

## [University Galleries, FAU – Preparing for Your Visit](#)

The University Galleries' **Museum Education Program** is recognized by the School District of Palm Beach County and the Palm Beach County Cultural Council as having met the District required curriculum criteria in order to receive **free bussing** and **teacher certification points** for field experiences at the University Galleries. This can be arranged through the School District's Arts Curriculum Planning Office. University Galleries' professional staff can provide further information and will provide you with the Professional Development Follow Up Form and sign in sheets for **teacher certification points**.

### [FAQs – Scheduling a tour](#)

#### **How can I schedule a class visit?**

Please visit our website at [www.fau.edu/galleries](http://www.fau.edu/galleries), click on the "Museum Education" tab and locate the request form for scheduling a visit for more information. Or you may call the University Galleries at 561-297-2661 and a trained student museum educator will be happy to assist in planning your visit.

#### **How far in advance should I book my tour?**

Please schedule your visit at least two weeks prior to the date you wish to bring your class. (Please keep in mind how much time your school requires for bus approval \*see steps below)

#### **What are the steps for booking a bus for our tour?**

\* Please note that these are the general steps provided by the Palm Beach County School District. Please compare with your school's guidelines to ensure you are following the accurate procedure.

1. Teacher chooses field trip venue.
2. Teacher contacts venue to schedule field trip date.
3. Teacher then goes to the individual at their school who processes field trip funding (usually the school treasurer) to complete required form, found on the District website (PBSD 1894 Field Trip/Activity Planning Report & Approval Request). Treasurer will then arrange for transportation.

NOTE: If the treasurer has questions about funding, approvals, coding information, or transportation, he/she should contact Andrea Jones with the District's Arts Education Dept. (357-7616) as soon as possible.

4. Treasurer should continue checking their TR71 screen for final approval. When approval is received, teacher is notified.
6. Several weeks before field trip, teacher distributes to students the field trip permits found on the District website: PBSD 0755 (English), PBSD 0755CR (Creole), and/or PB0755SP (Spanish).
7. On the day of the field trip, teacher completes the form PBSD 2149 Field Trip/Activity Roster, and turns that form and the field trip permits into the school office.

NOTE: One suggestion is to have the school office call Area Transportation on the morning of the fieldtrip to make sure the buses are scheduled correctly and on time. If buses are running late, a call should be made to the field trip venue with the new arrival times.

#### **When can school or after school groups visit?**

Visits can be arranged at your convenience Monday-Friday during regular school/after school hours.

#### **What does a tour cost?**

Admission is free for all students groups who wish to visit the University Galleries.

#### **How many students can you accommodate?**

A maximum of 40 children will be divided up between the FAU guides giving tours.

#### **Will my group need a tour guide?**

Trained FAU student guides will lead groups on an interactive guided tour of the exhibition(s). We can also work with teachers to customize tours to fit curriculum needs. At the conclusion of each tour we request that teachers and students fill out a brief form to help us evaluate your tour experience. If you prefer, you can also reserve a time to visit for a self-guided tour.

### [FAQs – Tour Preparation](#)

#### **Will my group need a chaperone?**

A maximum of 40 children will be divided up between the FAU guides giving tours. Please provide at least one chaperone per no more than ten children. We engage the students in active and fun learning exercises that run more effectively when we have extra help to enforce good art gallery behavior.

### How should I prepare my group for the Gallery visit?

Please talk with your students before their arrival about proper behavior when in an art gallery. Good classroom habits such as raising your hand before speaking, speaking only when it is your turn and being quiet and respectful of others while they are talking is crucial for an enjoyable visit. Please inform your students that unless told otherwise, the artwork is not to be touched and that they should remain an arm's distance away. These reminders will be re-enforced upon arrival to the Galleries.

### How long is the tour?

Generally an hour should be allowed. Longer tours can include other educational and visual arts resources on the Boca Raton campus. We can also advise you on campus meal options.

### How should the students dress?

Please advise your students to wear comfortable footwear, as there is a considerable amount of walking for most tours.

### CONTACT US

561-297-2661 Phone / 561-297-2166 Fax

[www.fau.edu/galleries](http://www.fau.edu/galleries)

[wfaulds@fau.edu](mailto:wfaulds@fau.edu)

[galleries@fau.edu](mailto:galleries@fau.edu)

### GALLERY HOURS

Tuesday-Friday 1-4 p.m.

Saturday 1-5 p.m.

Sunday-Monday Closed

*\*Field Trips by Appointment*

### DIRECTIONS

- Take I-95 to Glades Road and head east. Proceed ½ mile to FAU's main entrance on the north side of Glades (Broward Avenue). Make a left onto Broward Avenue and then make your first right onto Indian River Street.
- Typically, tours are scheduled to begin at the **Schmidt Center Gallery**. Continue down Indian River Street until Palm Beach Avenue; make a left onto Palm Beach Ave. Buses are instructed to drop your group off in front of the Performing Arts building (bldg. 51) on the left after the Living Room Theaters. Please enter the building and the Schmidt Gallery has big glass windows on your left.
- If your tour is scheduled to begin in the **Ritter Gallery**, after turning onto Indian River Street from Broward Ave., make your first left onto Dade Avenue. Continue until you see parking lots 19 & 20 on your right side; turn in to parking lot 19. Buses are instructed to drop your students off in front of the Wimberly Library. Please walk with your group under the overpass, past Einstein's Bagels on your left, before the overpass ends, on your right, you will see a staircase with a blue column labeled "Ritter Gallery". Take those stairs to the second floor the Gallery is straight ahead.
- Buses are instructed to park in the lot indicated by your tour guide. *Should you need to park before dropping off your students*, please contact us beforehand to confirm which parking lot is available that day.

