

## School Guide Observation and Participation Plan 2024/2025

### Goals

- To prepare guides for touring by providing practical experience in the galleries.
- To develop relationships between student and senior guides.

**Observation and Discovery Tour:** During the month of December each student guide observes *at least one tour* with a senior guide. This is done on a Google sign-up sheet listing your name after the senior guide name.

- The student guide is then responsible for notifying the senior guide of their intentions to follow the tour. Senior guides are expecting your email or call (use “observation tour” or “participation tour” in the subject line of your email request).
- On the day of the tour, arrange when and where to meet the senior guide.
- After the tour, the student guide completes a discovery/reflection worksheet.

This is *not* an evaluation of the senior guide, but rather a reflection on discoveries and observations the student guide experiences while on the school tour.

**Participation and Discovery Tour:** During the month of January each student guide co-facilitates a school tour by presenting two objects. This is done on a Google sign-up sheet, listing your name after the senior guide name.

- The student guide is responsible for contacting their senior mentor and making tour arrangements at least two weeks in advance of the tour date.
- The senior guide works with the student guide to create a tour presentation plan.
- On the day of the tour, the student guide will meet with the senior guide at least 30 minutes prior to the start of tour to review tour and prepare for the school group, (check the day’s schedule of events, walk the route in the galleries, and gather props).
- Senior guide introduces student guide to tour group as a co-presenter.
- The student guide follows up with a discovery/reflection worksheet.