



MAPPING YOUR TOUR

We will be using maps that are general floor plans of VSSGAA to reserve your touring stops for each tour. There will be one map for each day of touring. Maps will be posted in the Docent Lounge on the first of the month for the following month. For example, on December 1st, all maps associated with January tours will be posted. Once the maps are posted, you may reserve your stops.

In January, we have three tour dates (Grades 1-4) and will be team teaching. Your January teaching partners are listed on the reverse of this handout. For the purposes of the map, only use one set of initials. Below are more detailed instructions on how to use the map.

SIGNING UP

- Following the key, use your appropriate initials to sign up for your stops.
- Each stop will contain your initials followed by the stop number (i.e., GF1, GF2, GF3, and GF4).
- Place your initials in the room near the object/s you are interested in exploring at a given stop.
- It is OK for two groups to share the room as long as they are not in the same area.

CONCERNS

1. *Concern:* Someone beat me to the object/area I wanted to sign up for! What do I do?
2. *Solution:* Choose a different object (you'll have at least a month to prepare), or talk to the person to see if they are flexible.
1. *Concern:* Since we have three tour dates, do I have to create three separate tours?
2. *Solution:* No. Since we have Grades 1-4 coming in January, we recommend you create one tour that can be adapted to all age levels. Theme, objects, and language should be appropriate for Grades 1-4. Consult the Yardsticks and VAPA Standards if you are uncertain.
1. *Concern:* Do I have to turn my tour in?
2. *Solution:* No. But we certainly recommend you coordinate with your partner earlier rather than later to work out and write up the details.
1. *Concern:* How come I'm only touring twice?
2. *Solution:* We partnered Veteran Art Docents with New Art Docents the first two days. Veteran Art Docents will not tour the third day to give New Art Docents a chance to get more practice.
1. *Concern:* How do we divide the teaching responsibilities with our partner?
2. *Solution:* Both partners must create the tour and teach the tour equally, with neither partner being the lead teacher. In your team you can decide if you each take two stops or you team teach all four stops. Remember, you are to be one another's eyes and ears and a support/coach, NOT a judge and jury. During your touring, don't correct one another in front of the students. Instead look for opportunities to help your partner further the conversation or reinforce connections.
1. *Concern:* I'm filling in for someone who is sick, or, I forgot to sign up on the map. What do I do?
2. *Solution:* Consult the map and create a theme based tour given the areas that are still available. It will pay off to brush up on some of the less popular objects ahead of time.

REMINDERS:

- Please remember the immense importance of having a strong integral theme, with age appropriate questions and information. Theme and goals first, objects second.
- Update meeting **January 7, 2010, 9:30AM Friends Hall** (last minute concerns before touring starts)