



## THE FELLOWSHIP PROGRAM POLICY MANUAL

### Overview of the Fellowship Program

The Crealdé School of Art Fellowship Program was initiated in 1978 with the goal of assisting deserving students to further their art studies by offering a waiver of tuition in exchange for student hours worked for the school. The program has proven to be very successful on a number of dimensions. Talented students are provided with access to well-equipped studios and knowledgeable instructors and Crealdé School of Art reaps the benefit of the students' contribution of work for the school. Through their artistic talents and involvement with the school, the fellows serve as ambassadors for Crealdé.

### Primary benefits of becoming a Fellow include:

- One free class per session
- 50% discount on workshop tuition (member price)
- Mentorship with Crealdé's faculty of professional artists
- Access to well-equipped art studios
- Exhibitions and professional opportunities

### Fellowship Categories

#### 1. Studio Fellows

A new fellow is admitted into the program as a fellow in a specific studio program, Photography, Painting and Drawing, Ceramics, Sculpture, Fiber Arts, Jewelry, or Glass. In addition to general school duties, this position involves working in all areas of studio operation under the supervision of the fellowship manager and the studio manager, and in special cases, an individual studio instructor or staff member.

Responsibilities of being a fellow include:

- Work an average of four (4) hours per week for Crealdé, totaling a minimum of 32 hours per session
- Serve as an ambassador for Crealdé throughout the community
- Demonstrate exemplary class participation and attendance
- Participate in the evaluation process
- Submit a \$50 fellowship fee each class session throughout the duration of the fellowship, regardless of enrollment in a class
- Maintain an active Crealdé membership during fellowship commitment
- Communicate accurate contact information to the registrar/office manager
- Assist instructors with studio readiness and cleanup

## 2. Fellowship Manager

One fellowship manager is selected for each department by the Studio Manager. The fellowship managers serve as a liaison between the fellows, studio managers and administration.

Responsibilities of the fellowship manager include:

- Provide orientation to new fellows; including an overview of Crealdé and detailed studio information.
- Schedule fellow hours that are to be worked under the work exchange agreement.
- Track each fellow's hours worked under the work exchange agreement.
- Summarize each fellow's hours at the conclusion of each term and provide this information to the studio manager.
- Coordinate fellows' meeting prior to the beginning of each session and distribute a summary of the meeting to all fellows in the department.
- Work with studio manager to assure studio readiness.
- Coordinate delivery of Crealdé program guides and other promotional materials each session.
- Communicate with fellows regarding upcoming events, workshops, exhibition opportunities, etc.
- Assist with coverage of events when other fellows are not available.
- Maintain accurate contact information on all fellows in the particular studio and provide this information to Crealdé's administrative office.

*The fellowship manager is relieved of all other fellowship duties and responsibilities.*

### **Fellowship Program Guidelines**

Applications will be considered on the basis of:

- Needs of Crealdé School of Art
- Faculty or studio manager recommendation of applicant
- Demonstrated talent in specific medium
- Availability and desire to work for Crealdé School of Art
- Desire and capacity to serve as an ambassador for Crealdé within the community

### **Requirements for acceptance into the Fellowship Program include:**

- Applicant must have been a student at Crealdé for at least one term prior to application or have a recommendation by an instructor from another art institution
- Applicant must be available to work a minimum four hours per week on a consistent basis
- Applicant must be available to attend fellowship meetings once per term
- Approval by the Executive Director

### **Application Process**

Applications for the Fellowship Program may be submitted to the studio manager at any time. Applications will be reviewed two weeks prior to the end of each session for those wishing to be included in the following session. Approved fellowship applicants will be notified during the session break.

### **Duration of the Fellowship**

Continued involvement with the Fellowship Program is reviewed annually at the conclusion of each calendar year. In December each fellow must complete the self-evaluation form and submit the completed form to their studio manager. The studio manager will meet with the fellow to discuss the fellow's self-evaluation prior to the beginning of the winter term and will then make a determination as to the fellow's continuation in the program.

### **The Work Exchange Agreement**

Fellows are required to provide an average of four (4) hours of work per week totaling a minimum of 32 hours per session in exchange for waiver of tuition to classes and a 50% discount on the fee for workshops during the term of the Fellowship Agreement. The fellowship student is responsible for scheduling the required hours with the fellowship manager and studio manager. Fellows are required to record all hours on the fellowship time sheet.

Fellows must strive to become familiar with the overall operation and mission of Crealdé School of Art. Dependent upon skills and experience, fellows are encouraged to spend half of their hours during their first term in the administrative offices or with campus maintenance.

**Service to Crealdé may be accomplished through:**

- Maintenance and/or lab work in the studios
- Working at gallery receptions and Open Houses
- Distributing program guides or other promotional materials
- Assisting with classes, workshops and special events
- Providing photographic documentation of events
- Assisting in the administrative offices
- Other identified tasks as they arise.

The fellowship student will be given access to an assigned studio and will be required to follow all rules and regulations applicable to that studio as determined by the studio manager.

Fellowship meetings will be scheduled once per term by the studio manager. It is mandatory that all fellowship students attend.

**Probation Procedure**

Fellowship students are expected to participate as model students through regular attendance in class, outstanding behavior and completion of all requirements. A fellowship student will be placed on probation by the studio manager if the required work hours are not maintained or other duties are not carried out. Failure to improve work performance after being on probation will result in discontinuation in the program.

**Registration for Classes**

The fellowship student is required to officially register in the office for all workshops and classes they attend. Classes and workshops will have openings for two (2) fellowship students or other non-paying students in any session, in addition to the maximum allowed regularly paying students (paying students have equipment access priority). Additional fellowship students may be admitted at the instructor’s discretion. Fellows are required to pay special material and model fees for classes in which they are enrolled.

**Evaluation of the Fellow**

Evaluation of the fellowship experience will be conducted by the studio manager annually. Each review will consist of the following:

- Self-evaluation of each fellow’s experience will be conducted at the end of the calendar year.
- Recommendation as to the fellowship student’s continued enrollment in the Fellowship Program for the following 12 months.

**Leave of Absence**

A fellow may request a leave of absence from the Fellowship Program. Leaves may be granted for up to two (2) sessions. If a longer absence is required, the fellow must resign and then re-apply when they are able to return to full responsibilities. During a leave of absence, the fellow must continue to pay the \$50/session fellowship fee.

**Fellowship Records**

An individual file on each fellowship student will be kept in the school office. The fellowship file will include

- Monthly time sheets
- Résumé
- Prints or digital files of the fellow’s work
- Press clippings and records of artistic achievements

The fellowship files are to be updated prior to each term by the fellowship manager in each studio.

**By signing this form, I acknowledge that I have received, read and understand the Crealdé Fellowship Policy.**

Printed Name of Fellowship Applicant

Signature of Fellowship Applicant

Date

Studio





## FELLOWSHIP SELF EVALUATION

Fellowship Student's Name:

Studio/Program through which your Fellowship was awarded:

Start date of your Fellowship

Do you believe that your studio work has advanced/improved as a result of your Fellowship experience?

Please explain

What would help you to advance your artistic career?

***The following questions pertain to your activities, duties, and experience as a Fellowship Student.***

What do you consider to be the greatest benefit of your Fellowship?

What has proven to be most problematic with your Fellowship?

What has been your favorite work assignment?

What has been your least favorite work assignment?

Do you have any suggestions for improving the Fellowship Program?

Comments and recommendations by the Studio/Program Manager:

This annual evaluation was discussed on \_\_\_\_\_

\_\_\_\_\_ ,by

Signature

Signature