

POST STUDY TOUR RESPONSIBILITIES



RESPONSIBILITY #1: INSTRUCTIONAL UNIT

Help your students learn about contemporary Germany.



RESPONSIBILITY #1: INSTRUCTIONAL UNIT

- TOP requires you to “author something new” after your study tour.
- **Include a connection to contemporary Germany** to help your students learn what Germany is like now.
- Create a lesson that will interest your students!

TOP Fellow Lesson Components

OBJECTIVE:

Create an inquiry-based lesson or unit plan that will help your students learn more about contemporary Germany. Your lesson may incorporate historical context, but the topic must have a strong connection to Germany today. Use your study tour experiences for inspiration.

C3 FRAMEWORK and INQUIRY DESIGN MODEL (IDM)™:

Choose the C3 Framework indicators relevant for the subject and grade level you teach. <https://www.socialstudies.org/sites/default/files/2017/jun/c3-framework-for-social-studies-rev0617.pdf>

You are encouraged to use the Inquiry Design Model (IDM)™ to help structure your plans. Design your lesson around one Compelling Question, using Supporting Questions and Formative Performance Tasks (activities or graphic organizers, for example) to scaffold your students' learning. After completing the Formative Performance Tasks, your students should feel prepared to answer the Compelling Question. <http://www.c3teachers.org/inquiry-design-model/>

FORMATTING:

- Submit as a Word document.
- Produce one self-contained document that includes all handouts.
- Attach a PowerPoint presentation (optional).
- You are producing a professional document. Please treat it as such in regards to font, font size, and line spacing.
- Your lesson should be of appropriate length and detail so that it can be ‘transferable’ for use and adaptation by other educators.
- Include modifications that you would recommend to help differentiate for any students with special needs, English language learners, etc.
- Provide additional resources and links so that other educators can access helpful background information.
- If any resources, artifacts, materials, etc. are not accessible to all educators, identify alternatives that would allow access to similar resources.
- All primary and secondary contributions must be properly sourced. Please consult the [MLA Style and Formatting Guide](#) for information on proper citation.

RESPONSIBILITY #1: INSTRUCTIONAL UNIT

- Guidelines/Components are available on our website and in your folder.
- Include ready-to-use instructional resources in your Word document (handouts, links to online resources, assessment rubrics, answer keys, etc.).
- Your unit should be transferable, so please write it so that another teacher could use your plans right away in their classroom.



RESPONSIBILITY #1: INSTRUCTIONAL UNIT

- Check the yellow “Important Dates to Remember” document in your folder for your **submission deadline**.
- Submit your instructional unit as a Word document using **Google Classroom**.
- Optional: attach a PowerPoint if it is part of your instructional unit.



RESPONSIBILITY #2: LEAD A WORKSHOP

Help your colleagues learn about contemporary Germany.



RESPONSIBILITY #2: LEAD A WORKSHOP

You may give a workshop at ANY of the following:

- ***At your school / home***
- ***Within your school district / county***
- At the state level (State Conferences)
- At the regional level (Regional Conferences)
- At the national level (NCSS, NCGE, APNC, NSTA STEM, etc.)

Most workshops are held at the ***local*** level!

Workshops should have a minimum number of **5** attendees. **(12 on average)**

We're confident you will *want* to spread the word about TOP and Germany to your peers in your district and beyond.

WHEN TO OFFER YOUR WORKSHOP?

If you decide to conduct a **local** workshop:

1. Set a time and date (Allow for about 2 hours.)
2. Set a location
3. Determine your audience (Elementary, Middle, etc.)
4. Request TOP teaching materials
5. Send out invitations

Leading a workshop during staff development days and/or during department meetings may make this process easier, but it is not necessary.

If you would like to conduct a workshop at a **state, regional, or national conference**, the decision of when has already been made for you. Simply submit a workshop proposal to the respective conference by the deadline. If your workshop is accepted, request to have materials sent to the conference location/hotel if necessary.

HOW TO REQUEST MATERIALS?

1. Request materials at least 2-3 weeks **BEFORE** the scheduled date of your workshop.
2. Request materials based on your target audience (Elementary, Middle, Secondary Educators).
3. Request **one “Modern Germany Update”** and **one “TOP Lessons: Teach Germany”** for each workshop participant.
4. Estimate quantity as best as you can (**usually 15-30**).



REQUESTING MATERIALS

1. Use your Internet Browser:
<https://top.portalpro.com/>
2. Create an account and log in.
3. Add either digital or hard copy materials to your cart.
4. Add maps.
5. Check out.
6. We will approve your order, confirm shipment, and send you attendance forms!

WORKSHOP AGENDA



WORKSHOP AGENDA

Suggestions for a two-hour workshop:

1. **Introduction:** Who are you? What is TOP? Why the workshop?
2. **Discuss the study tour:** What were your expectations and preconceptions of Germany? What were the highs and lows of the trip? What did you learn? What surprised you? Discuss your “three words.”
3. **Share about your instructional unit:** Why did you choose a particular topic for your unit? How did your students respond when you taught it?
4. **Discuss the TOP teaching materials:** Demonstrate a lesson from “Let’s Explore Modern Germany” and/or “Germany in Focus.”
5. **Explain how attendees can apply** for a TOP study tour. Share application links if available.
6. **Allow for plenty of Q&A.**
7. **Finally: Distribute Attendance Forms!!!**

COLLECTING ATTENDANCE INFORMATION

1. Have workshop attendees complete the provided forms.
2. **Send all attendance forms back to TOP at jan.steele@goethe.de!**
3. Why do we do this? Materials are free for workshop leaders, but we must track their distribution.
4. Attendee information is protected by strict European Union privacy laws.
5. **You will be credited for conducting the workshop upon receipt of these forms.**

NEED TOP WORKSHOP IDEAS?

If you need ideas/suggestions for planning and hosting a TOP workshop, we encourage you to download or order a copy of our “TOP Toolkit for Professional Development” from the TOP website.



What if I lead a workshop without ordering TOP materials for the participants?

While we encourage you to order materials (including maps), you may also have your participants download our resources online.

You are **still required to submit attendee forms** to receive credit for having conducted the workshop.



- » Entire Workbook
- » Forward & Credits
- » Table of Contents & Standards Alignment
- » Focus 1: Geography
- » Focus 2: Society
- » Focus 3: History
- » Focus 4: Reunification
- » **Focus 5: Political System**
- » Focus 6: Economy
- » Focus 7: Sustainability

Under the expanded 'Focus 5: Political System' section, the following items are listed:

- » Focus 5 Introduction
- » Lesson 5.1: German Post-Reunification Timeline
» Handouts 5.1
- » Lesson 5.2: National Identity and National Symbols
» Handouts 5.2
- » Lesson 5.3: Germany's Multiparty Political System
» Handouts 5.3
- » Lesson 5.4: Comparative Study of the Political Systems
» Handouts 5.4

A blue arrow points to the 'Lesson 5.3: Germany's Multiparty Political System' entry.

What are the benefits of completing my post-tour requirements?

1. Once we have received your instructional unit and workshop attendance forms by the deadlines required (refer to your yellow “Important Dates to Remember” document), then TOP will refund your study tour deposit of \$350.00 USD.
2. You will be eligible to apply for three graduate credits from Millersville University for \$440.00 USD. (Net cost of \$90 USD after your refund!)
3. TOP will provide you, at your request, with a letter confirming 140 hours of professional development.
4. TOP will know that its investment in you had a positive impact on your students and community.

What happens if I lead MORE than one workshop?

1. Many TOP Fellows become “TOP Trainers” of sorts. One may also refer to them as “TOP junkies” or “TOP groupies.” Such individuals become prolific workshop leaders, leading several workshops per year even two or three years AFTER their study tour.
2. You may be invited to join the TOP Trainer Network and become eligible for other alumni opportunities through TOP.
3. You may be selected to receive our TOP Fellow of the Year Award.

THANK YOU FOR YOUR ATTENTION!