

# Guidelines for Student Touring

## **Set the stage for an effective tour:**

Arrive on time to receive pre-tour instructions from team leader (15 minutes before). Be considerate and flexible with other docents as you follow the group plan.

Get acquainted with the students in your group. For example, “Is this your first visit to the museum?”, “Have you been studying art in your classroom?”, “What is your favorite kind of art?”

Know their names. Teachers should have provided a name tag for each student.

Introduce yourself to the students, tell them what they are going to do and see.

As you welcome the students, be sure that they have been reminded of proper museum conduct (usually done by team leader): to stay with their group, use inside voices, no running, never touch or lean on objects or cases, and stay an arm's length away from all objects.

## **Provide information in an interesting way:**

Have a pre-determined theme with an introduction, major idea, and a conclusion.

Be factually prepared for the tour, adding new information regularly.

Avoid trying to tell all you know about the art objects.

Use both VTS and Thinking Routines.

Ask open-ended questions (not “yes” or “no” answers).

## **Use successful touring techniques:**

Adjust the tour to fit the level of the students.

Be sure all the students can see and hear well.

Make eye contact with all of the students as you talk.

Make sure everyone is listening before you begin.

Use smooth, enticing, exciting transitions from one object to the next.

Use positive reinforcement to encourage group participation.

Try to involve every student; address questions to students not participating.

Have a plan for unruly groups (review museum manners, ask teacher assistance, use guards if necessary).

## **Conclude the tour properly**

### **End the tour on time.**

Ask each student what her/his favorite art object was.

Say “good-bye” to the class, encourage repeat visits, and make sure they had a positive museum experience.

Remind them that each will receive a free family pass and that the Family Resource Center is open and free for creating art projects on Saturday and Sunday, 12-4, and Thursday 5-7.

Be sure you enjoyed the tour, too.