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NORMAN HENRY PRITCHARD

Name of Organization: _____

Address: _____ Phone #: _____

NORMAN PRITCHARD

Norman has been at the St. Louis Senior Citizen Center since the fall of 1978. Mr. Pritchard has initiated a writers workshop with the seniors, he is the editor of the St. Louis newsletter and he holds rapsessions with the seniors.

His artist initiated project is amanuscript project entitled QUARTET consisting of four extended poems, each of which is twenty-four pages in length containing approximately one hundred movements.

NORMAN HENRY PRITCHARD II

ARTIST INITIATED PROJECT

This manuscript project is entitled TRIO and consists of three (3) extended poems, each of which is approximately twenty-five (25) pages in length, and contains approximately twenty (20) to twenty-five (25) stanzas with four (4) to six (6) movements each.

The titles of the three poems are:

- 1) DREAMS
- 2) NUDES
- 3) VISITATIONS

Please note that the initial title of DREAMS was SPHERES and the initial title of NUDES was NAMES

Norman Henry Pritchard II

SITE VISIT REPORT - BROOKLYN

30 May 1979

St. Louis Senior Citizen Center -

Reading series began on May 17th. See previous memorandum for final details of reading schedule.

Norman Pritchard gave me the following cultural schedule for his center:

Brooklyn Philharmonia - 6 June (7 June-raindate)

Jazzmobile - 28 June (29 June - raindate)

Readings:

17th May - Brenda Connor-Bey

17th June - Sandra Esteves

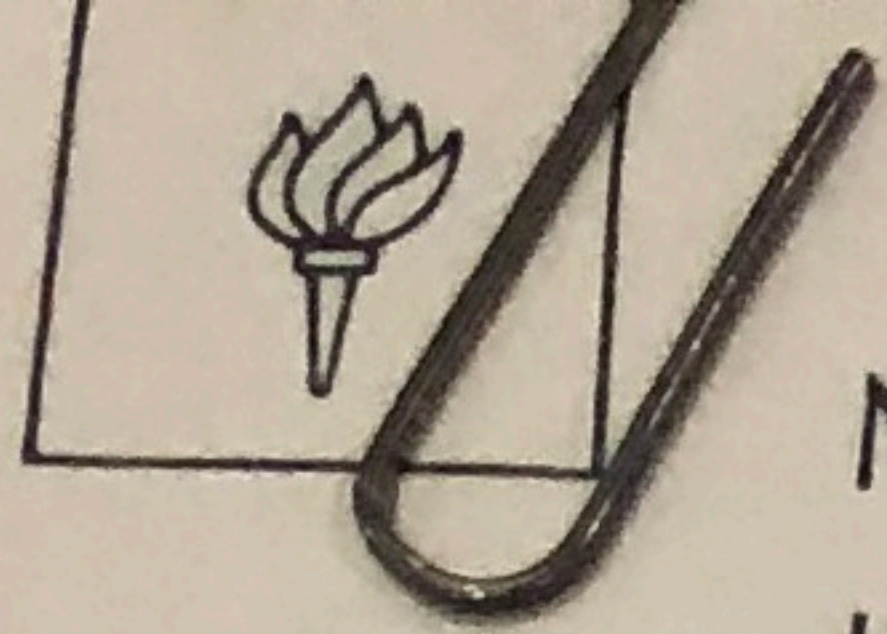
12th July - Bob Hollman

(no date - Lynda Schorr)

ARTIST INITIATED PROJECT

This manuscript project is entitled QUARTET and consists of four (4) extended poems, each of which is twenty-four (24) pages in length and contains approximately one hundred (100) movements. The titles of the four poems are:

- 1) SUNS
- 2) NAMES
- 3) SPHERES
- 4) ORACLES



NEW YORK UNIVERSITY MEDICAL CENTER

Institute of Rehabilitation Medicine
400 EAST 34TH STREET, NEW YORK, N. Y. 10016
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*for renewal
P/T basis
OK*

Friday
15th September
1978

Miss. Madeleine Keller
Literary Pool Coordinator
Cultural Council Foundation's
CETA Artists Project
175 Fifth Avenue
New York, N.Y. 10010

Dear Madeleine,

The following is a general description of my
work here at the Institute.

Since the commencement of my placement I have
worked in two separate departments and performed three distinct
duties within them. In the department of Continuing Therapy
(under the supervision of Miss. Ester Meadow) I have offered
poetry readings and discussions of art and literature to two
groups of out-patients (ages 25 - 65 yrs.). Each group of
patients (approx. 10 in number) come to the Institute for
therapy twice a week, i.e. Mon. & Wed. / Tues. & Thurs. These
sessions have been quite successful and it would seem that the
discussions are more helpful than writing in as much as these
patients are all in wheelchairs and most are recovering from
heart attacks.

My second contribution here has been to the
department of Children's Therapeutic Recreation (under the

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supervision of Miss. Ethel Axelsen). This group of children range in age from 5 to 15 yrs. and are approx. 25 in number. Throughout my career I have taken photographs (slides) in conjunction with my writing and they have served me well in working with this particular group of patients. I have given a goodly number of slide shows with accompanying discussions and they have been extremely well received. I should like to note that the majority of the children in this group are 10 yrs. or younger and a large number of them have been severely injured, many of them are unable to speak and some are physically unable to write, therefore my relationship with them of necessity has had to have been very caring and supportive.

The third area of my assistance consists in working individually with patients in the afore mentioned group who range in age from 10 to 15 yrs. These patients are particularly interested in writing poetry. Once again, due to the severity of their infirmities, the process is a slow one but it is exceedingly rewarding.

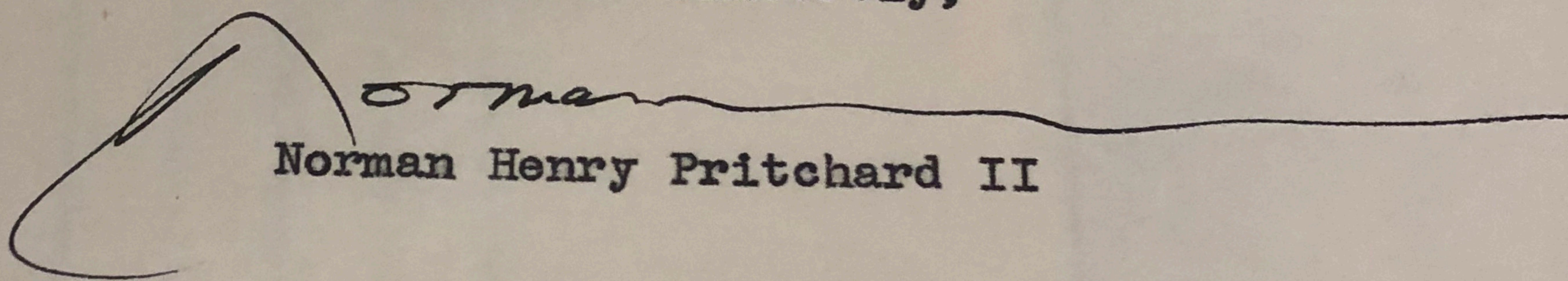
I should like to note that I have received a great deal of guidance from Miss. Irma Davis, who is the over-all Director of Therapeutic Recreation at the Institute. If it is possible we would very much wish to continue my contribution here from 6 to 8 hours

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per week during the final quarter of this year. I would like to note also that due to the demands of my full-time residency during the third quarter at the Saint Louis Senior Citizen Center I was only able to contribute a mere 10 hours to the Institute during the entire third quarter.

As you can see the range of my duties is fairly broad and it would seem that the opportunity to help is enormous. If you should have any further questions regarding the nature of my placement, please contact me.

Yours most sincerely,



Norman Henry Pritchard II

ARTIST PERFORMANCE APPRAISAL REPORT

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NORMAN PRITCHARD

M. Keller

ARTIST COORDINATOR

ARTIST

SOCIAL SECURITY NUMBER	PERSONNEL NUMBER	DATE EMPLOYED	DISCIPLINE
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Indicate by checking the appropriate box, the level which most accurately describes the employee's performance in the area being rated. Base your judgements upon observed performance in the employee's present position.

A - Excellent

B - Satisfactory

C - Some Improvement Needed

D - Major Improvement Needed

E - Unsatisfactory

PLEASE INDICATE ARTISTS PERFORMANCE BY USING ABOVE CODES

	A	B	C	D	E
1. PRODUCTION LEVEL/					
a. In Community Service	✓				
b. In Artist Initiated Projects	✓				
2. QUALITY LEVEL	✓				
3. TECHNICAL KNOWLEDGE AND SKILLS	✓				
4. PREPARING TIME SHEETS/ASSIGNMENT REPORTS	✓				
5. KNOWLEDGE & APPLICATION OF CCF ARTISTS PROJECT POLICIES	✓				
6. ATTITUDE TOWARD COMMUNITY WORK	✓				
7. ADAPTING TO NEW ASSIGNMENTS	✓				
8. COURTESY TO SPONSORS	✓				
9. MAINTAINING RAPPORT WITH SPONSORS	✓				
10. ADDRESSING SPONSOR NEEDS	✓				
1. RELIABILITY	✓				
2. PERFORMANCE UNDER PRESSURE	✓				
3. WORK ORGANIZATION	✓				
4. WORKING WITHOUT SUPERVISION	✓				
5. WORKING WITH OTHERS	✓				
6. CREATIVE PROBLEM SOLVING	✓				
7. COOPERATION WITH OTHER ARTISTS	✓				
8. COOPERATION WITH ARTISTS PROJECT STAFF	✓				
9. COMMUNICATION SKILLS	✓				
10. WILLINGNESS TO ACCEPT ASSIGNMENTS	✓				
11. FAILS TO MEET THE MINIMUM REQUIREMENTS OF THE JOB					
12. MEETS THE REQUIREMENTS OF THE JOB					
13. CONSISTENTLY PERFORMS ABOVE THE REQUIRED LEVEL					

ABSENTEESISM (12 Months to date)

DAYS

IDENTIFY PRINCIPAL STRENGTHS OF EMPLOYEE

Norman Pritchard, true poet and teacher. Norman is a true artist and he brings the spirit of love and creativity to all his teaching situations. He allows himself to be open at the same time and taught. He is a giving and kind person who is able to work in many different situations that would be difficult for other. His contribution to the patients at the Institute has been of tremendous value...life-giving.

IDENTIFY THE EMPLOYEE'S PRINCIPAL IMPROVEMENT NEEDS

TAKEN TO IMPROVE THE EMPLOYEE'S JOB PERFO