## 2021-2022 GLUCK PROGRAM FELLOWSHIP TIMETABLE

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline/Event</th>
</tr>
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<tbody>
<tr>
<td>April 1, 2021</td>
<td>2021-2022 GLuck Fellows Applications available on Gluck website</td>
</tr>
<tr>
<td>April 1 - May 15 M-F</td>
<td>Prospective Fellows email their questions or Zoom – schedule a visit with us!</td>
</tr>
<tr>
<td>May 15</td>
<td><strong>Deadline:</strong> 2021-2022 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>
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<tr>
<td>Beginning July 1</td>
<td><strong>Deadline:</strong> ALL Fellows submit Fellow Paperwork - the following 5 forms:</td>
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<tr>
<td></td>
<td>1. Liability Waiver</td>
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<td>2. CANRA Statement Acknowledging Requirement to Report Child Abuse</td>
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<td></td>
<td>3. Media Release</td>
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<td></td>
<td>4. Gluck Fellow Online Information Form</td>
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<td>5. Certificate of Completion for Armatus California Mandated Reporter Online Training</td>
</tr>
<tr>
<td>August 1</td>
<td>*Links to forms and instructions are available in the Fellows Handbook</td>
</tr>
<tr>
<td>August 15</td>
<td>Summer and Fall program scheduling for GluckLive starts</td>
</tr>
<tr>
<td>September 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete the following task with the Gluck office:</td>
</tr>
<tr>
<td></td>
<td>1. Schedule Program Talk Through date (deadline October 1)</td>
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<tr>
<td></td>
<td>2. Schedule GluckLive Program Run Through (deadline November 1)</td>
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<tr>
<td>September 21</td>
<td>Orientation is <strong>mandatory.</strong> All orientations will happen on Zoom</td>
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<td></td>
<td><strong>Museum Education Fellows</strong> Orientation……10am-11am</td>
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<td></td>
<td><strong>UCR ARTS Fellows</strong> Orientation…………1pm-2pm</td>
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<tr>
<td>September 22 OR September 25</td>
<td>Orientation is <strong>mandatory:</strong> please choose one date to attend on Zoom</td>
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<tr>
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<td><strong>Classroom Fellows</strong> Orientation 10am-12pm – Wed. 9/22 OR Sat. 9/25</td>
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<tr>
<td>September 23</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete:</td>
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<tr>
<td></td>
<td>1. All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete:</td>
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<tr>
<td></td>
<td>1. Program Talk-Through, start Checklist</td>
</tr>
<tr>
<td>October 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete the following task with the Gluck office:</td>
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<td>2. Schedule GluckLive Program Run Through (deadline November 1)</td>
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<td>October 15</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete:</td>
</tr>
<tr>
<td></td>
<td>1. TIVA file – 1st draft</td>
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<tr>
<td></td>
<td>2. Program Pack (6a)</td>
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<tr>
<td></td>
<td>3. Availability Calendar, Fall</td>
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<tr>
<td>November 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency Fellows) complete:</td>
</tr>
<tr>
<td></td>
<td>1. Submit TIVA files (final)</td>
</tr>
<tr>
<td></td>
<td>2. GluckLive Program Run Through</td>
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<tr>
<td>November 15</td>
<td><strong>Deadline:</strong> All Classroom Fellows (incl. DIY, GluckLive) complete:</td>
</tr>
<tr>
<td></td>
<td>1. Submit TAVA files: 1st draft; test shots; sound check; scripts</td>
</tr>
<tr>
<td>December 1</td>
<td><strong>Deadline:</strong> Classroom Fellows (incl. DIY, GluckLive, &amp; ASK Residency) submit the following:</td>
</tr>
<tr>
<td></td>
<td>1. TAVA files: Final</td>
</tr>
<tr>
<td></td>
<td>2. Program Pack (6b)</td>
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<tr>
<td></td>
<td>3. GluckLive Availability Calendar, Winter</td>
</tr>
<tr>
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<td><strong>Check-In email to the Gluck office – VRC, GluckTV, Museum Education, UCR ARTS</strong></td>
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<tr>
<td>February 1</td>
<td><strong>Deadline:</strong> All Classroom Fellows GluckLive scheduled or complete OPAs with DIY files</td>
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<tr>
<td>March 4</td>
<td><strong>Deadline:</strong> All GluckLive Fellows who wish to present in the spring submit:</td>
</tr>
<tr>
<td></td>
<td>1. Availability Calendar, Spring</td>
</tr>
<tr>
<td>March 31</td>
<td><strong>Deadline:</strong> GluckTV films due</td>
</tr>
<tr>
<td>April 1</td>
<td>2022-2023 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> 2022-2023 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 return borrowed materials and submit the following 2 forms for payment:</td>
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<tr>
<td></td>
<td>1. Final Self-Evaluation</td>
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<tr>
<td></td>
<td>2. Final Site Evaluation for GluckLive. (all evaluation links are on your Checklist)</td>
</tr>
<tr>
<td>June 30, 2022</td>
<td>2021-2022 Gluck Program Cycle Ends</td>
</tr>
</tbody>
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GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2021-2022
for Classroom Fellows: GluckLive/Digital DIY and Family Learning and GluckGlobal 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. We anticipate conducting much business on Zoom; we follow UC policies regarding face-to-face social distancing and mask wearing.

Judith Rodenbeck, 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. Johannes Endres
Creative Writing for the Performing Arts, Fiction/Nonfiction/Poetry – Prof. Allison White
Creative Writing for Performing Arts, Playwriting/Screewriting – Prof. Robin Russin
Dance – Prof. Jose Reynoso and Prof. Luis Lara Malvacias
Music – Prof. Xóchitl Chávez
Theatre, Film, and Digital Production Ensembles (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 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, UCR ARTS 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 as well as online content that address the educational, health, cultural, and creative needs of the participants.

Digital DIY and GluckLive Programs offer curriculum enrichment to school children and general public, 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.

The Gluck Fellowship is a service fellowship paid through financial aid. Gluck fellows provide arts outreach to the public in a variety of live and digital capacities. The fellowship is disbursed when the service obligation is complete. The pandemic has caused uncertainty for 2021-22, and the fellowship guidelines may be adjusted as we get nearer to fall 2021.

FELLOWSHIP RESPONSIBILITIES
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 a project proposal, 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 2021-2022
for Classroom Fellows: GluckLive/Digital DIY and Family Learning and GluckGlobal fellowships

Overall Professionalism, Principles of Community, Equal Opportunities
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.

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

TYPES OF FELLOWSHIPS AND DEPARTMENT-SPECIFIC FELLOWSHIP INFORMATION
Fellowship types are divided as follows: CLASSROOM Fellows (including GluckLive and Digital DIY and ASK Residency), ENSEMBLE Fellows, FAMILY LEARNING Fellows (including Museum Education, GluckGlobal: VRC and GluckTV), and OPA! (Outreach Performing Artists) Fellows.

Gluck Fellow Handbooks for Classroom: GluckLive and Digital DIY 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
To see fellow digital content and Digital DIY Program examples, please see the Gluck Creative Classroom on the program website: https://gluckprogram.ucr.edu/gluck-creative-classroom-home

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

CLASSROOM FELLOWS and ENSEMBLE FELLOWS

Classroom Fellow Community Outreach – 12-point program of Digital DIY and GluckLive with extra 5 OPA!s available
Classroom Fellows and Ensemble Lead Fellows are graduate students chosen by their departments to create a program about their knowledge area suitable for the general public. To accomplish this, fellows will prepare a fully asynchronous program that they will also present live/synchronously if Covid conditions permit.

Classroom Fellows will complete their fellowships by accumulating 12 points through a combination of digital asynchronous files and synchronous GluckLive presentations. There is the opportunity to receive 5 OPAs (Outreach Performing Artist fellowships) for points going beyond 12, to a total of 17 points overall.

All classroom fellows prepare a Digital DIY Program including Topic Information and Topic Activities. These are presented with a variety of software including PowerPoint, pdf, MP4 and are called the Topic Information Visual Aid (TIVA) and Topic Activities Visual Aid (TAVA). These files will be suitable for use in either live or asynchronous situations. Presented live, the session – information and activities - should last about one hour.

We want you to create re-usable resources that relate to your area of study and that you will use in your program and work.

1. **Digital DIY Program** – online contributions to the Gluck Creative Classroom about your topic for students – varying points for file type, 6 points of asynchronous Information and Activity files
2. **GluckLive** classroom visits in-person or Zoom – 6 hours of synchronous presentation of your DIY Program

The fellowship is a **Combination** of Live and Digital outreach – both of GluckLive sessions and DigitalDIY files equaling 12 points for a full fellowship; up to 17 points with OPAs.

Partners and student-run ensembles do a maximum of 24 points of Digital DIY and GluckLive with an opportunity to earn up to 10 OPAs.
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2021-2022
for Classroom Fellows: GluckLive/Digital DIY and Family Learning and GluckGlobal fellowships

Ensemble Lead Fellows – Tour plans have not been solidified at time of writing, and ensemble specifics will be announced over the summer.

Digital DIY Programs are a multi-media asynchronous Program for presenting your topic and activities for a learner so that they can participate individually or in socially distanced or family groups. Digital DIY Program files must standalone - be complete and self-contained - so that they can be uploaded to the Gluck website and accessed by interested teachers and learners. (think of the instructions and background information on a game in a box – it’s all there)

A Digital DIY Program should be presented as a packaged asynchronous Program so that an interested student can follow your instructions to learn about your topic, do your activities, and know how to find out more. Submission will include a table of contents with abstract and Topic Information Visual Aid (TIVA) pdf and any combination of Topic Activity Visual Aid (TAVA) files – written or MP4 - for students to use on their own – plan to prepare 2 or 3 activities each needing a page or two to explain.

DIGITAL DIY programs require 6 points in digital materials (pages/slides/minutes) and will be available on the Gluck Creative Classroom, materials can be submitted in PowerPoint, PDF, and MP4 format. (see the 5-Part Series “Preparing your Program of Online Learning” for expectations of a Digital DIY Program on https://gluckprogram.ucr.edu/arts-education-creative-classroom) Digital DIY recorded materials must be copyright free.

GluckLive programs are visits of contact time with community participants (K-12 schools, residential homes for elderly care, community centers, special events, etc.) where you present your Digital DIY Program synchronously. Half-hour programs are scheduled with grades K-2; one-hour programs are suitable for grades 3+. Fellows may be asked to present on Zoom or face-to-face. Gluck will comply with UC guidelines on face-to-face instruction.

Classes have around 35 students. Please expect each venue to have challenges around heating, lighting, equipment, furniture and cleanliness. If presenting on Zoom, you must have reliable internet access and computer.

Most GluckLive 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. GluckLive Fellows with programs that do not have requests will be requested to adjust or change their OPAs to more Digital DIY files.

Fellowships available and descriptions for Classroom Digital DIY and GluckLive Fellows by department/type are as follows:

- **Art (4 graduate Fellows)**
  - The Gluck Program aims to eliminate single use plastics in all projects and prefers to use recyclable materials when possible.
  - At the time of application preparation, we do not know if face-to-face will be possible so all materials for projects must be common household items children learning from home would be expected to have (eg. Pencils, paper, coloring materials, found items…)

- **Creative Writing and Writing for the Performing Arts (total 5 graduate Fellows)**
  - Fiction/Non-Fiction/Poetry (focus Visual And Performing Arts: VAPA) – 3 fellows
  - CWPA – Playwriting/Screenwriting/Theatre (focus Visual And Performing Arts: VAPA) – 2 fellows

- **Dance (11 various graduate fellow opportunities, 6 undergraduate ensemble fellow opportunities)**
  - GluckLive and Digital DIY Fellows (10 Graduate Classroom Fellows)
  - 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 create digital or live outreach with the ensemble during winter quarter. No tour is planned
History of Art (6 graduate Fellows)
  - GluckLive Fellows (5 graduate Fellows)
  - The Gluck Program aims to eliminate single use plastics in all projects and prefers to use recyclable materials when possible.
  - At the time of application preparation, we do not know if face-to-face will be possible so all materials for projects must be common household items children learning from home would be expected to have (eg. Pencils, paper, coloring materials, found items…)
  - GluckGlobal Fellow in the VRC (1 graduate Fellow) – Please contact fellowship coordinator Sonja Sekely-Rowland for more information (use family learning application)

Music (13 graduate Fellows)
  - The Music Department has a number of GluckLive and Digital DIY 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.

Theatre, Film, and Digital Production
  - GluckTV.UCR Film Making Ensembles see Family Learning Fellows below for particulars

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: VRC, 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 lead and 1 support (grad or undergrad) - $20 budget per session)
    Synchronous 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.

  - GluckGlobal Fellow in the VRC (History of Art department graduate Fellow) – Please contact fellowship coordinator Sonja Sekely-Rowland for more information (use family learning application)

  - GluckTV.UCR Filmmaker (all CHASS departments eligible; 1 graduate or undergraduate Fellow, equipment available; submit application and show reel to the Gluck office, chosen by interview)
    Record and produce video promoting Gluck Program activities or create teaching tool or entertainment 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/UCQ4oP3AkilREX4Zfx7Gq-l3A/featured
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2021-2022
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- GluckTV. UCR TFDP Film Making Ensemble (2 ensembles, 1 summer/fall, 1 winter) TFDP department; 1 graduate student, 10 undergrads or grad crew for each ensemble
  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). The Gluck office is the producer and has courtesy approval of script
  - Film that is at least 10-12 minutes and uses the Gluck style guide.
  - Fellowship for a graduate student screenwriter/director
  - Ten film crew, including an editor.
  - Equipment may be checked out from the department’s Film Equipment Room, pending availability. An editing bay with Adobe Premiere will be made available to the crew’s editing team.
  - Fall film due 12/15/21; Winter film due 3/31/22
  Fellowship payments would be issued once the film was turned in.
  Contact Production Manager, Ben Tusher, for more information and to apply.

IMPORTANT NOTE for ASK Residency, Family Learning, GluckGlobal and Museum Education Fellows:
there are additional requirements, including an Event Schedule and Form 6 part b.

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 you will find a list of options for an OPA! fellowship. Download the OPA! Fellows handbook, register your ‘act,’ 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

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.
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......................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.

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:
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- 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.

- Be aware of the time commitment. Consider starting your fellowship obligations during the summer break; the Gluck office is open all summer to serve you.
  - ENSEMBLE and FAMILY LEARNING Fellows have very different event schedules, which run throughout the academic year based on their specific program. GLUCK GLOBAL Fellows have to manage deadlines.
  - CLASSROOM Fellows can complete their DIY Program and start on GluckLive preparations before school starts. Each Classroom GluckLive Fellow will present 6 one-hour sessions or 12 half-hour sessions of their Digital DIY program. In order to schedule GluckLive 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.**

Classroom Fellows – GluckLive | Digital DIY | ASK Residents

**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.’

**Program Content: Inspiring Your Audience**
Successful GluckLive and Digital DIY programs have distinct components that introduce a topic and inspire the participants with whole group activities before implementing an interactive activity. Activities complement lecture information – a program in which the Fellow presents a topic similar to a TED talk with a corresponding making or doing component is required. For a one-hour workshop, a 15-minute topic introduction, followed by 45-minutes of activities (probably 2 – 3 activities) that complement the topic information, 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 information portion first, followed by the activity: you may design the program 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)

**Flexibility - GluckLive**
The more rigid a GluckLive 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. Fellows whose programs have few requests will be notified about changing/adapting their program to a Digital DIY.

**Audience Consideration: Middle of the Road**
The sites who want 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.

**Age Appropriateness – all fellows**
The Gluck Program provides materials suitable for General Audiences – G Rated for language and adult situations – sex, drugs. Topics can be challenging or sensitive and still be rated G. **... 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 and Digital DIY feedback.**

**Common Core Curriculum – GluckLive | Digital DIY | ASK Residents**
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:

- 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

**APPLICATION PROCESS**

**GETTING STARTED WITH YOUR APPLICATION**

**Meet Your Department Coordinator**

Gluck Fellows are chosen by the Department to which they apply. **Before applying, email the Department Coordinator to let them know to look for your application.** 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 Questions or Schedule a Zoom Talk-Through with the Gluck Office (April 1 – May 15)**

Before you apply, we **strongly encourage** you to ask questions and email to schedule an application talk-through over Zoom, with the Gluck office during our business hours (M-F 9:30am to 4:30pm). You can also email any questions to [gluckprogram.ucr@gmail.com](mailto: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 how to present your programs, so it is completed quickly and is easy to schedule. We want your program to be successful and we have lots of experience with what schools want from their Gluck visitors and materials.

**Want more information?** Read last year’s Handbook relevant to your fellowship: Gluck Fellow Handbooks for GluckLive and Digital DIY 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](https://gluckprogram.ucr.edu/fellow-resources). Each gives complete information about the fellowship responsibilities and are free to download.

1. **FILLING OUT YOUR APPLICATION: FELLOWSHIP APPLICATION FORM BREAKDOWN**

Submit application via email to the Gluck office by **May 15, 2021.**  
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 for synchronous and asynchronous**
The teachers who read the list of GluckLive Programs are looking for curricular enrichment for their classes that also sounds fun and interesting for the participants, as are the Creative Classroom users. Tell them about the VAPA aspect of your workshop. This is your advertising pitch to the *users who will request or download your program* — write directly to them!
  - 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

- **Content Area Keywords/Searchable Terms**
Create a list of 6-10 searchable terms that a person 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 for synchronous and asynchronous**
Create a list of activities that you will present in your DIY Program, and that the participants will do for GluckLive
  - Examples for different disciplines:
    - Learners will make a sculpture using paper, scissors, glue and felt tip pens.
    - Learners will write action words on paper, and then act out the words in small groups.
    - Learners will use acting skills to create short scenes.
    - Learners will do warm up exercises and learn a short choreography using their whole bodies.
    - Learners will listen to me play the guitar, learn a short clapping phrase, and use shakers.
    - Participants will see three 5-minute films

- **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**
List three techniques 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.

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)

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

**Topic Information Visual Aid (TIVA) and Topic Activities Visual Aid (TAVA) – synchronous and asynchronous**
For your application, describe the TIVA and TAVA files you will prepare to accompany your program. (PowerPoint slideshow, MP4 activity, PDF workbook…) TIVA due at Run Through by November 1, TAVA must be complete before scheduling begins, deadline December 1.
The TIVA and TAVA are a ‘stand-alone’ reusable resources for your information and activity presentation during GluckLive and your Digital DIY program. These will also be available on our Creative Classroom as freely downloadable resources for future use.
Please refer to the 5-Part series for TIVA and TAVA Style Guide as well as examples in the Creative Classroom on the Gluck website. https://gluckprogram.ucr.edu/arts-education-resources

**Any media/IT needed**
Will you require any hardware for your DIY or Live program – microphone, speakers, projector, laptop? Camera, recording, editing software? 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**
All materials and photocopies must be included in the list. Due to the possibility of Distance Learning next year, all materials must be common household items children may be expected to have at home. The 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 all of these factors.
2. SUCCESSFUL APPLICANTS: AFTER APPLICATION IS ACCEPTED

Application Notification – July 1, 2021
Fellows should be notified by their departments of their fellowship status on or around July 1, 2021. 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 September 10 for Fall GluckLive Fellows:** Program Pack 6, 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. Museum Education, GluckTV, GluckGlobal, UCR ARTS, and Ensemble Fellows have separate orientations – see Timetable on Page 1 for dates.

Program Talk-Through with the Gluck Office by October 1
All Fellows are required to meet with Gluck office staff for a 30-minute talk-through about their program. This Talk-Through is designed to talk through the DIY Program, GluckLive OPAFs, materials, and start the Checklist. Program Talk-Through meeting times available July 1 – October 1.

TIVA and GluckLive Run-through with the Gluck Office by November 1
Topic Information Visual Aid (TIVA) 1st draft due this day. Before the first GluckLive presentation, Fellows are required to give a complete Run-through of the workshop/presentation with the Gluck office on Zoom. 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. (Museum Education, GluckTV, and UCR ARTS Fellows have different requirements.) Run-through meeting times available July 1 – October 15.

Digital DIY Program deadline – December 1
Please see the Timetable at the beginning of this Application Pack for draft submission dates

GluckLive Program Scheduling – August - March
The Gluck Program Coordinator will begin contacting sites to schedule your GluckLive project once your Digital DIY and Run-Through are complete. Plan to begin your GluckLive no later than February. Fall quarter is the easiest quarter to schedule in the community.

Transportation/Internet Access/Hard and Software
Fellows must provide their own computers and internet for Zoom learning, and their own software and hardware for digital content. Fellows are responsible for 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 sites are upwards of one hour from UCR.

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, the following **must** be submitted to the Gluck office:

- **Topic Information Visual Aid (TIVA) and Topic Activity Visual Aid (TAVA)** *(exception: Museum Education, GluckGlobal: VRC, GluckTV, and UCR ARTS Fellows do not submit TIVA and TAVA)
GLUCK PROGRAM FELLOWSHIP APPLICATION INFORMATION PACK 2021-2022
for Classroom Fellows: GluckLive/Digital DIY and Family Learning and GluckGlobal fellowships

- **Self-Evaluation Form**: Submitted **no later than two weeks** after the completion of the fellowship obligation
- **GluckLive Site Evaluation Form**: One completed for each site – submitted **no later than two weeks** after the completion of the fellowship obligation.

Link to Evaluations: [https://gluckprogram.ucr.edu/fellow-resources#fellowship_evaluations](https://gluckprogram.ucr.edu/fellow-resources#fellowship_evaluations)

3. 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 points of digital and live content in order to receive their full fellowship and 5 additional OPA!s are available for overage. 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.