

Second Five-Minute Object Lesson Presentation Process

Hillwood Estate, Museum & Gardens 2022-2023 Mansion Docent Training

1. Scheduling: Tonight in class

1. During class, docents-in-training will choose a day and time slot during the first week in January 2023 to present their object lesson, from a wide variety of days and times:

| Date | Time Slot |
|----------------------|--|
| Tuesday, January 3 | 2:30-4:30 p.m. 5:30-9 p.m. |
| Wednesday, January 4 | 4-5 p.m. 6-9 p.m. |
| Thursday, January 5 | 10-11 a.m. 2:30-4 p.m. 5:30-9 p.m. |
| Friday, January 6 | 10-11 a.m. 3:30-4:30 p.m. |

2. Marisa will email this week the final schedule to the class.

2. Preparing: Next three weeks at home

1. Docents-in-training will choose an object in a room, which is on the docent-led tour, from the French collection. It is fine if several docents-in-training present about the same object.
2. Docents-in-training will follow the steps outlined in the "Guidelines for Developing a Five-Minute Object Lesson" handout to prepare their five-minute object lesson, and to write a written lesson plan.
 - a. You are required to choose an object in a room that is on the tour (entry hall, pavilion, French drawing room, Russian porcelain room, icon room, first-floor library, dining room, kitchen and pantry, French porcelain room, and Post's bedroom suite).
 - b. For the second five-minute object lesson, please choose an object that is in the following collections: French porcelain, furniture, tapestries, or objects of vertu.

3. Presenting: First week in January 2023 in the mansion

1. Docents-in-training will gather in the volunteer lounge on the second floor of the mansion ten minutes before the presentation time slot. Bags and jackets can be stored in the coat closet and cubbies near the lounge. Lisa, Audra, and Marisa will greet and lead the group to the first presentation location.
2. Each docent-in-training will present his/her lesson to a small group. Presentations will occur in the mansion by the object. Each docent-in-training will deliver his/her lesson plan from memory. Some presentations occur during regular open hours.
3. The group watching the presentation is comprised of Lisa, Audra, Marisa, and (often) fellow docents-in-training. The group will take on the role of visitors. All docents-in-training are invited but not required to attend each other's presentations for moral support and learning.
4. Lisa will time each lesson. She will give a one minute warning. Docents-in-training will be asked to stop presenting their lesson after five minutes have elapsed.
5. Marisa will video record each presentation, and this recording will only be shared with the trainee.
6. Each presentation will be followed by a short discussion period where the group recommends "keeps" and "changes." Feedback from the group is informed by the mindset and principles

set out in the "Learning With and From Each Other and Yourself" handout. (This is the first assessment moment.)

4. Evaluating: Within four days of presenting, at home

1. Within two days following the presentation, Marisa will email the docent trainee a link to the video recording as well as a Self-Assessment Worksheet as an attachment. (If for some reason the recordings cannot be sent within two days, Marisa will notify the trainees affected.)
2. After receiving the email from Marisa, the docent-in-training should then: 1) watch his/her presentation recording and 2) complete the Self-Assessment Worksheet. (This is the second moment of assessment.) The worksheets should be typed and emailed (please, no hand-written worksheets).
3. Within two days of receiving the email from Marisa, the trainee will complete and email two documents to Marisa: the completed Self-Assessment Worksheet and the written lesson plan.
4. Audra & Lisa will review the documents and email feedback within a few days for the docent trainee's review. (This is the third moment of assessment.)
5. The docent trainee will consider the sum of the three moments of assessment as his/her development goals as he/she heads towards the next presentation.
6. Docent trainees may be asked to present their object lessons a second time, incorporating "keeps" and "changes." These "do-overs," while not frequently requested, provide a valuable way to solidify learning.

5. At any point along the way, Lisa, Audra, and Marisa are always available for questions.