

PSAM PROVISIONAL DOCENT ASSIGNMENT OVERVIEW MATRIX

ASSIGNMENT	GOAL	FORMAT	DUE DATE(S)	AUDIENCE	RESOURCES	COMMENTS
Provisional Docents will be assigned to weekly School Tour day and Day Captain	Observe and participate in School Tours weekly throughout the training year	Refer to School Tour Day Captain and School Touring Docents	Docent Orientation Week	Your Mentor if a School Tour Docent, School Tour Day Captains and Docents, visiting school children	"Touring Days for the Provisional Docent Class 2018-2019" handout in binder	Participating in School Tours provides an introduction to touring and establishes a basic foundation for all types of touring
Provisional Docents will be assigned to a Mentor	Establish relationship with experienced Touring Docent	Scheduled meetings and other interactions with Mentor	Docent Orientation Week	Your Mentor		Your Mentor will act as an advisor and assist you in understanding assignments listed below
"Close-Up On Art" Study Paper	Become familiar with a PSAM artwork	1 page of pertinent background on a chosen artwork in main Museum	Review with your Mentor by November 30, submit to Maureen Boren by December 7	Your Mentor, Maureen Boren	1.) "Close-up On Art" Study Paper description in binder 2.) Examples of "Close-up On Art" Study Papers & "Research Resources" on Docent Web Portal: docentspsmuseum.org 3.) PSAM Librarian - Frank Lopez & Docent Study Center (DSC)	You are encouraged to choose an artwork that you may like to incorporate into your own "Crafted Docent Tour" to be done at the end of training
Observing Docent Tours	Learn different styles/ways of structuring/delivering tours from Touring Docents, learn differences in 4 kinds of tours, observe at least 2 Adult Tours, 2 School Tours, 1 Specialist Tour (PSAM Special Exhibits, A&D, or The Galen), and 1 "Ask Me"	Complete 1 "PSAM Tour Observation Form" for each of the Adult, School, and Specialist Tours observed; no completed observation form required for "Ask Me" observation	Start observing tours December 1 and complete requirements by January 31	Observe tour given by your Mentor (1 of the 6 tours) if possible, review all 6 Tour Observation Forms with your Mentor	"PSAM Docent Tour Observation Form" in binder	You are encouraged (but not required) to do as many observations of Docent tours as possible throughout your training year as they provide a broad foundation and instill confidence when starting out
"Plug-Ins"	With the Touring Docent's permission, while observing Docent Tours step in as the tour guide to highlight an artwork/artist for a few minutes	Complete 4 "Plug-Ins" with Touring Docent's permission - 2 School Tour "Plug-Ins" and 2 Adult Tour "Plug-Ins"	Start doing "Plug-Ins" by December 15 and complete requirements by January 31	School Tour Docent and Adult Tour Docent, your Mentor as one of the Touring Docents if possible	"Plug-In" Format in Binder	You are encouraged (but not required) to do as many "Plug-Ins" as possible throughout your training year as they provide a broad foundation and instill confidence when starting out
"Crafted Docent Tour"	Begin to independently research 8-10 PSAM artworks total and their artists (these can include your "Close-Up on Art" & "Spotlight" artworks) in anticipation of "Crafting A Docent Tour"	Your own format	Begin January 1	Your Mentor	1.) Frank Lopez PSAM Librarian & Docent Study Center (DSC) 2.) "Research Resources" and other information on the Docent Web Portal: docentspsmuseum.org 3.) "Preplanning for Tours & Tour Content" in binder 4.) "Docent Tour Plan" in binder	You are encouraged to keep outlined notes in a binder to use as a basis for your "Crafted Docent Tour" (see Provisional Liaison Bob Maietta for sample outlined binder if desired)

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January Docent Enrichment Trip	Visit another Museum		January date TBD	If possible, participate on this trip with your Mentor		You are strongly encouraged to participate in this event unless unforeseen circumstances prevent you from doing so
Determine artwork for "Spotlight" Research Paper & Presentation to be selected from list of artworks provided by Maureen Boren, draft Outline of your "Spotlight" Research Paper	Preparation & Outline for "Spotlight" Research Paper & Presentation	Notify Maureen Boren & your Mentor of selected artwork, draft Outline of "Spotlight" Research Paper	Artwork selection due January 15, Outline due February 15	Choice of Artwork -> Maureen Boren & your Mentor, Outline of "Spotlight" Research Paper -> your Mentor	1.) "Provisional Docent Research Paper & Spotlight Presentation" description in binder 2.) "Spotlight Paper Template" in binder 3.) Examples of "Spotlight" papers on Docent Web Portal: docentspsmuseum.org 4.) Frank Lopez PSAM Librarian & Docent Study Center (DSC)	You are encouraged to include your chosen "Spotlight" artwork in your "Crafted Docent Tour"
"Spotlight" Research Paper & Presentation	In-depth Research Paper & Presentation on selected artwork	1,500 word Research Paper to be submitted to Maureen Boren, 15 minute oral Presentation in Lecture Hall, 10 minute mini-tour in gallery in front of artwork, & copy of Paper to be filed in Docent Study Center (DSC)	March & April dates TBD	All Docents	1.) "Provisional Docent Research Paper & Spotlight Presentation" description in binder 2.) "Spotlight Paper Template" in binder 3.) Examples "Spotlight" papers and "Research Resources" on Docent Web Portal: docentspsmuseum.org 4.) Frank Lopez PSAM Librarian & Docent Study Center (DSC) 5.) Possibly the Artist	You are encouraged to practice your "Spotlight" Presentation in the PSAM Lecture Hall with your Mentor if possible, schedules TBD
Crafted "Highlights of the Collection" Docent Tour	Give an independent Docent Tour	1-2 page Tour Outline, 45 minute 'live' Docent Tour of 8-10 PSAM artworks	April dates TBD	Submit Outline to Mentor, give a mock version of your Docent Tour to your Mentor (or Provisional Liaison Bob Maietta if Mentor unavailable) 1-2 weeks before actual tour date, then give finished Docent Tour to designated evaluating Docent and Museum visitors	1.) "Preplanning for Tours & Tour Content" 2.) "Docent Tour Plan" 3.) "Crafting/Creating A Tour" 4.) "Crafting A Tour" by Alan Gartenhaus 5.) "Questions to Ask About Art" 6.) Blank "PSAM Docent/Peer Tour Observation" - end of year Provisional Docent tour evaluation (All of the above are in binder) 7.) The Docent Handbook	Build your "Crafted Docent Tour" using your previous "Plug-Ins", "Close-Up On Art" Study Paper, "Spotlight" Paper/Presentation, and independent research on artworks