



THE FELLOWSHIP PROGRAM POLICY MANUAL

Overview of the Fellowship Program

The Crealdé School of Art's Fellowship Program was initiated in 1978 with the goal of helping deserving students 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 in a number of ways. Talented students are provided with access to well-equipped studios, 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).
- Receive artistic guidance with a Crealdé professional faculty member.
- Depending on availability, access to well-equipped art studios.
- Exhibitions and professional opportunities.

Fellowship Categories

1. Studio Fellows

An individual 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 Studio Manager, and in some cases, an individual studio instructor or staff member.

Responsibilities of being a Fellow include:

- Working weekly hours for Crealdé – time must total a minimum 32 hours per 10-week session.
- Record Hours worked on designated tracking form – for every session.
- Serve as a professional ambassador representing Crealdé in community and school events.
- Demonstrate exemplary class participation and attendance.
- Participate in the self-evaluation process.
- Submit \$50 Fellowship fee prior to the start of each 10-week session for the duration of the Fellowship (whether enrolled in a class or not).
- Maintain an active Crealdé membership during Fellowship commitment.
- Communicate accurate contact information to the registrar/office manager.

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 the Donor Relations Manager.

Fellowship Program Responsibilities of the Fellowship Manager may include:

- Provide orientation to new Fellows; including an overview of Crealdé and detailed studio information.
- Schedule Fellow's hours to be worked under the work exchange agreement.
- Track each Fellow's hours worked under the work exchange agreement.
- Hours at the conclusion of each term are turned into the Donor Relations Manager.
- Coordinate Fellows' meeting before the beginning of each session and distribute a summary of the meeting to all Fellows in the department.
- Work with Studio Managers to assure that Fellows complete their duties.
- Coordinate the delivery of Crealdé program guides and other promotional materials each session.
- Communicate with Fellows regarding upcoming events, workshops, exhibition opportunities, etc.
- Assist w/ event coverage encouraging an atmosphere of cooperation and team spirit.
- Maintain accurate contact information on all Fellows in the particular studio and provide this information to Crealdé's administrative office.

Fellowship Program Guidelines

Applications are considered on the basis of:

- Faculty or Studio Manager Recommendation of an applicant.
- Demonstrated talent in a 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.
- Needs of Crealdé School of Art.

Requirements for acceptance into the Fellowship Program include:

- Applicant must have been a student at Crealdé for at least one term before application.
- Applicant must have an active Crealdé membership.
- Applicant must be available to work a suggested 3-4 hours per week on a consistent basis for a total of a minimum 32 hours for each 10-week session.
- Applicant must be available to attend Fellowship meetings once per term.
- Approval by the Executive Director

Application Process

Fellowship Program candidates may submit their application to the Fellowship Manager at any time. Applications will be reviewed two weeks before the end of each session for those wishing to join the following class 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 regarding their Fellowship and submit the completed form to their Fellowship Manager. The Fellowship Manager and Donor Relations Manager will meet with the Fellow to discuss their self-evaluation before the beginning of the Winter term and will then determine the future status of the fellow's continuation in the program.

Applicants are approved for a 2 year initial fellowship with the opportunity of an annual renewal up to 5 years.

The Work Exchange Agreement

Fellows are required to provide an average of 3-4 hours of work per week totaling a minimum 32 hours per 10-week class session in exchange for a waiver of tuition on one class and a 50% discount on the fee for workshops per session during the term of the Fellowship Agreement. The Fellowship student is responsible for scheduling the required hours with the Fellowship Manager. Fellows are expected to record all hours on the Fellowship time sheet.

Fellows must strive to become familiar with the basic operation of Crealdé as a nonprofit organization, its mission and work. It is also helpful for Fellows to become familiar with the organization's funding sources and how our community outreach programs help further the mission and contribute to the overall success and sustainability of the organization.

Service to Crealdé Can Be Accomplished by:

- Managing and working at gallery receptions, open houses, and other scheduled Crealdé events.
- Distributing program guides or other promotional materials.
- Assisting staff with classes, workshops and special events.
- Providing on-site photographic documentation of events.
- Helping prepare for the monthly Board of Directors meetings.
- Assisting in the administrative offices.
- Assisting with fundraising and donor-related activities.
- Provide studio and equipment maintenance.
- Assist with overall campus upkeep and beautification.
- Other identified tasks as they arise.

The Fellowship student will be given access to an assigned studio (depending upon availability) 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 Fellowship Manager. Attendance is mandatory and part of the Fellowship Work Agreement. The purpose of these meetings is to garner feedback and improve the program to better meet the needs of Crealdé and its Fellows and to update Fellows regarding upcoming events and volunteer opportunities.

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 Fellowship Manager and Donor Relations Manager if the required work hours are not maintained, dues not paid, Crealdé membership not maintained or other outlined 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 with the Registrar 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 to have equipment access priority). Additional Fellowship students are admitted at the instructor's discretion.

NOTE: Fellows are required to pay special material and model fees for classes/workshops in which enrolled.

Evaluation of the Fellow

Evaluation of the Fellowship experience will be conducted by the Fellowship Manager in conjunction with the Donor Relations 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 program for the following 12 months.

Updated 7/31/18

Leave of Absence

A fellow may request a leave of absence from the Fellowship Program. Leaves are granted for up to two (2) sessions. If an extended absence is required, the Fellow must resign and then re-apply when they can return to full responsibilities. During a leave of absence, the Fellow must continue to pay the \$50 per session Fellowship fee and maintain their Crealdé membership.

Fellowship Records

An individual file on each Fellowship student is kept by the Donor Relations Manager. The Fellowship file will include

- Fellowship Program Application.
- Résumé and references (if applicable).
- Monthly Time Sheets.
- Prints or digital files of the fellow's work.
- Press clippings and records of artistic achievements.

The Fellowship files are to be updated before 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