

## **Following and Observing Tours**

*Due March 2*

We would like you to follow and make written observations about four tours between January 6 and March 2. You are welcome to follow more tours if you like. Four observation worksheets are attached to be completed and turned in by March 2. Please note that the observation is not an evaluation of the docent, but is intended to help you reflect on the tour and help you discover what you might like to try incorporating into your own tours. It is also a chance for you to see what kinds of situations occur while touring and explore ways of handling them.

We would like you to follow the types of tours listed below. **Please do not include special exhibition tours** to fulfill this assignment, as they are often less interactive.

1 public tour with adults – weekday or weekend (Sat and Sun tours sometimes include children)

2 private school tours – weekday

1 private tour with adults – weekday or weekend

Schedule 1 or 2 tours (of different types) with your mentor. You can find other tours on the “BiWeekly” schedule under the Calendars tab on the [ipevolunteers.org](http://ipevolunteers.org) website. A new BiWeekly is posted each week, covering the next two weeks of tours. Private tours are indicated as “Guided Tour for . . . .”

Please call the docent at least one week in advance to let him or her know you will be following (see “Docent Roster 2015-16” under Programs/Docents/Docent Roster on ipe website). The Senior Docents will be notified that you will be calling.

Have fun!

**NOTE:** I will let the Senior Docents know by Friday (12/18) that you might call to follow a tour over the holidays, as some of you have requested.

**Junior Docent  
Tour Observation Worksheet for Tour #1**

Name: \_\_\_\_\_ Tour date: \_\_\_\_\_

Audience: \_\_\_\_\_ Tour title: \_\_\_\_\_

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What was the most helpful thing you learned from observing this tour (from the time you arrived to the time the visitors left the museum)?

If you were the Senior Docent, what would you have found most challenging about this tour?

How did the visitors surprise you?

Please comment on your overall observations on touring in the galleries.

**Junior Docent  
Tour Observation Worksheet for Tour #2**

Name: \_\_\_\_\_ Tour date: \_\_\_\_\_

Audience: \_\_\_\_\_ Tour title: \_\_\_\_\_

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What was the most helpful thing you learned from observing this tour (from the time you arrived to the time the visitors left the museum)?

If you were the Senior Docent, what would you have found most challenging about this tour?

How did the visitors surprise you?

Please comment on your overall observations on touring in the galleries.

**Junior Docent  
Tour Observation Worksheet for Tour #3**

Name: \_\_\_\_\_ Tour date: \_\_\_\_\_

Audience: \_\_\_\_\_ Tour title: \_\_\_\_\_

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What was the most helpful thing you learned from observing this tour (from the time you arrived to the time the visitors left the museum)?

If you were the Senior Docent, what would you have found most challenging about this tour?

How did the visitors surprise you?

Please comment on your overall observations on touring in the galleries.

**Junior Docent  
Tour Observation Worksheet for Tour #4**

Name: \_\_\_\_\_ Tour date: \_\_\_\_\_

Audience: \_\_\_\_\_ Tour title: \_\_\_\_\_

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What was the most helpful thing you learned from observing this tour (from the time you arrived to the time the visitors left the museum)?

If you were the Senior Docent, what would you have found most challenging about this tour?

How did the visitors surprise you?

Please comment on your overall observations on touring in the galleries.