Preparing Your 12-Point Gluck Fellowship – GluckLive and GluckGlobal Outreach Programs

A 5-part series

We have created this five-part series outlining the options for meeting Gluck fellowship outreach obligations for classroom fellows – Digital Asynchronous Programs for upload to the Gluck website and Live Synchronous Programs on Zoom or face-to-face. We call these GluckGlobal and GluckLive.

2021-2022 will be an unprecedented year - the Covid-19 pandemic has created the need for social distancing and online learning in the classroom, as well as asynchronous digital materials for students to access. Hybrid learning situations continue.

Gluck fellows must be prepared to meet the challenges of this continuing paradigm.
Use this 5-part series, the Fellows Handbook for your type of fellowship, and the Preparing your Gluck Fellowship Program Pack for complete fellowship information.

By the end of this 5-part series, Gluck fellows will:
- Know their Gluck fellowship obligations, and how to achieve a complete fellowship,
- Feel equipped to find options and information for fellowship completion,
- Begin the steps necessary for GluckLive and GluckGlobal DIY program presentation
1. Introduction To Your Gluck Fellowship - GluckLive and GluckGlobal DIY Program

2. Organize your TIVA & TAVA
3. GluckLive
4. Producing MP4s for GluckTV
5. Moving Image Requirements and Test Shots tutorial

GluckGlobal DIY and GluckLive Programs
A 12-point fellowship

Part 1 of 5
Introduction to your Gluck Fellowship – GluckLive and GluckGlobal DIY Program, a 12-point fellowship
The Gluck Fellows Program of the Arts Classroom Fellow

- Service Fellowship

The Gluck Fellows Program of the Arts classroom fellow is a service fellowship requiring fellows to create a Gluck Program for arts outreach in the community.
With the prevalence of online, hybrid and in class learning and continued social distancing, Gluck fellowship obligations adapt to accommodate the reduction in requests for live programming.

Gluck fellows now have **two methods** of achieving their 12-point classroom fellowship program outreach obligations. **Digital** asynchronous programs and **Live** synchronous programs called **GluckGlobal DIY Programs** and **GluckLive**.
Fellows will complete their fellowships by accumulating **12 points** with a combination of GluckGlobal DIY and GluckLive outreach. At the time of planning, we expect fellows to present live in the community 6 times and prepare 6 points of DIY Activity files called Topic Activity Visual Aids or TAVA.

But because the Coronavirus is uncertain, we have made adjustments to fellowship obligations so that each fellow is able to achieve a complete fellowship without making classroom visits.
All Gluck Fellow programs involve **arts outreach**, bringing arts education to the public.
A fellow **presents topic information** and prepares **interactive activities**, such as a workshop, games, or project so participants can actively experience the topic presented.

**The Gluck office sends the program** information fellows provide to **host venues** who use our services.

*The Gluck Fellows Handbook has all dates and deadlines for completing your fellowship*
Presenting your topic to your audience is key to their attention and understanding of the importance and relevance of your topic to these students’ lives, and their enthusiasm for your activities.

**All fellows will prepare a Topic Information Visual aid and Topic Activity Visual Aids - TIVA and TAVA - to use when delivering live programming, and for independent DIY learning.**

Your **Topic Information Visual Aid** will be used in screen sharing for **GluckLive** presentations, is part of the **GluckGlobal DIY Program** that will be uploaded to the Gluck Creative Classroom website.

As a DIY model, this 5-part series of PowerPoints, also presented identically as PDF and MP4 is a model for a TIVA. The presenter’s notes are showing so a person can DIY, but the PowerPoint in presentation mode can be delivered live and talked through without the presenter’s notes showing.

*Part 2 of this series offers support with the creation of the TIVA and TAVA, and the Gluck Classroom Fellows Handbook, Appendix 7 has links to examples.*

**Style Guide and resources in Fellows Resources on the Gluck website:**

[https://gluckprogram.ucr.edu/fellow-resources#resources_for_preparing_your_fellowship](https://gluckprogram.ucr.edu/fellow-resources#resources_for_preparing_your_fellowship)
*if you’re watching the mp4 video version of this presentation please refer to the pdf of this presentation for the direct link to these files.*
The presentation of the **topic information** is basically an introduction to an idea, genre, style, form, technique, or artist to prepare your audience to do your activities. **This introduction can** happen in many different media – for GluckLive a lecture-demonstration, sharing realia, a slideshow and conversation. DIY topic information can be a picture book, essay, or mp4 video.

We want you to make reusable resources that support your research and you can repurpose for teaching, conferences, etc.

**All fellows** will prepare a **Topic Information Visual Aid – TIVA** that can be used both asynchronously and synchronously. Saved as a DIY file, this **replaces the TPVA**
The interactive activities give participants the opportunity to experience the topic firsthand and usually consist of participants working together or independently to make or do some task led by the fellow.

**GluckLive** presenters will create activities appropriate for video conferencing software such as Zoom as well as for socially distanced face-to-face lessons in the classroom.

**GluckLive Interactive Activities:** Any materials for a ‘making’ activity on Zoom should be limited to **paper and pencil** – these materials we can reasonably assure the participants at home will have. These are also materials we readily have in the Gluck office, for fellows to check out and bring into a classroom for use when face-to-face.

**GluckGlobal DIY TAVA** files can be submitted as written instructions, worksheets, games, etc. and/or mp4. Please submit the editable source document and mp4 script for approval for both your TIVA and TAVA.
GluckGlobal DIY Programs are a multi-media asynchronous, programs for presenting your topic and activities for a self-directed learner so that they can participate individually or in socially distanced or family or classroom groups. They are called GluckGlobal because they will be hosted on the Creative Classroom website.
DIY TIVA and TAVA 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.
You will also use these files to present your GluckLive

**Different types of files have a varying point value.**

*See Part 2 of this series for specific details.*
*Each fellow will have a checklist to keep them on track.*
GluckLive

- In the classroom with masks and social distancing
- On Zoom
- 1 hour - 15 minutes topic information using a TIVA and 45 minutes activities
- 1 hour = 1 point
- Livestreamed performances: 1 hour = 1 point
- GluckGlobal DIY Curriculum to ‘top up’ to 12 points
- Part 3 – GluckLive, Handbook Appendix 8

GluckLive Programs will happen either in the classroom face-to-face. Fellows will follow all UCR and hosting site protocols regarding Covid safety and may need to show proof of vaccination. or on Zoom, or some other software that is used by the venue hosting the Gluck fellow. You will use the TIVA and TAVA you made and and run the lesson with a group of learners.

GluckLive programs last about an hour. The format for all live presentations should be 15 minutes topic information using a TIVA and 45 minutes activities, using TAVA.

Each hour of scheduled live programming is worth one point of your 12-point fellowship

Live performances or recitals can also be streamed on platforms such as Facebook Live. Live Streamed performances should last about an hour and are worth one point.
Fellows who are unable to complete 6 live presentations will ‘top up’ their obligations by submitting more TAVA activities to complete 12 points.

*Part 3 of this 5-Part series goes over GluckLive for effective Zoom instruction and social distancing when in-person. Appendix 8 in the Classroom Fellows Handbook has GluckLive guidance
GluckTV.UCR is the Gluck Program’s YouTube channel and houses all manner of fellow-created video. A well-produced, clear video is appreciated by the contemporary learner, and as professional teaching artists and professors, you will be well placed to have developed video production skills.

Mp4 can enhance both your GluckLive and GluckGlobal DIY Curriculum presentation and may be considered a complete GluckTV fellowship if the videos produced add up to 12 minutes, and with production value worthy of a full fellowship.
*Parts 4 and 5 of this 5-Part series will offer tips and tricks for effective video production as well as the style guide for videos and the expectations for sound check and test shots.

Part 4 has a tutorial for making your PowerPoint TIVA and TAVA into an MP4

Part 5 covers requirements for making moving image videos

If you are interested in changing your classroom fellowship into a GluckTV fellowship, see the requirements in the Family Learning Fellowships Handbook and speak to the Gluck office for more information.
Contact the Gluck office by email to schedule your Program Talk Through on Zoom – we will go over your application with you and help you organize your GluckGlobal DIY TIVA and TAVA files and GluckLive programming.
Dates are in the handbook
To summarize - A complete fellowship will be a combination of GluckLive presentations and GluckGlobal DIY Program files totalling 12 points, and should there be fewer than 6 requests for live presentations, more digital DIY TAVA files will be accepted to complete the fellowship obligation – e.g. video, audio, essay, etc.

We are open to suggestions, if you have ideas not mentioned.
We have made available up to 5 OPA! Fellowships of $150 each for fellows whose points are greater than 12. If your TAVA files and visits are over 12 points – up to 17 points - we have 5 OPA fellowships available for each classroom fellow. There are also a limited number of OPAs available for language translation, please let us know if you wish to translate your program into a language other than English.
Any of these options requires some technical skills, equipment and/or software. We go over those in the next 4 of this five-part series.
Your fellowship roadmap
Once you have been notified that you have been awarded a Gluck Fellowship, read through the **Fellows Handbook** for your fellowship,
Watch or read this complete 5-Part series on completing your Gluck fellowship – it is presented identically in three formats: PowerPoint, PDF, and mp4 and is a TIVA and TAVA model.
Complete your paperwork by August 1 – all dates and deadlines are in the Fellows Handbook
Contact the Gluck office for your Program Talk Through on Zoom – at this meeting you will decide how you wish to complete your fellowship obligation and work out the requirements for completion.
At your Talk Through we will discuss your GluckLive, Availability Calendar and Run-Through and Program Pack
We will discuss your GluckGlobal DIY TIVA and TAVA files – including the need for script approval and mp4 audio and test shots approval
Complete 12 points of GluckLive presentations and GluckGlobal DIY TIVA and TAVA files. We will award up to 17 points, language translation may be in addition to 17
Complete self and site evaluations
Receive your fellowship!
Gluck fellowships are financial aid, and contribute to your financial aid package – check with your financial aid advisor to see how this fellowship will affect your student loans, if you have them.
The Handbook has more information on financial aid.

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The Gluck Fellows Program of the Arts is made possible through the generosity of the Max H. Gluck Foundation

The Gluck Fellows Program of the Arts celebrates its 25th anniversary in 2021 and has a strong record in the community for arts education in schools and community centers. Gluck fellows are widely known for their outreach visits. Gluck fellows usually present over 700 in-person live sessions annually! Christine Leapman, assistant director and program coordinator Joseph Santarromana are on hand to help you organize and navigate your Gluck Classroom Fellowship.