

## Docent Tips for Student Tour Evaluations

**A brief review of what makes a good student tour and what your evaluator will be looking for:**

1. Friendly and welcoming. Meet your group with a warm welcome and introductions all around before the tour begins. Be sure the students have been reminded of proper museum conduct (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.)
2. Avoid lecturing. Do you spend as much or more time asking questions as you do giving background information? This is the KEY to a fun, interactive student tour.
3. Effective use of questions techniques. The test of a good student tour question is simple: Can it be answered by looking at the artwork? It's important to ask open ended questions that require more than a one-word answer. VTS techniques.
4. Stand next to the object, facing the students. Lead the students to next area. Professional attire.
5. Docent is flexible and considerate of team members. Arrives at least 15 minutes ahead of time and follows the group plan.
6. Enthusiasm for touring students and making it a fun learning experience for everyone. Ends the tour on time and with positive comments to students.

### **A few reminders:**

- For dates, use BCE (Before the Common Era) and CE (Common Era) instead of BC and AD
- The evaluation forms for Highlights, Focus, and Student Tours are available on the docent website.

As you can see, these basic tour elements have not changed much since your provisional year. So, relax, and remember that your evaluator is on your side.

Please call me if you have any questions or concerns about evaluations.  
Shirley Waxman, 805-252-7909 or shirleywaxman@gmail.com