on different collections items/topics

* Please note that prep time and research sessions do not count towards public interaction hours for UCR ARTS
Fellows

**Museum Education at the Riverside Art Museum:** The Museum Education Fellows will provide 8 sessions for
2019-2020. Programming for the Riverside Art Museum takes place on First Sundays in October, November,
December, January, February, March, April, and May. Sunday hours are 1-4pm, (excluding setup and tear down
time). Fellows may also facilitate a community art making activity at UCR Homecoming on Saturday November
16, 2019 from 12-3pm for OPA! fellowship. A First Thursday Arts Walk event (6-9pm) will replace any Sunday
events that are cancelled due to holidays or Museum closures.

**GluckGlobal: GluckTV, UCR VRC, Social Media**

**GluckTV:** 12 minutes of finished content, arranged in a variety of films; final project guidelines TBA

**UCR Visual Resources Center:** Completion of approved project as determined with VRC Curator

**Social Media:** 12 visits to the Gluck Office to upload/maintain social media sites

- **Attendance and Punctuality**

  It is essential that Fellows show up on time and well prepared for each of their scheduled presentations. Plan to
arrive at your host site at least 30 minutes prior to the start of your presentation to set up. Be prepared to show
ID. Plan for delays in your travel time. If you find you are going to be late due to some uncontrollable
circumstance, immediately contact your host site to notify them of your delay. Fellows who fail to show up for a
presentation will jeopardize future fellowship opportunities.

- **Transportation**

  Fellows are responsible for providing their own transportation to and from all presentation sites. All sites are within
approximately 25 minutes of UCR by car. Bus routes to most of our Gluck sites are upwards of one hour from
UCR.
PROGRAM OBSERVATION, DOCUMENTATION AND EVALUATION

Visit from Gluck Program Staff
The Gluck office will visit a particular site to observe each Gluck Fellow or Ensemble, to observe the site and audience/students, and to document the presentation by taking photographs. We will not usually give notice we are coming and will give feedback after the session and may interject during the session, if necessary.

- **Program Documentation and Evaluations**

We encourage all Fellows to retain some documentation of their program for their own portfolios. While the degree of program documentation required of Fellows varies from department to department (Fellows should speak with their Department Coordinator to find out exactly how much documentation their department requires), the following **must** be submitted to the Gluck Office:

- **Gluck Family Learning Fellow Evaluation Form**: Submitted **no later than two weeks** after the completion of the fellowship obligation.

Links to each evaluation form are on the Gluck Program website. [https://gluckprogram.ucr.edu/fellow-resources#fellowship_evaluations](https://gluckprogram.ucr.edu/fellow-resources#fellowship_evaluations)

**IMPORTANT NOTE:** Fellows **cannot** receive their fellowship disbursement until they have submitted their Self and Site Evaluation Forms and returned all materials checked out from the Gluck office. Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to two weeks from the date of the request to appear in your Banner account. NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a different financial aid situation. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer. See APPENDIX 7 for Fellowship Tax and Financial Aid information.

When you do your evaluations, please give us ‘quotable quotes’ to put on your page in the semi-annual report, and so we can let the Gluck Foundation know about our Fellows’ experiences in the community. Here are the questions that are on the Self-Evaluation Form, to help you think about what we are looking for:

- Total number of films made, or programs offered. (For GluckGlobal Fellows, please describe the scope of your project)
- How will you use what you learned from this project in your future?
- How has being a Gluck Fellow affected you, your education or research?
- Do you have any anecdotes or particular observations that capture the value of your work with participants?
- The Gluck Foundation is interested in supporting UCR students who have a ‘disadvantaged’ background. If you would like, please let us know about your background.

Site Coordinators will evaluate your program, as well. The questions they answer in evaluating each Fellow’s program directly relate to program planning outcomes:

- Did the Fellow interact well with the students/audience?
- Was the activity suitable for the students/audience?
- Was the Fellow well-prepared?
- Did the activity begin on time?
- What did they do? How did they learn through active practice, rehearsal, creation or performance? CREATIVE EXPRESSION.
- What did they learn? How did the fellow connect and apply what was learned to other art forms, subject areas and to careers? HISTORICAL AND CULTURAL CONTEXT
- What did they enjoy? How did they participate in arts criticism on the basis of observation, knowledge and criteria so they could AESTHETICALLY VALUE the program and express ARTISTIC PERCEPTION?
- How might they use the subject for CONNECTIONS, RELATIONSHIPS and APPLICATIONS?
- Do they have any suggestions for improvement? Explain.
- Did they receive the CORD and find the CORD useful/relevant?
FELLOWSHIP DISBURSEMENT – Financial Aid

Gluck fellowship disbursement occurs in the quarter that the Fellow/Ensemble completes their project. All Fellows must submit all required evaluation forms and return any materials checked out from the Gluck office before disbursement will be requested. **Fellowship monies begin disbursing in November.**

Graduate and undergraduate Fellows must be regularly registered students at UC Riverside. If a Fellow withdraws from UCR prior to the completion of their program, their fellowship will be terminated.

Fellows are required to complete at least 12 hours of contact time with community participants in order to receive their full fellowship. If a Fellow is unable to fulfill this obligation in a timely manner, they may receive a prorated portion of their fellowship.

Disbursement of graduate and undergraduate fellowships is arranged through the **Financial Aid Office** and **Student Business Services.** Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to one month from the date of the request to appear in your Banner account. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer.

**NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a different financial aid situation.** Are you a recipient of Financial Aid that includes student loans? If so, are you aware that this Gluck funding will replace the loan amount you have been approved for, if you have ‘maxed out’ your loans? Check with Student Business Services for more information on your specific Financial Aid situation.

**International Students**

International students must establish a tax rate code in GLACIER. See the following website for more information: [http://accounting.ucr.edu/payroll/glacierinfosheet.html](http://accounting.ucr.edu/payroll/glacierinfosheet.html). Please contact your Financial Aid Officer for more information.

See APPENDIX 5 for Gluck Fellowship Tax Information and Financial Aid Information

**COMPONENTS OF A SUCCESSFUL GLUCK PROGRAM**

Gluck Fellows **introduce** their research, **inspire** the participants with whole group activities, **involve** participants in small group and individual activities, and create a lasting **impact** on the lives of program participants through arts enrichment. A successful Gluck Program is less about the specific subject you are teaching and more about the methods you use to engage your audience. Please consider these factors when conceiving your program:

Gluck programs **must** address the educational, health, cultural and/or creative needs of the underserved and support the participants’ natural capabilities to help them realize their full potentials. This supports the mission of the Max H. Gluck Foundation, our Program’s sponsor.

- **Communication**
  Establishing and maintaining open lines of communication is essential to the success of any program.
  - **Communicate with the Gluck Office**
    Programs in which Fellows actively communicate with the Gluck Office, as well as their Department Coordinator, are far more successful and rewarding to all involved than those in which Fellows do not maintain open lines of communication. We are here to help you make your program a success. If you experience any difficulties or require assistance with any aspect of your program, please let us know as soon as possible. There is no question or concern too small to communicate. The Gluck Office prefers Fellows who regularly check in about their program and schedule.
  - **Communicate with your Program Hosts**
    Let your hosts know you need their support. Will you need any help with equipment? Actively communicating with your hosts will help avoid any awkward situations. Release your telephone and email information so they can contact you, as well.
• **Overall Professionalism**

Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, as well as their departments. It is assumed that all Fellows will adhere to the highest standards of professionalism and that they will treat their engagements with the same degree of commitment they would any other professional engagement.

**Challenging Behavior**

We want you to feel comfortable when you visit a Gluck venue, free from the worry of bullying or harassment. If you experience any treatment from participants or hosts that makes you uncomfortable, worried, sad, or triggered **PLEASE** let us know, let your host/teacher/site coordinator know *immediately*! See **APPENDIX 5** for examples of professional conduct and strategies for dealing with challenging behavior.

**When Kids Ask Personal Questions, or are offensive:**

How old are you?
How come you’re so tall?
Are you a boy or a girl?

Kids ask personal questions because they are trying to figure out how to relate to you – how you fit into their world. Are you like a mom or an uncle, or like an older sibling? Are you an older version of how they see themselves? More rarely to push a boundary, be rude, or offensive.

What can you say that is true to yourself that can satisfy someone’s immediate curiosity so that you can concentrate on the reason you are there?

Since we are in public schools, it may be necessary to make compromises in the answers you would prefer to give in order to reach young people. We want you to share what you can, without distracting from your program. You are there as a visual role model, for sure, even if you are unable to relate verbally all the nuance you would prefer.

Remember to be brief: not a complicated answer, not a deep conversation:

- I don’t feel like a boy or a girl, but I feel like a Nancy. I’m me, this is my name, tell me your name again.
- I’m a girl, but some people think I’m a boy
- It doesn’t really matter.
- My parents were tall.
- If you want to know more about me, come up and talk to me afterward.

When you meet with the Gluck office, we can practice strategies for answering awkward questions.

**FORMS AND DOCUMENTS - checklist**

All Fellows are responsible for completing and returning the following forms. Forms are Google Forms or can be downloaded from the Gluck Program website as Word Documents. **Please do not return files as PDFs.**

**Due August 1: 5 forms**

1. Liability Waiver – PDF form available on Gluck website under Fellow Resources
2. CANRA Acknowledgement - as above
3. Media Release – as above
4. online Gluck Fellow Information Form – [https://forms.gle/PnJuYGvZcL5CcGti8](https://forms.gle/PnJuYGvZcL5CcGti8)
5. Praesidium Armatus California Mandated Reporter Certification – see **APPENDIX 2** for instructions

**Due before payment**

- UCR ARTS, Museum Education and GluckGlobal Fellows submit the following evaluation only: Family Learning Evaluation
- **ALL FELLOWS** - Return all materials checked out from Gluck Program

We look forward to working with you!
TO ENROLL FOR TRAINING


2. Enter UCR’s Registration Code - ucredu - and click “Submit.”

3. Complete the form and click “Click here to enroll.” Select our campus Gluck Fellowship Academic Year - UCR from the Organization drop down list.
   a. You are a Part-Time employee for these purposes
   b. Choose a 4-digit password. They suggest your phone number – they will add ‘ca’ to the end. (e.g. 1234ca)

4. Write down your login and password or print the page for your records.

5. You can begin training immediately after enrollment or can choose to login later. When you login later, please use Armatus 2.0 - Praesidium. http://armatus2.praesidiuminc.com/armatusUser/login

TO LOGIN FOR TRAINING


2. Enter your user login and password. (The login and password you created during self-enrollment.)

3. Click on the title of the course you want to begin. California Mandated Reporter

4. Once the course starts, click the orange buttons or arrows to advance the frames.

5. Gluck Academic Year Fellows are required to complete:
   a. California Mandated Reporter (should take about 20 minutes)

AFTER TRAINING
Press EXIT to return to the Main Menu. Click on the Orange button at the top of the page labeled CERTIFICATE. Click on the button labeled PDF to save your certificate as a .PDF to your computer with your other certificates and licenses, as other UCR departments also use this training and you can submit this certificate to them without needing to retake the course.

Email the PDF of your Armatus California Mandated Reporter Certificate to Gluckprogram.ucr@gmail.com

YOU DO NOT NEED TO COMPLETE THIS TRAINING AGAIN IF YOU ARE A REPEAT FELLOW.

If you have previously completed this training with another UCR department, or as a prior Gluck Fellow, please email your certificate of completion to us.

APPENDIX 2 UCR Codes of Conduct and Gluck Conduct

APPENDIX 2.1 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 their 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 2.2 University of California Riverside Nondiscrimination and Affirmative Action Policy**

It is the policy of the University of California Riverside not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Furthermore, University policy prohibits retaliation against any member of the University community filing a complaint of discrimination or harassment. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

**APPENDIX 2.3 Title IX**

The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates the University of California policy on Sexual Violence and Sexual Harassment.

**APPENDIX 2.3 Gluck Conduct**

Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, as well as their departments. It is assumed that all Fellows will adhere to the highest standards of professionalism and that they will treat their fellowship engagements with the same degree of commitment they would any other professional engagement.

**APPENDIX 2.4 Media and Social Media**

All music, images, and videos must be classroom friendly, and will be vetted by the Gluck office during your Program Run-through.

Gluck Fellows are seen as ‘rock stars’ by the students who are fortunate enough to receive a program in their school. While it may be flattering to be hugged, please note that fist-bumps and high fives are appropriate. It is Gluck policy that adding a student under the age of 18 who saw your program on any social media platforms is not allowed.
APPENDIX 2.5 Challenging Behavior

Gluck Fellows present in public schools in the Inland Region – historically diverse, underserved in the arts with most adult residents having not received a bachelor’s degree. Fellows find the children at Gluck schools are on target for child development milestones – they are the same types children who our fellows were at school with – all types, from nice to mean. If you find yourself challenged by the behavior of a participant, PLEASE report the behavior to the host teacher – you are not there to be bullied! You will need to take control of the class, and so must learn basic classroom management skills, including ‘quiet signs’ to get attention back on you.

If you are confronted by Challenging Behavior –

- Ask the person ‘what happened?’ “What did you just say/do?”
- Ask them what they were ‘thinking’ at the time. “What did you mean by that? What do you think that means?”
- Ask them who was affected by that. “Do you know whose feelings you hurt? Did you see that was hurtful to me?” Ask them what they think they could do to make things right. “What would you like to say to me?”

APPENDIX 3 - Department-Specific Information

- APPENDIX 3.1 – Family Learning: Local
  The Arts Outreach series at UCR ARTS and the Riverside Art Museum is one of the Gluck Program’s most visible and important community outreach programs. It embodies the Program’s mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community’s desire for access to quality art education.

  o 3.1a Gluck Fellow in Museum Education at UCR ARTS
  Projects: Educational presentations and possible supplementary programming for exhibitions

  Time Commitment:
  TOTAL HOURS = 12 hours of public interaction*
  *Please note that prep time and research sessions do not count towards public interaction hours.

  Job Description:
  Under the supervision of UCR ARTS’ Director of Education and Academic Programs, the Gluck Fellow will facilitate interpretive materials related to contemporary art and photography within the context of the museum’s exhibition programs in 2019-20. The Gluck Fellow will lead educational tours, conversations and/or interactive activity for museum audiences to be arranged.

  Qualifications:
  Candidates must be enrolled in a graduate program in the College of Humanities, Arts and Social Sciences at UC Riverside. Must have an interest in contemporary art and photography. Must be enthusiastic, flexible, have an interest working with people and willing to learn. Candidates must have good public speaking skills and comfortable speaking to the diverse audiences. Outgoing personality a must!

  o 3.1b Gluck Fellow in Collections Outreach at UCR ARTS – UCR CMP
  Projects: “From the Vault” Public Print Viewings from the CMP’s collection

  Time Commitment:
  Twelve one-hour free public presentations on different collections items/topics

  TOTAL HOURS = 12 hours of public interaction*
  * Please note that prep time and research sessions do not count towards public interaction hours.

  Job Description:
  Under the supervision of UCR ARTS Director of Collections, the Gluck Fellow will facilitate access to selected items in the California Museum of Photography’s collections and will discuss and explain the work to the community, educating them about photographic history, processes, and artists, as well as building community
awareness of the strengths of the University’s photography collections. Each event will feature different groupings of photography. The Gluck Fellow will be responsible for selecting themes and specific works; selections may be material of general interest, or be thematic in response to exhibitions, film programming, or current events.

Qualifications:
Candidates must be enrolled in a graduate program in the College of Humanities, Arts and Social Sciences at UC Riverside. Must have an interest in history and photography. Must be enthusiastic, flexible, have an interest working with people and willing to learn. Candidate must have good public speaking skills and comfortable speaking to the diverse audiences. Outgoing personality a must!

Reporting scheduled events to the Gluck office is a requirement. We must track these events and provide documentation to the Max H. Gluck Foundation of how many there were, where and when what the activity title and description was, and how many attended. After each event, please send an estimation of the attending audience to the Gluck office immediately.

The UCR ARTS Fellows will have orientation on Tuesday, September 24, 1:00pm at the Gluck Office.

- APPENDIX 3.1c – Family Learning Fellow at Riverside Art Museum on First Sundays
The First Sundays program series at the Riverside Art Museum is one of the Gluck Program’s most visible and important community outreach programs. It embodies the Program’s mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community’s desire for access to quality art education.

Schedule for 2019-20
The Museum Education Fellows will provide 8 sessions for 2019-20. Programming for the Riverside Art Museum takes place on First Sundays in October, November, December, January, February, March, April, and May. Sunday hours are 1-4pm, (excluding setup and tear down time). Fellows may also facilitate a community art making activity at UCR Homecoming on Saturday November 16, 2019 from 12-3 for an OPA! Award of $125. A First Thursday Arts Walk event (6-9pm) will replace any Sunday events that are cancelled due to holidays or Museum closures.

Key Fellowship Information:

- Occurs 1-4pm on the first Sunday of each month from October-May (time does not include set up and clean up). Homecoming Saturday in November and First Thursday Arts Walk will be substituted for any month in which there is not a First Sunday program.
- The First Sunday Fellow must consult with the Site Coordinator at the Riverside Art Museum and design activities that resonate in some way with the Exhibition programming on display for each given month.
- The First Sunday Fellow will be assigned a support Fellow. This Fellow will be required to attend all First Sunday sessions, and help with set up and tidy up. The Lead Fellow should correspond with the support Fellow in the week before the workshop, explain the program and arrival time. Upon arrival, the lead Fellow should train support fellow and all helpers in the program, and delegate tasks.
- Plan more than one month ahead! Ideally, plan three months ahead. This allows you time to consider what you will need to facilitate the workshop; it also gives the Gluck Office ample time to order materials and avoid last second/late deliveries.
- Simple ‘make and take’ programs are the most successful. For most participating children, this will be the first and only time they get to exercise their creative faculties. Because it is a high-volume day with several hundred attendees, be sure to design a program that many children can receive guidance for without too many complicated steps/procedures. But make sure everyone gets to make something and that they can take it home.
- There is much hardware available in the Riverside Art Museum for your use. Make yourself familiar with the room and equipment and incorporate those items into your programs. Speak to your RAM Coordinator about access to cupboards and drawers. And please leave the room as you found it.
- There is a set budget for each program. $50 per month ‘all in.’ Attendance can vary from 100-300. Plan for around 200 projects each month.
The First Sunday Graduate Fellow will make arrangements with the Arts Education Manager at the Riverside Art Museum to go over the RAM exhibition calendar for planning purposes.

The graduate student leading this project will have at least one support Fellow, receiving $1500. This person can be a graduate or an undergraduate.

The First Sunday fellowship team will have orientation on Tuesday, September 24 at 10:00 a.m., in the Gluck office.

- **APPENDIX 3.2 – Family Learning: GluckGlobal**
  - **3.2a GluckTV UCR Fellow Responsibilities**
    The Gluck TV series is one of the Gluck Program’s most visible and important community outreach programs. It embodies the program’s mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community’s desire for access to quality art education.
    
    - GluckTV requires 12 minutes of finished video in an assortment of short films.
    - The GluckTV Fellow will work with the Gluck Office to determine content of films.
    - The GluckTV Fellow will both follow and develop style guide for GluckTV content.

GluckTV Fellows will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

  - **3.2b OPA! Social Media Outreach Fellow Responsibilities**
    We are looking for a Fellow to work directly with the Gluck office in the following areas:
    - Building HEAVY SOCIAL MEDIA following on Facebook/Instagram/Twitter etc.
    - Creating paper literature (brochures, post cards, etc.)
    - Writing press releases
    - Photo editing
    - Posting artwork to website and databases
    - Photographing artwork and activities
    - Research library

Social Media Outreach Fellows will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

  - **3.2c UCR Visual Resources Collection Fellow**
    The UCR Visual Resources Collection is a unique campus resource currently maintaining: an archived digital image collection (30,000+), in addition to a growing online Digital Image Collection. Areas covered include Western architecture, sculpture, painting, photography, and illuminated manuscripts, as well as Latin American art and archaeology and Asian art concentrating on East Asian painting.

    Fellows who work with the VRC complete a project designed with and approved by the VRC Curator. Fellows may also occasionally give presentations to elementary and middle school students who visit the UCR campus as part of the Gluck VIP Day program.

The VRC Fellow will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

- **APPENDIX 3.3 - Gluck Special Events and Programs: Like to try something different?**
  - **ASK Residency** Do all 12 hours at one site, often on Winter Break or Spring Break
  - **Gluck Music Library** Get credit for one hour’s obligation by giving permission to use your original music file in GluckTV films Minimum 10 minutes of music.
  - **Gluck TV** Do you have filmmaking skills? Give a film to Gluck TV and receive credit for one hour’s obligation
  - **Arts Walk** Performances and presentations First Thursday 6-9pm of each month in downtown Riverside
  - **First Sundays** Performances and presentations First Sunday 1-4pm of each month in downtown Riverside – Family friendly, family learning
  - **November** Homecoming

Gluck Fellows Program of the Arts at UC Riverside – Family Learning GluckLocal | GluckGlobal Handbook
March: Watkins Society performances
April: National Poetry Month sessions with Inlandia Institute
Memorial Day: SaturationFest – Gluck Fellows Perform at downtown Riverside DIY events

**APPENDIX 4 IMPORTANT NOTE for Fellows regarding your property**

Please be advised of the following:

The University does not cover any personal property belonging to a student while it is stored on campus or being used for campus activities or university activities carried out elsewhere.

This means that storing your instruments in your locker, in your dorm room, or in a rehearsal room or faculty office is at your own risk. It also means that if your instrument is for some reason damaged while you are playing a Gluck concert, you will have to absorb the repair cost.

While some of you may have coverage through yours or your parents' homeowners or rental policy, please be aware that the instrument, bow, and case have to be "scheduled," that is: listed by name and appraised value. Also be aware that any "paid work" that you do with the instrument could be interpreted by the insurance carrier as invalidating ordinary property coverage.

The best coverage for someone no longer living at their parents' address and earning money through performances is an ALL RISKS policy. This is usually worldwide coverage for any situation, although many policies will not cover an instrument left in a car, whether locked or unlocked.

One way to get this type of policy at an affordable rate is to join certain professional organizations and take advantage of their group rate policies. You can often join as a student member at reduced membership dues. You must have your instrument, bows, and cases appraised every five to seven years. American Strings Teachers Association, Chamber Music America, Early Music America are among the groups to investigate.

The decision about paying for coverage versus assuming the risk is, of course, a personal decision. But it is recommended that you at least take stock of your own situation, and, most of all, be aware of the fact that your instruments and equipment are not covered by any University coverage, even while you are participating in University activities.

*For additional information on instrument insurance, please speak with the Music Department Coordinator.

**APPENDIX 5 Gluck Fellowship Tax and Financial Aid Information**

Dear Gluck Fellow,

According to our records, you are the recipient of a scholarship or fellowship awarded in connection with your enrollment at the University of California, Riverside. The term 'scholarship or fellowship' includes grants, waivers, and other forms of 'gift aid,' which typically do not need to be repaid. The purpose of this letter is to inform you about the general treatment of your scholarship or fellowship for tax purposes as well as your reporting and recordkeeping responsibilities. The information provided, below, applies regardless of whether the scholarship or fellowship is from the University of California or from a third-party source.

In some cases, the scholarship or fellowship funds are paid directly to you, while in other cases they are credited directly to your University student account. For example, a scholarship from a third-party source that is intended to pay your fees and tuition may be paid directly to you. Conversely, the third party may pay the University directly on your behalf and the University, in turn, would credit your University student account. Whether the scholarship or fellowship payment is paid to you directly or to the University on your behalf, for tax purposes that payment is treated as made to you and is subject to the tax rules discussed below.
Under Internal Revenue Service (IRS) regulations, you do not have to pay taxes on a scholarship or fellowship to the extent the funds are used for required tuition, fees, books, supplies, equipment, or for the mandatory fees for classes or enrollment. The amount of health insurance premiums you pay to the University in order to be enrolled is also considered a required fee. To the extent you use scholarship or fellowship funds to pay for these types of required fees and expenses, the funds should be excluded from your taxable income.

Regardless of the manner in which the scholarship and fellowship funds are paid to you (i.e., either directly or on your behalf), you are required to maintain records and documentation showing that you used all or a portion of your scholarship or fellowship funds for these required purposes.

Any portion of a scholarship or fellowship used to pay for other expenses (e.g., room and board, travel, and other living expenses) should be included in your taxable income for the year. Again, this would be the case regardless of how the funds were paid. Therefore, you may have to pay income taxes on the portion of your scholarship or fellowship used for such expenses. For more information of the tax treatment of scholarships and fellowships, see IRS Publication 970 (Tax Benefits for Education), which can be found on the IRS website at http://www.irs.gov/formspubs/.

IRS regulations do not permit the University to withhold income taxes on the taxable portion of scholarship or fellowship payments. Therefore, depending upon the taxable amount of your award, you may need to make estimated income tax payments prior to filing your tax return. For more information on the rules pertaining to estimated tax payments, see IRS publication 505 Tax Withholding and Estimated Taxes, which can be found at the same IRS website address shown above.

You should make the determination regarding whether your scholarship or fellowship is taxable based upon your individual facts, irrespective of how the University may have applied your award funds to the amounts you owed the University. To the extent that you determine that a portion or all of your scholarship or fellowship funds are not subject to tax, you should retain receipts and other documents that show the total amount of your qualifying (i.e., non-taxable) expenses.

Pursuant to the Taxpayer Relief Act of 1997, the University is required to file a Form 1098-T (Tuition statement) information return to IRS for most students. If a return is filed, the University must also provide a copy of the return to the student showing the information reported. Depending on the UC campus you attend, either the amount of qualified tuition and related expenses paid, or the amount billed is reported (in either Box 1 or Box 2 of the 1098-T). Among other information, the University also is required to report the amount of all scholarships and fellowships (Referred to by the IRS as ‘scholarships or grants’) from all known sources that the University processed on your behalf. The aggregated amount reported for these types of awards is without regard to whether any portion may be taxable. The amounts reported on the 1098-T represent a summary of the qualified tuition and related expenses, as well as any scholarships and fellowships you received, based on the information on file at the UC campus you attended. This information may be of use to you in calculating the amount of the higher education tax credit or deduction you may be eligible to claim, but your personal financial records serve as the official supporting documentation for your federal income tax return. For more information about the education tax credit or deduction, see IRS publication 970, which is available on their website shown above.

Please note that this letter is intended only to introduce you to the tax rules applicable to recipients of scholarships and fellowships. The University of California does not provide tax advice; you should contact your personal tax advisor with any questions or concerns.

Christine Leapman
Gluck Program Assistant Director

Are you a recipient of Financial Aid that includes student loans?  If so, are you aware that Gluck funding may replace the loan amount you have been approved for, if you have ‘maxed out’ with the support of student loans?

How does a fellowship affect financial aid?
A fellowship that is given to a student to assist with academic or living costs is considered financial aid. A Gluck fellowship is financial aid. If a student has already received loans, federal or UCR financial aid based upon the
need reported in the Free Application for Federal Student Aid (FAFSA), the fellowship must fit into the aid package, which may result in other aid – loans for example - being reduced or removed.

Fellowships that do not allow supplementation are the Eugene Cota-Robles Award (ECRA) and the Dissertation Year Fellowships (DYFA and DYP). The Graduate Research Mentorship Program (GRMP) allows only limited supplementation as a 25% Graduate Student Researcher appointment (GSR).

https://graduate.ucr.edu/fellowships-awards-and-grants

Know your Budget Number – and don’t exceed it

Most fellowships are granted to assist with the same costs that are covered by financial aid, such as tuition and fees, books and materials, and living expenses. Since a student may not receive assistance in excess of the need assessed for the budget for these costs, a fellowship may trigger a revision of the financial aid.

A student who receives an award late in the processing cycle may already have received a full financial aid award, including loans. Their financial aid award will be adjusted to include the late award, and the student will be required to repay some aid (loans) already received. (Most of the time this is the Gluck award repaying loans already received or taking the place of loans expected.)

Graduate and undergraduate Fellows must be regularly registered students at UC Riverside. If a Fellow withdraws from UCR prior to the completion of their program, their fellowship will be terminated.

Fellows are required to complete at least 12 hours of contact time with community participants in order to receive their full fellowship. If a Fellow is unable to fulfill this obligation in a timely manner, they may receive a prorated portion of their fellowship.

Disbursement of graduate and undergraduate fellowships is arranged through the Financial Aid Office and Student Business Services. As soon as a student is notified that they have been selected to be a Gluck Fellow, it is strongly recommended that they set up an appointment with their Financial Aid Counselor or One Stop Shop to discuss exactly how their Gluck fellowship will be disbursed and whether ‘there is room in their account.’ An ‘Additional Resource’ will affect a financial aid package (grants, loans, scholarships) as assistance in excess of ‘Your Need’ (the budget for the costs of school) will trigger a revision of the financial aid.

Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to one month from the date of the request to appear in your Banner account. NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a different financial aid situation. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer. Please note that if the Student Business Services department and Housing has already posted fees for the coming quarter, any funds on a student’s account will go to cover outstanding fees first by default. Students can contact SBS to ask for a refund of their current funds’ credit balance if they were expecting a refund.

International Students

International students must establish a tax rate code in GLACIER. See the following website for more information: http://accounting.ucr.edu/payroll/glacierinfosheet.html. Please contact your Financial Aid Officer for more information.