UC Riverside Gluck Fellows Program of the Arts Information Sheet

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

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

What do Gluck Fellows do?

Gluck Fellows are teaching artists. GluckLive Classroom Fellows give one-hour or half-hour ‘stand alone’ lecture/demonstrations, workshops, or performances at such sites as schools, eldercare facilities, or homeless centers as Classroom Fellows or as members of a Performing Ensemble or Team. These presentations often support or enrich existing curriculum through the arts and so represent much of “the arts in education” in this region. Whether or not education is explicitly involved, Gluck Fellows may well be one of the few live performances many of their audience members have ever seen. Others work as ASK residents and deliver all of their lecture/demonstrations at one school or site.

Gluck Museum Education Fellows lead collection based public workshops on art projects at UCR ARTS. Some offer First Sunday activities at the Riverside Art Museum.

GluckGlobal Fellows create content for GluckTV or the UCR VRC.

The Gluck Creative Classroom has public domain materials for classroom use.

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

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

First, you must be a regularly registered student of the University of California, Riverside able to receive financial aid. You need not, however, major in an arts department to apply for and receive a Gluck Fellowship.

Second, you can download an application form from the Gluck Program website: https://gluckprogram.ucr.edu. Applications due May 15. OPA! Applications accepted all year.

Fill out the application and email it to the Gluck Program office, Gluckprogram.ucr@gmail.com. The Gluck office will then email the applications to the appropriate Arts department.

HOW ARE GLUCK FELLOWS CHOOSEN?

Gluck Fellows are chosen by the UC Riverside Arts department to which they apply. You may make application to more than one department at a time, however departments prioritize students in their home departments.

Currently, the Gluck Fellows Program of the Arts at UC Riverside funds seven Arts departments at UC Riverside: Art; Creative Writing for the Performing Arts – Fiction, Non-fiction/Poetry and CWPA Screenwriting; Dance; History of Art, Music; Theatre, Film, Digital Production; the UCR ARTS.

What happens after you receive a Gluck Fellowship?

What are the fellow’s responsibilities?

- Attend the Gluck Orientation session offered in the Fall.
- Design a flexible, informative and entertaining live or digital presentation based on the proposal plan developed for your application with a Topic Information Visual Aid and Topic Activity Visual Aid and the Gluck website.
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- Fill out your 5 Gluck forms: Liability Waiver; CANRA acknowledgement; Media Release; online Information form; do child protection training; and turn in to the Gluck Office. August 1
- Meet with the Gluck office to have a Program Talk Through about the feasibility of your application. July 1 - October 7
- Turn in your GluckLive Program Pack and Availability Calendar. October 15
- Run through your presentation to the Gluck Office for their feedback, and turn in Topic Presentation Visual Aid July 1 - November 1
- Adjust your presentation, taking their comments into consideration; run through again, if necessary.
- Get GluckLive schedule information from the Gluck Office.
- Contact the teacher or site coordinator before your visit. Find out about the class or community you are about visit. Is there anything about the group that suggests that you may need to adjust your presentation?
  - A Gluck Fellow should never present to a class that is being taught by a substitute teacher for the day, if the scheduled teacher is absent.
- Earn 12 points of GluckLive and Digital DIY in one academic year.
- Fill out and submit an evaluation form supplied by the Gluck Program office that talks about your experiences as a Gluck Fellow.

**How is a Gluck Fellow paid?**

*Gluck Fellowships are Financial Aid paid through Banner.* After the Fellow completes his or her 12 points the Fellow then submits evaluations of the GluckLive visits – and one evaluation of his or her overall performance and experience - to the Gluck Office. The Gluck Office will process the paperwork to get the Fellow’s fellowship money disbursed.

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

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

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

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

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

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

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

The Gluck Office makes visits to Gluck sites to observe the Gluck Fellows Program in action. When someone comes, they take pictures that may become part of the documentation of the Gluck Fellows Program’s bi-annual report to the Max H. Gluck Foundation.
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The Gluck Office is also responsible for processing the disbursement of Gluck fellowships once Fellows have successfully completed their fellowships.

Undergraduate Gluck Fellows, Support Fellows and members of Gluck Ensembles receive a $1500.00 fellowship after they have completed their 12 points. Graduate Gluck Fellows receive a $5000.00 fellowship after they have completed their 12 points by creating a Digital DIY Curriculum, lecture/demonstrations, workshops or performances. OPA!, Museum Education and GluckGlobal Fellows will have different obligations.

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

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

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

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

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

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

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

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

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

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

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

**Evaluations**

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

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

Thank you.