Class Visit Information & Checklist

Nasher Museum of Art at Duke University

Date and time of visit: ______________________________________________________
Instructor: ________________________________________________________________
Class number & name: _______________________________________________________

Spaces used:
___Pav. III ___Education Gallery ___Object Storage ___Painting Storage
___WOP Storage ___Special Exhibition(s): _______________________________________
___University Classroom ___Community Classroom ___Other: ___________________

Tour leader(s): _____________________________________________________________
Total number of students/faculty: ______
Faculty member present? ___Yes ___No Preliminary visit by faculty member? ___Yes ___No
Number of objects used: ______
Assignment? ___Yes ___No Details: ___________________________________________
Activity? ___Yes ___No Details: _____________________________________________

Pre-visit Checklist:
☐ Date set with instructor
☐ Got syllabus
☐ Established goals for visit with instructor
☐ Sent list to instructor
☐ Revised list and sent back to instructor
☐ A/V needs established
  ___DVD/VHS/CD
  ___Projector
  ___Laptop hook-up
  ___Internet access
☐ Visit confirmed
☐ Museum rules and visit guidelines sent to instructor
☐ Print-outs额外 materials made

What is the goal for the visit?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What questions should the students consider?
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Post-visit Checklist:
☐ Follow-up email/survey to instructor
☐ Numbers entered into statistics
☐ Class entered into TMS
☐ Photos uploaded to class folder

Additional
Notes: _________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________