

Historical Society of Frederick County: New-Docent Training Syllabus

Group Session 1: “Historically Speaking”

Time: 3 hours

Where: Museum of Frederick County History or Roger B. Taney House.

- Greeting & Welcome—Executive Director
- Introductions of staff and prospective docents
- Museum tour
- Hands-on-history activity

Homework: review docent cards & site workbook. Complete assigned pages in site workbook

Group Session 2: “ Focus on the Collection”

Time: 3 hours

Where: Preservation Center

- Welcome back, review of day 1 and homework
- “A Short History of the Society”, by Curator and Archivist
- Behind-the-Scenes tour of the collections
- Object literacy tour of the Taney House
- Object literacy workshop

Homework: review handouts from curator and archivist, complete new assigned pages in site workbook, read assigned readings and review docent cards.

Group Session 3: “Docent Toolbox”

Time: 3 Hours

Where: Museum of Frederick County History

- Welcome back, review of day 2 and homework
- “What makes a good tour” video activity
- Technique tour of the Museum of Frederick County History
- “Using Questions” workshop
- Children and Their Grown Ups workshop

Homework: review handouts, complete assigned pages in site workbook, read assigned readings, review docent cards.

Group Session 4: “Putting it to Use”

Time: 3 Hours

Where: Museum of Frederick County History or Roger B. Taney House

- Welcome back, review of day 3 and homework
- Docent Job Description
- Docent Procedures for : Visitor Services, Museum Security, Emergencies
- Special Needs Experience Tour
- Final Questions
- Schedule individual sessions.

Homework: review handouts, complete assigned pages in site workbook, read assigned readings, review docent cards.

Individual Session 1: *To occur no later than two weeks after group session 4)*

Time: 3 hours

- Meet with education staff and review materials
- Spend time in galleries with script
- Ask questions about tour, artifacts, script
- Shadow Docent Mentor

Homework: prepare to give 10 minute tour of one gallery to staff and/or mentor

Individual Session 2: *To occur no later than two weeks after individual session 1)*

Time: 3 hours

- Shadow Docent Mentor
- Present 10 minute tour to staff and/or docent mentor
- Greet visitors & sign in under supervision of docent mentor

Homework: prepare for test on History Workbook Material

Final Assessment - *To occur within 6 months of initial docent training. Must be done before being allowed to docent without supervision.*

- Must demonstrate proficiency and knowledge of the History Workbook material during either a written test or oral interview
- Present full tour to education staff and/ or docent mentors