## 2020-2021 GLUCK PROGRAM FELLOWSHIP TIMETABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2020</td>
<td>2020-2021 Gluck Fellows Applications available on Gluck website</td>
</tr>
<tr>
<td>April 1 - May 15</td>
<td>Prospective Fellows email their questions or Skype – schedule a call with us!</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>July 1</td>
<td>Department Coordinators notification emails to successful and unsuccessful 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 Talk-through and experienced Fellows to schedule early placement and Run-through appointments</td>
</tr>
<tr>
<td>August 1</td>
<td><strong>Deadline:</strong> ALL Fellows 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>
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<td></td>
<td>5. Certificate of Completion for Armatus California Mandated Reporter Online Training</td>
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<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 starts</td>
</tr>
<tr>
<td>September 29</td>
<td>Orientation is mandatory. All orientations will happen in the Gluck office – INTN 2027</td>
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<tr>
<td></td>
<td>Museum Education Fellows Orientation...10am-11am</td>
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<td></td>
<td>UCR ARTS Fellows Orientation...1pm-2pm</td>
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<tr>
<td></td>
<td>MoveMore Fellows Orientation...3pm-5pm</td>
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<tr>
<td>September 30</td>
<td>Orientation is mandatory; please choose one date to attend.</td>
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<tr>
<td>October 3</td>
<td>OR</td>
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<tr>
<td></td>
<td><strong>Classroom Fellows</strong> Orientation 10am-12pm – Wed. 9/30 in INTS 1113;</td>
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<tr>
<td></td>
<td>Sat. 10/3 in Gluck office INTN 2027</td>
</tr>
<tr>
<td>October 7</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 (form #6)</td>
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<tr>
<td></td>
<td>2. Fall Availability Calendar (form #7)</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 Talk-Through</td>
</tr>
<tr>
<td>November 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (including ASK Residency Fellows) complete the following:</td>
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<tr>
<td></td>
<td>1. Submit CORD file</td>
</tr>
<tr>
<td></td>
<td>2. Program Run-through</td>
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<tr>
<td></td>
<td>*Fellows who have not been scheduled or have had no interest shown in their program by sites will be 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>
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<tr>
<td></td>
<td>1. Winter Availability Calendar</td>
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<tr>
<td></td>
<td>*This deadline applies only to Fellows who have not completed their full program obligation</td>
</tr>
<tr>
<td>January 7, 2021</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>2021-2022 Gluck Fellows Applications available on Gluck website</td>
</tr>
<tr>
<td>April 14</td>
<td>Open House for prospective Fellows at Gluck office – INTN 2027</td>
</tr>
<tr>
<td>May 15</td>
<td><strong>Deadline:</strong> 2021-2022 Gluck Fellows Applications due to Gluck office via email</td>
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<tr>
<td>June 1</td>
<td><strong>FINAL Deadline:</strong> ALL Fellows submit the following 2 forms by this date for payment:</td>
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<tr>
<td></td>
<td>1. Final Self-Evaluation</td>
</tr>
<tr>
<td></td>
<td>2. Final Site Evaluation</td>
</tr>
<tr>
<td>June 30, 2021</td>
<td>2020-2021 Gluck Program Cycle Ends</td>
</tr>
</tbody>
</table>
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2020-2021
for Classroom and Family Learning fellowships

GLUCK ADMINISTRATION & DEPARTMENT COORDINATORS
The Gluck Program office is located in INTN 2027, and we are open Monday to Friday from 9:30am to 4:30pm. Please contact the office for any assistance you may need by phone at our main office line, (951) 827-5739, or by our email at gluckprogram.ucr@gmail.com.

TBC, Gluck Program Director
Christine G. Leapman, Gluck Program Assistant Director
Joseph Santarromana, Gluck Program Coordinator

Department Coordinators
Art – Prof. Lynne Marsh
History of Art – Prof. Susan Laxton
Creative Writing, Fiction/Nonfiction/Poetry – Prof. Allison White
Creative Writing for Performing Arts, Playwriting/Screenwriting – Prof. Robin Russin
Dance – Prof. Jose Reynoso and Prof. Luis Lara Malvacias
Music – Prof. Xóchitl Chávez
Theatre, Film, and Digital Production (TFDP) – Ben Tusher, Production Manager
UCR ARTS – Lindsey Hammel, Manager of School and Volunteer Docent Programs

Family Learning, GluckGlobal, GluckTV, ASK, Social Media Outreach, Museum Education, OPA! – the Gluck Office staff is your coordinator

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.

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, Writing for the Performing Arts, Dance, History of Art, Music, Theatre, Film and Digital Production, 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 school children, 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.

FELLOWSHIP REQUIREMENTS
In order to be eligible for consideration to be a Gluck Fellow, you MUST be a regularly registered UCR student able to accept financial aid. Gluck Fellows are selected by their department based on an approved project proposal and interest shown or by audition.

In order to receive their fellowship, fellows must fulfill all the following responsibilities listed below for that respective type of Gluck fellowship. Failure to comply with these obligations may result in the postponement of a Fellow’s project as well as jeopardize consideration for future fellowship opportunities or termination of the fellowship.
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2020-2021
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TYPES OF FELLOWSHIPS AND DEPARTMENT- SPECIFIC FELLOWSHIP INFORMATION

Fellowship types are divided as follows: Classroom Fellows, Ensemble Fellows, Family Learning Fellows, and OPA! (Outreach Performing Artists) Fellows. Gluck Fellow Handbooks for Classroom Fellows, Ensemble Fellows, Family Learning Fellows, and OPA! Fellows are available under How to Gluck! > Fellow Resources on the website (https://gluckprogram.ucr.edu). Each gives complete information about the fellowship responsibilities and are free to download. Also, for an in-depth look at past Gluck programs, please visit the Program Archive section of our website. https://gluckprogram.ucr.edu/gluck-program-archive

CLASSROOM FELLOWS

Gluck CLASSROOM programs require at least 12 hours/visits of contact time with community participants (K-12 schools, residential homes for elderly care, community centers, special events, etc.). Additional time for lesson plan preparation and rehearsals for performance ensembles is assumed. For every hour of community contact, Fellows should allow 5 to 10 hours of preparation time. Partners and student-run ensembles do a maximum of 24 hours/visits of contact time. Gluck Fellows will do 12 one-hour or 24 half-hour programs; many generally scheduled back-to-back at a single site on the same day. Half-hour programs are scheduled with grades K-2; one-hour programs are suitable for grades 3+.

Classroom fellows will also prepare a Classroom Online Resource Document (CORD) that will accompany their project and will be available on the Gluck website. Classes have around 35 students. Please expect each venue to have challenges around heating, lighting, equipment, furniture and cleanliness. Communication with Gluck office and scheduled venues is primarily through email, so you must provide an email address that can be shared with necessary parties.

Spots available and descriptions for Classroom Fellows by department/type are as follows:

- **Art (4 graduate Fellows, $50 budget each)**
  - The Gluck Program aims to eliminate single use plastics in all projects and prefers to use recyclable materials when possible.

- **Creative Writing and Writing for the Performing Arts (total 8 graduate Fellows, 400 photocopies allowed each)**
  - Fiction/Non-Fiction/Poetry (focus visual and performing arts: VAPA)
  - CWPA – Playwriting/Screenwriting (focus visual and performing arts: VAPA)

- **Dance (14 various graduate fellow opportunities, 6 undergraduate fellow opportunities)**
  - Classroom Fellows (13 Graduate Classroom Fellows, $0 budget)
  - Contemporary Dance Ensemble (6 undergraduates by audition, 1 graduate ensemble leader)
  - Graduate Fellow will work with faculty and ensemble to create dance choreography and interactive elements for audience. Graduate will organize props and costumes and participate in class during fall quarter and tour with the ensemble during winter quarter performances. Complete information regarding this program is available in the Gluck CDE Information and Protocol document. Please indicate interest on application.

  - History of Art (6 graduate Fellows, $50 budget each classroom fellow)
    - Classroom Fellows (5 graduate Fellows, $50 budget)
      - The Gluck Program aims to eliminate single use plastics in all projects and prefers to use recyclable materials when possible.
    - Gluck Global Fellow in the VRC (1 graduate Fellow, $0 budget)

- **Music (13 graduate Fellows, $0 budget)**
  - The Music Department has a number of classroom fellowships for individuals, but there have been exceptions made for enthusiastic ensembles. OPA! fellowships are offered for single performances for both undergraduate and graduate students. Please contact the Gluck Music Department Coordinator or Gluck office for more information.
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2020-2021
for Classroom and Family Learning fellowships

- Theatre, Film, and Digital Production
  - GluckTV. UCR Film Making Ensemble (TFDP department; 2 graduate students, 8 undergrads or grad crew)
    A student ensemble will make a film for GluckTV. It can be about anything and there is no message that it needs to address, so long as it is rated G - appropriate to be viewed by general audiences (a requirement of the YouTube channel).
    - Film that is 8 to 10 minutes.
    - Fellowship for a graduate student screenwriter (must be a grad student).
    - Fellowship for a graduate student director (must be a grad student).
    - Eight film crew, including an editor.
    - The film equipment would be checked out from the equipment room and there would be no time commitment from production staff (Alan, Alif, Landis, etc).
    - The finished film would be due on March 31st, 2021 but could be finished as early as this summer.
    Fellowship payments would be issued once the film was turned in.
    Contact Production Manager, Ben Tusher, for more information and to apply.

- ASK Residency Fellowships (graduates in all CHASS departments eligible, number of offers subject to applications received and requests from Gluck sites)
  - ASK Residency Fellows will spend all 12 contact hours with one group of students or one school and create a tangible outcome. ASK Fellows must be highly experienced and dedicated teaching artists willing to create a curriculum based upon the needs of the host school/site. Please contact the Gluck office for more information.

FAMILY LEARNING FELLOWS
Gluck FAMILY LEARNING fellowships, including Museum Education, GluckGlobal and GluckTV, have specialized time commitments and schedules. Contact the Gluck office for more information.

- UCR ARTS (graduates in all CHASS departments eligible; 2 graduate Fellows total)
  - UCR ARTS Fellows will be responsible for coordinating and leading educational workshops, creating materials, etc. One fellow for First Sunday children’s program, One fellow for First Thursday adult program. Minimum of 12 events required. There are additional time requirements for UCR ARTS Fellows. Please speak with UCR ARTS Director of Education Lindsey Hammel at (951) 827-1465 for details.

- Museum Education: Family Learning on First Sundays (all CHASS departments eligible; 1 graduate and 1 undergraduate - $20 budget per session)
  Programs take place on the first Sunday of the month from October to May from 1pm to 4pm (excluding set up time) at the Riverside Art Museum and/or other site in Downtown Riverside, plus UCR Homecoming in November. Fellows will develop ‘make and take’ tabletop art programs for families, approximately 200 participants each session. Programs will relate to current museum content.

- GluckTV. UCR Filmmaker (all CHASS departments eligible; 1 graduate or undergraduate Fellow, equipment provided; submit application and show reel to the Gluck office, chosen by interview)
  Record and produce video promoting Gluck Program activities, or create teaching tool content. Produce 12 minutes of films on subjects to be arranged with Gluck office. See GluckTV. UCR on YouTube for ideas. https://www.youtube.com/channel/UCQ4oP3AklREX4Zfx7Gq-l3A/featured

IMPORTANT NOTE for ASK Residency, Family Learning, GluckTV and Museum Education Fellows: there are additional requirements, including an Event Schedule. Please speak with the Gluck office.

OPA! (Outreach Performing Artist) FELLOWS (if your application does not fit any of the above categories)
OPA! fellowships are available to graduate and undergraduate students for single-session performances and events. If you don’t have time or are not chosen as a Gluck Fellow, consider applying and auditioning for an OPA! fellowship! This type of fellowship has on-going application acceptance starting from August to May. Below
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you will find a list of options for an OPA! fellowship. Download the OPA! Fellows handbook or contact the Gluck office for more info.

- Mosaic Undergraduate Fellows (OPA! fellowships for Mosaic outreach events)
- Spotlight on Hope Film Camp
- Latinx Play Project
- S.T.R.O.N.G. Edutainment - Guardian Princess Alliance / Guardian Ambassadors at UCR
- Student-run music ensembles
- Internet/Social Media Outreach Fellow (graduate or undergraduate Fellow, equipment provided; Media and Cultural Studies major preferred)

Gluck Special Events and Programs: Like to try something different? – Other Options for OPA! Fellowship

Gluck Music Library…….Get OPA! credit or one hour’s obligation by giving permission to use your original music file in GluckTV films, minimum 5 minutes of music per file.

Gluck Virtual Outreach. Make your Gluck program into a short video for online teaching and receive an OPA! or credit of one hour’s obligation

GluckTV.………..Do you have filmmaking skills? Give a film to GluckTV and receive an OPA! or credit for one hour’s obligation

Arts Walk.….Performances and presentations First Thursday 6-9pm of each month in downtown Riverside

First Sunday.……Performances and presentations First Sunday 1-4pm of each month in downtown Riverside – family friendly, family learning

November.……UCR Homecoming/ScotFest

March……….Watkins Society performances and Highlander Day

April.………..National Poetry Month workshops and programs with Inlandia Institute

Joint Applications and Ensembles – If you would like to submit a joint application or ensemble application, please understand that each fellowship carries with it its own obligation of time. Two or more people working together must do a minimum of 24 hours outreach. Each member of the ensemble should complete a separate application and submit under single cover.

APPLICATION PROCESS

1. GETTING STARTED WITH YOUR APPLICATION

Fill in the correct application! Each of these applications is available on the Gluck Website https://gluckprogram.ucr.edu/fellow-resources#fellowship_application_forms

<table>
<thead>
<tr>
<th>Classroom Fellows Application</th>
<th>Family Learning Fellows Application</th>
<th>OPA! Fellows Registration Form A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual, team, or ensemble Fellows who develop a one-hour workshop for K-12 students. ASK Resident Fellows use this form.</td>
<td>Fellows who are applying for one of the following areas: UCR ARTS, VRC, Museum Education, GluckTV, Gluck Global use this form</td>
<td>Fellows who are interested in offering one-off performances or events that do not fit into one of the other categories.</td>
</tr>
</tbody>
</table>

Meet Your Department Coordinator

Gluck Fellows are chosen by the Department to which they apply. Before applying, meet the Department Coordinator to discuss your plans. The Coordinator may give you information to help you write your Program Title and Description. Fellows are encouraged to be in regular contact with their Department Coordinator throughout the course of their project. Once you have been notified that you are a fellowship recipient, please thank your Department Coordinator and offer to meet to discuss the details of your project. Gluck fellowships are recognized as research opportunities as they have ladder rank faculty mentors.

Ask Your Questions or Schedule a Skype Talk-Through with the Gluck Office (April 1 – May 15)

Before you apply, we strongly encourage you to ask questions and schedule a talk-through, on the phone or through Skype, with the Gluck office. If you would like to talk to us about your questions over the phone, please call us at (951) 827-3518 during our business hours (M-F 9:30am to 4:30pm). If you would like to schedule a talk-through over Skype, please email or call us to schedule this. You can also email any questions to gluckprogram.ucr@gmail.com, and we will be happy to answer by email too.
We can help you troubleshoot your program before you concretize your plans and give you advice on what programs are most popular (meaning easiest and quickest to schedule). We have generic art materials and samples of previous projects to help you make your decisions as you plan. We want your program to be successful and have lots of experience with what schools want from their Gluck visitors.

Want more information? Read the Handbook relevant to your fellowship: Gluck Fellow Handbooks for Classroom Fellows, Ensemble Fellows, Family Learning Fellows and OPA! Fellows are available under How to Gluck! > Fellow Resources on the website, https://gluckprogram.ucr.edu/fellow-resources. Each gives complete information about the fellowship responsibilities and are free to download.

2. FILLING OUT YOUR APPLICATION: COMPONENTS OF A SUCCESSFUL GLUCK APPLICATION
Gluck Fellows use visual and performing arts to 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 will teach a subject by utilizing visual and performing arts methods that engage the audience and show the audience how this subject is relevant to their lives. Please consider these factors when conceiving your program and completing your application:

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

- Simplify, simplify, simplify – the fewer materials and media you rely upon, the easier you will find creating and delivering your program, as PA systems and LCD projectors can fail; thumb drives and laptops can be incompatible.

- Most Gluck CLASSROOM Fellows present to Kindergarten through 6th grade students. There are several Middle School classes, but very little with High Schools. Programs that are quickly booked are designed to appeal to children between the ages of 5 through 12. Programs specifically designed for High School classes often take a longer time to schedule. Fellows with programs that do not have many requests by November 1 will be asked to adjust or change their program offering.

- The most popular CLASSROOM programs are single session half-hour or one-hour visual/performing arts presentations that can be integrated in a teacher’s curriculum. Your program should take place inside the classroom or MPR and you should provide all materials except basic classroom supplies. Programs that are designed to be multiple sessions with the same class of students are hard to schedule as teachers have a difficult time justifying giving up too many classes. Half-hour programs are scheduled with grades K-2; one-hour programs are scheduled for grades 3+. Class sizes are typically 35 children, you will do 12 classes.

- **Be aware of the time commitment.** Each CLASSROOM Fellow will offer 12 one-hour sessions or 24 half-hour sessions of their program. Consider the length of your sessions to take into account how much material you can cover with activities and choose the time frame best suited for what you want to accomplish. In order to fill the 12 CLASSROOM hours of obligation, the Gluck office needs reliable blocks of time to accommodate our sites and schools. **We require at a minimum 40 hours available over each complete 10-week quarter – Fall and Winter.** Spring is very difficult to schedule, most schools have testing in April and finish in May. Consider starting your fellowship obligations during the summer break; the Gluck office is open all summer to serve you. FAMILY LEARNING Fellows have very different event schedules, which run throughout the academic year based on their specific program.

**Arts Integration**
Schools want Visual and Performing Arts (VAPA)-based workshops and presentations that relate to ‘Learning in Other Art Forms and Subject Areas and to Careers.’ As a guest to their school, the students are very interested in
you, your program and the job you hope to get at the end of it. They want to know WHY it is important to spend time on it. Let the schools know HOW your subject is relevant in today’s world.

**Program Content: Inspiring Your Audience**
Successful programs have distinct components that *introduce* a subject and *inspire* the participants with whole group activities before implementing an interactive activity. Activities complement lecture information – a program in which the Fellow presents something similar to a TED talk with a corresponding making or doing component is required. For a one-hour workshop, a 15 to 20-minute subject introduction, followed by 40 to 45-minutes of activities (whole group and, if relevant, individual) that complement the presentation, is an ideal ratio of time division. For a half-hour workshop, a 10-minute discussion time with 20 minutes of visual/performing arts activity is a successful division of time. You do not have to do the entire discussion portion first, followed by the activity: you may design the workshop so that the discussion portions are interspersed between the activities. The ratio of 1-part discussion to 2-parts activities makes for a successful program. (listening/watching is not the activity)

When planning your program, remember that **DOING** visual/performing arts is more important than talking about it or filling in a graphic organizer. Lecture *only* when necessary. Implement interactive activities to **involve** each student once your class is *inspired* by and informed about your program topic. Keep making, doing, and experiencing your art form at both the center and the circumference of your presentation for the greatest *impact* on your audience. For example, if you are teaching about music, start your presentation with music to **involve your audience in your visual and performing art form early and often.**

**Flexibility**
The more rigid a program’s requirements, the more difficult it is to schedule. Although the Gluck office will do its best to accommodate your preferences regarding your program, this may not always be possible. The best way to avoid unnecessary headaches is to be flexible with your program, scheduling availability, and age group with which you wish to work. Fellows whose programs have few requests in the Fall quarter will be notified in November and asked to come to the Gluck office for a meeting about changing/adapting their program.

**Audience Consideration: Middle of the Road**
The sites where you will give your workshops/presentations are not like graduate seminars or rehearsals on campus. When working in community settings, such as schools and elder care centers, keep in mind that their curricular requirements or artistic tastes may be more conservative than those you are used to. Keep your language and presentation conservative so as to avoid offense or miscommunication. And more importantly, the audiences there might not be as fully immersed in the advanced nature of your mediums as you, your colleagues, and professors are. Be aware of this when preparing your lesson plans or performance repertoire. Repeat vocabulary words, show and tell, show again and tell again, check for learning.

**Age Appropriateness**
When working with elementary and secondary schools, keep in mind that elementary, middle and high school students have different developmental needs. Be aware of this when preparing your lesson plans or performance repertoire. If you are uncertain about the age appropriateness of some of your presentation material or terms, schedule a Gluck talk-through where we will address the issue. Later, when you confirm your presentation, ask the host teacher at each site you visit about their particular class. They will be able to tell you which material is more appropriate for their class. All videos and recorded music must be classroom appropriate and will be vetted by the Gluck office for language and subject matter during your Program Run-through.

**Common Core Curriculum**
When creating your program, have set goals in mind. By the end of your presentations, what do you want your audience to have gained from their time with you? You should be able to state this in one concise sentence. We have a **Gluck Workshop 101** sheet on the website based upon Bloom’s Taxonomy, as well as other resources for planning. [https://gluckprogram.ucr.edu/arts-education-resources](https://gluckprogram.ucr.edu/arts-education-resources)

Programs must adhere to Common Core Curriculum standards and provide opportunities for:
For Classroom and Family Learning Fellowships

- 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

Standards for the Visual and Performing Arts (VAPA) for students in K-12

Inland Empire schoolchildren are well served in language arts; Gluck programs offer them VAPA! All programs must satisfy the five component strands making up the VAPA standards:

1. ARTISTIC PERCEPTION
   Processing, Analyzing, and Responding to Sensory Information Through the Language and Skills Unique to (your subject)
2. CREATIVE EXPRESSION
   Creating, Performing, and Participating in (your subject)
3. HISTORICAL AND CULTURAL CONTEXT
   Understanding the Historical Contributions and Cultural Dimensions of (your subject)
4. AESTHETIC VALUING
   Responding to, Analyzing, and Making Judgments About Works of (your subject)
5. CONNECTIONS, RELATIONSHIPS, APPLICATIONS
   Connecting and Applying What Is Learned in (your subject) to Learning in Other Art Forms and Subject Areas and to Careers

Fellowship Application Form Breakdown

Submit application via email to the Gluck office by May 15, 2020.
See below for brief instructions for completing each section of the application. Please answer all questions, incomplete applications will not be accepted. Please type directly onto the form.

1) Candidate Information
   Please answer all questions. Each member of an ensemble or team must fill in separate Candidate Information section and combine with one Program Information section to submit a single application.

2) Program Information
   Please answer all questions. If you wish to apply to multiple departments, please submit one application per department, under separate cover. (Departments prioritize awards to students registered in their departments).

   - Program Title and Description
     This paragraph describes the topic of your program, your understanding of it, and your pedagogical methods for delivering information. Please include goals, objectives, and techniques for achieving them when describing your program. This is your pitch to your Department Coordinator and your explanation of your program to the Gluck office.

   - Advertising Blurb
     The teachers who read the list of Gluck Programs are looking for curricular enrichment for their classes that also sounds fun and interesting for the participants. Tell them about the VAPA aspect of your workshop. This is your advertising pitch to the teachers who will request your program – write directly to them!
     
     o Summarize your program in a very short, clear paragraph that says:
       1. What the students will learn about
       2. What they will DO while learning
       3. Why this workshop is relevant to the lives of the students

Teachers read through dozens of single-paragraph blurbs to determine which Fellows they want to invite and give up class time for; teachers are looking for VAPA. A punchy title and short, clear, and exciting description of what will happen in the classroom is a sign to them that your program is a good fit for their students. If you cannot summarize it in one paragraph, your program might not be a good fit for their classrooms and may be more difficult to schedule. We may ask you to change your program if there is little interest. See the Gluck website for an archive of past program examples.
Content Area Keywords/Searchable Terms
Create a list of 6-10 searchable terms that a teacher could use in a Google search to learn more about your program content and subject matter, and how it is connected to other subjects/knowledge and understanding. These are the things the students will learn about in your program.

- Examples for different disciplines:
  - Woodwind instruments, 19th Century British composers, military band music, sea shanty, oboe, orchestra, clarinet, foghorn, slide whistle, Europe
  - Chinese poetry, hand scroll, ink stone, brush painting, calligraphy, brush script, pictorial language

List of Activities
Create a list of interactive activities that you will do with the participants, so the hosts will know what to expect, and know if your activity is suitable for their venue.

- Examples for different disciplines:
  - Students will make a sculpture using paper, scissors, glue and felt tip pens.
  - Students will write action words on paper, and then act out the words in small groups.
  - Students will use acting skills to create short scenes.
  - Students will do warm up exercises and learn a short choreography using their whole bodies.
  - Students will listen to me play the guitar, learn a short clapping phrase, and use shakers

Learning Outcomes and Objectives
Summarize the three elements of your program in one sentence: What will they learn, what they will do, and how will they reflect upon it. “By the end of the lesson all participants will…” Teachers want to know what the final pedagogic product will look like. Write a single sentence description that lists what knowledge the students will receive, what Visual and Performing Arts they will do how they will experience it by engaging with your program. Outlining the learning objectives will help you shape your planning and articulate the Common Core Curriculum Standards that your program meets.

- Examples for different disciplines:
  - Identify the three styles of rhythm used in Western music, use percussion instruments to make rhythms, and evaluate their preferences.
  - Learn to identify the four different types of sculptural modes in contemporary art, make sculptures, and have a ‘gallery walk’ so students and see and appreciate each other’s work.
  - Participate in active dance choreography to express their unique personality to the class and learn about the cultural influences in the steps.
  - Engage performers in using improvisational theater games to learn the importance of having goals and life ambitions and watch each other perform.
  - Show how active verbs in writing create more excitement and interest for the reader, play an active verb ‘charades’ game, write using active verbs, and listen to each other’s work.

Common Core Learning Objectives
WHY is your subject important in today’s world? HOW will your subject enhance the participant’s lives? The Common Core list tells how you will achieve your Learning Outcomes. Your program must offer three types of interactive activities based around the following:

- Knowledge: Connect and apply what is learned to other art forms, subject areas and to careers (Identify, inform, discuss, describe…)
- Execution: Learn through active practice, rehearsal creation or performance (create, design, use…)
- Reflection: Participate in arts criticism on the basis of observation, knowledge and criteria (evaluate, decide, inspire, enjoy…)

- Example:
  - Knowledge: Identify how YOUR SUBJECT influenced SOME AREA and is used in SOME CAREER
  - Execution: Students will make/play/try/create a YOUR SUBJECT.
  - Reflection: Students will evaluate/analyze/show their enjoyment/opinion of their experience of YOUR SUBJECT by WRITING/SPEAKING …

Outcome Assessment Strategies
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List three techniques you will use to gauge audience memory retention. Successful programs have activities that promote memory retention for salient points of the stated Learning Outcomes and Objectives, and use assessment to show knowledge, comprehension and understanding.

Do not try and do this all by yourself. Not only is it impossible to hold the attention of 5-11 year olds for 55 minutes straight by talking at them, it is also the least efficient way to ensure memory and experience retention for the subject you are teaching. Use the students themselves as participants, collaborators, and aides.

So, how will you know the class is with you and understands your concepts? Using call and response to trigger repetition and memory is a very popular device, and kids love it! Asking your audience questions, using their answers to embellish your own is another useful way to check knowledge. Having students demonstrate a task or show and talk about their work will also demonstrate to you and their teachers their knowledge, comprehension and application. See the Gluck website for more ideas on assessment.

https://gluckprogram.ucr.edu/arts-education-resources

- Example:
  - We will use call and response to imbed XYZ key terms. (Demonstrate knowledge/information)
  - When we DO THE ACTIVITY, participants will have the opportunity to show examples of how they interpreted the key terms. (Demonstrate execution/activity)
  - We will discuss YOUR SUBJECT so participants can speak and listen to each other’s opinions. (Demonstrate reflection/inspiration)

- Classroom Online Resource Document (CORD)
  For your application, describe the CORD you will prepare to accompany your program. A completed CORD file is due at the time of the Program Run-through, no later than November 1.

  Each program requires a Classroom Online Resource Document (CORD) that you will send to the host teacher or Site Coordinator with whom you correspond prior to your visit: a game, poster, study guide, or WebQuest etc.

  The CORD is a ‘stand-alone’ short activity for use by teachers and should satisfy the VAPA and Common Core Curriculum standards by offering information, key words, and activities for:
    - Reading about arts or artists
    - Researching, writing and communicating about the arts
    - Making connections between concepts in all of the arts and across subject areas
    - Reflecting on the arts in thoughtful essay or journal writing one’s observations, feeling and ideas

  This CORD should clearly summarize its purpose and give clear directions for the activities or research so that any teacher, anywhere, could use it in the classroom without guidance or preparation. The CORD is a ‘stand-alone’ document and should not depend upon the reader knowing the subject. The CORD should contain all the necessary information for using it, in it. These will also be available on our website as freely downloadable Classroom Online Resource Documents for future use. https://gluckprogram.ucr.edu/classroom-online-resources
  Please refer to the CORD Style Guide on the Gluck website. https://gluckprogram.ucr.edu/arts-education-resources

- Brief Biography
  Write in the 3rd person and include your educational background, awards, etc.

- Any media/IT needed
  Will you require any hardware for your program – speakers, projector, laptop? Will you provide it yourself or do you need to borrow items from the Gluck office or Site? Not all media can be accommodated, and a program change may be necessary if items are not available. The Gluck office has projectors available for checkout with VGA and HDMI inputs. You must provide your own HDMI/VGA patch cable for your laptop.

- Materials List and Budget
  Please refer back to Pages 3-4 for budget allocations of each department’s program. All materials and photocopies must be included in the budget. Planning your budget carefully, and including all expenses in your proposal, will avoid misunderstandings later. Plan to see approximately 400 students during your fellowship. The
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Gluck Program aims to eliminate single use plastics in all projects and prefers to use recyclable materials when possible.

- Max H. Gluck Foundation Requirements
The Max H. Gluck Foundation, sponsors of the Gluck Fellows Program of the Arts at UCR, funds programs that meet their mission statement. We support programs that support the mission of the Gluck Foundation, to contribute to the education, health, culture, and creative endeavors of the underserved. Be sure to check all applicable factors that apply to your program; Gluck programs should meet more than one of these factors.

3. SUCCESSFUL APPLICANTS: AFTER APPLICATION IS ACCEPTED

Application Notification – July 1, 2020
Fellows should be notified by their departments of their fellowship status on or around July 1, 2020. When a Fellow is notified of their successful application, they will be sent a Handbook and pack of information by the Gluck office, including links to the 7 forms necessary for onboarding as a Gluck Fellow. You are responsible for downloading and reviewing the Gluck Fellows Handbook from Fellows Resources on our website: https://gluckprogram.ucr.edu/fellow-resources#fellowship_handbooks

File Paperwork - FELLOW Paperwork and PROGRAM Paperwork
Gluck Fellows must complete the following 7 forms:
- 5 forms due August 1 for ALL Fellows: Liability Waiver, CANRA Acknowledgement, Media Release, online Information Form, and online Praesidium Armatus Child Protection Training (submit the Certificate of Completion. Instructions are available in the Fellows Handbook)
- 2 forms due October 7 for Classroom Fellows only: Program Pack, and Fall Availability Calendar

Attend Orientation – Mandatory!
Each Individual and Ensemble Gluck Fellow MUST attend orientation to discuss the program and fellowship responsibilities. Gluck Orientation is during Zero Week of Fall Quarter. Plan to attend one session – see Timetable on Page 1 for dates. MoveMore, Museum Education, GluckTV, UCR ARTS, and Ensemble Fellows have separate orientations – see Timetable on Page 1 for dates.

Program Talk-Through with the Gluck Office by October 15
Fellows are required to meet with Gluck office staff for a 30-minute talk-through about their program. This Talk-Through takes place before the formal Program Run-through and is designed to talk through the program, materials, and work out any potential kinks that may require re-planning of the project. After the Program Talk-Through, Fellows will schedule their formal Program Run-through, described below. Program Talk-Through meeting times available July 1 – October 15.

Program Run-through and CORD with the Gluck Office by November 1
Before the first public presentation, Fellows are required to stage their projects and give a complete Run-through of the workshop/presentation at the Gluck office. Fellows will also present their Classroom Online Resource Document (CORD) for review at this time. We will coach you on your self-introduction and opening statement of learning objectives and give you feedback so you can inspire your participants. We will also do program activities with you and vet any art historical images, music, and/or videos used. The Program Run-through must be completed before program sessions will be scheduled with sites. (MoveMore, Museum Education, GluckTV, and UCR ARTS Fellows have different requirements.) Run-through meeting times available July 1 – November 1.

Program Scheduling
Once you have met with your Department Coordinator and the Gluck office to discuss your project, submitted the correct paperwork, and completed the Program Chat, Program Run-through, and CORD, the Gluck Program Coordinator will begin contacting sites to schedule your project. Please release your telephone and email information, so scheduled sites can contact you, as well. Plan to begin your project no later than December. Fall quarter is the easiest quarter to schedule in the community; spring is the most difficult. You are required to have at least 40 hours over each full quarter (10 weeks) available for scheduling.

Overall Professionalism, Principles of Community, Equal Opportunities
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Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, and their home 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. **We expect Fellows to be committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution.**

**Transportation**
Fellows are responsible for providing their own transportation to and from all presentation sites. All sites are around 25 minutes from UCR by car. Bus routes to most of our Gluck sites are upwards of one hour from UCR.

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

**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:

- **Classroom Online Resource Document (CORD)** *(exception: MoveMore, Museum Education, GluckTV, and UCR/ARTS Fellows do not submit CORDs)*
- **Self Evaluation Form**: Submitted **no later than two weeks** after the completion of the fellowship obligation. [https://forms.gle/j1YEc1YEmYYnUBvv5](https://forms.gle/j1YEc1YEmYYnUBvv5)
- **Site Evaluation Form**: One completed for each site – up to twelve, submitted **no later than two weeks** after the completion of the fellowship obligation. [https://forms.gle/kA6SHiBJAmzDaBkg9](https://forms.gle/kA6SHiBJAmzDaBkg9)

**FELLOWSHIP DISBURSEMENT**
Gluck fellowship disbursement occurs in the quarter that the Fellow completes his/her program and returns evaluation forms, as well as any materials checked out from the Gluck office.

Are you a recipient of Financial Aid that includes student loans? If so, are you aware that this Gluck funding may replace the loan amount you have been approved for? 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.

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.

**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 details.

**In order to be considered for a Gluck fellowship, you must return your application as a Word or other editable document (NOT a PDF) by email to [gluckprogram.ucr@gmail.com](mailto:gluckprogram.ucr@gmail.com)**

Please save the file in the following format:

Department. LastName 20-21 doc (e.g. Dance. Smith20-21.doc)

**APPLICATION MUST BE SUBMITTED NO LATER THAN MAY 15, 2020**