

TOP!

2020



2020 TOP STUDY TOUR APPLICATION FORM FOR STEM EDUCATORS

THE TRANSATLANTIC OUTREACH PROGRAM IS A **PUBLIC/PRIVATE PARTNERSHIP**



*****PLEASE READ BEFORE CONTINUING*****

Knowledge of the German language is NOT a prerequisite for applying for - or participating on - a TOP study tour!

Team applications (from married/unmarried couples, family members, colleagues, etc.) are not accepted.

The most successful study tour participants:

- Embrace an “all for one, one for all” attitude.
- Are comfortable with group travel and group activities.
- Respect their educator peers for their diversity of backgrounds and professional contributions.
- Are open to new perspectives and ideas, including those outside the scope of their teaching assignments.
- Are flexible and adaptable: “When in Rome!” or better yet, “When in Berlin!”

If you have any concerns about going to Germany on a TOP study tour, please e-mail us at top@goethe.de. We would be happy to address your concerns or put you in touch with a TOP Ambassador who can share about their own experiences in Germany.

Applying for a TOP study tour is an educational experience in itself. Based on the feedback of successful applicants, this application process will take about 5-10 hours!

- Each eligible application will receive one final grade, between 0 and 100 points, using a grading rubric.
- This final grade is the average of two separate grades: one TOP staff grade and one TOP Alum / teacher / peer grade.
- Weighting is put on overall completeness but especially Parts 5 and 7.
- Keep your students and community as your primary focus!

NOTE: Applications will be accepted from individuals in all 50 U.S. states and Canada without regard to gender, gender identity, nationality, race, religion, age, sexual orientation, disability, etc. Study tour groups may be formed based on job type, subject/grade level taught, areas of interest, etc. to ensure a productive and cohesive team.

*****PLEASE READ BEFORE CONTINUING*****

Are you a TOP Fellow Alum? Have you traveled to Germany at the invitation of TOP before?

Please contact us at top@goethe.de.

Do NOT continue with this application form.

Are you a social studies educator?

Please complete the study tour application for social studies educators.

Do NOT continue with this application form.

Are you an educator at a community/technical college?

Please complete the study tour application for technical and community college educators.

Do NOT continue with this application form.

If you answered “No” to the questions above:

Please continue with this application form for STEM educators. >>>

Published: November 26, 2019

Dear STEM Applicant,

Thank you for taking interest in the Transatlantic Outreach Program (TOP)!

Whether you are discovering TOP for the first time or have used our materials and attended TOP workshops for years, we hope this application is just another step in what will be a long-term relationship between TOP and your classroom. We believe in the value of intercultural dialogue and education. We believe that contemporary Germany has many stories to tell with regards to its vibrant cultural scene, German unification, European integration, environmental sustainability, Holocaust education, parliamentary democracy, migration and diversity, career and technical education, history, and much more. We are excited to share these stories with you!

Founded in 2002, the Transatlantic Outreach Program is a unique, non-profit, public/private partnership that resides within the premises of the Goethe-Institut in Washington, DC. There are six Goethe-Institutes in the United States, three in Canada, and a total of 157 Institutes in 98 countries worldwide!

The Transatlantic Outreach Program is not a travel grant. Our study tours are just one aspect of what we do. We could not reach as many students as we do without our in-house curriculum design and production, in-service teacher training workshop sponsorship, and the support of our 1,700+ study tour alumni. Are you ready to become one of them?

All aspects of TOP are made possible through the support of its public and private partners: the Foreign Office of the Federal Republic of Germany, the Goethe-Institut, Deutsche Bank, the Robert Bosch Stiftung, and the Siemens Corporation.

Good luck with your application!

Best Regards,

The TOP Team

2020 APPLICATION FOR PARTICIPATION ON A TOP STUDY TOUR TO GERMANY

CHECK THE BOX BELOW TO CONFIRM YOUR AVAILABILITY TO TRAVEL IN 2020:

Please check your calendar now for any potential conflicts.

JUNE 26 - JULY 11

DIRECTIONS / CHECKLIST FOR SUBMISSION, POSTMARKED ON OR BEFORE *MONDAY, JANUARY 27, 2020*:

- Use an internet browser to complete, print, and attach Part 1.
- Collect Parts 2 and 3 in their respective sealed envelopes.
- Attach your résumé, Part 4.
- Use Adobe Acrobat Reader or your own paper to complete Parts 5-8 according to the formatting and word length instructions.
- Please **limit your attachments** only to those items requested! Additional attachments will not be considered.
- Sign and submit your full application packet, **including a printout of Part 1**, in a large envelope. **Please do not fold or staple!**

PART 1: ONLINE SUBMISSION

**CLICK HERE TO COMPLETE AND ATTACH:
2020 TOP STEM Study Tour
Application: Part 1**

(Internet connection required)

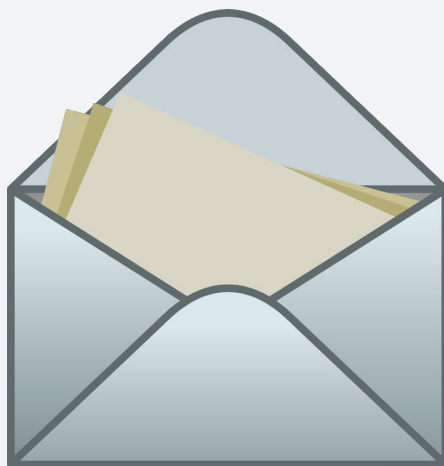
<https://tinyurl.com/topstem2020>

APPLICATION CONTINUES ON NEXT PAGE

PART 2: EMPLOYMENT VERIFICATION LETTER

Attach an official letter on letterhead from your direct supervisor verifying 1) your employment status as a STEM educator and 2) the likelihood of maintaining this status throughout the 2020/2021 school year and beyond. This letter must be placed into a sealed and signed envelope by your supervisor and submitted with your entire application packet. **DO NOT MAIL SEPARATELY!**

PLEASE PROVIDE THE INCLUDED INSTRUCTIONS TO YOUR SUPERVISOR (NEXT PAGE).



PART 2: EMPLOYMENT VERIFICATION LETTER INSTRUCTIONS

Dear Employment Verification Letter Writer:

Your colleague has asked you to provide an employment verification letter for their application to participate on a fully funded study tour to Germany, provided by the Transatlantic Outreach Program. Thank you for taking the time to help! Please read and follow these instructions for the letter:

- The Employment Verification Letter should be written on official letterhead.
- The text of the letter should verify:
 1. That the applicant is employed as a full-time STEM educator at your school
 2. The subjects the applicant currently teaches
 3. That the applicant is in good standing and that you intend to or in theory would employ the applicant full-time again next year (barring any unforeseen budget issues, etc.).
- Sign the letter and place it in an envelope.
- Seal the envelope and sign the back where it has been sealed.
- Return the letter to the applicant in that sealed, signed envelope.

The applicant will mail the letter to the Transatlantic Outreach Program along with the rest of their application by the **January 27, 2020** deadline. Letters must be submitted in sealed, signed envelopes – and thus are confidential – in order to be valid.

Founded in 2002, the Transatlantic Outreach Program (TOP) is a public/private partnership that seeks to be a leading provider of curriculum and study tour experiences relevant to contemporary Germany for specific multiplier groups in North America: social studies educators, STEM educators, and decision makers. The partners of the Transatlantic Outreach Program include the Foreign Office of the Federal Republic of Germany, the Goethe-Institut, Deutsche Bank, the Robert Bosch Stiftung, and the Siemens Corporation.

For more information about the Transatlantic Outreach Program or our professional development study tours to Germany, please visit our website: www.goethe.de/top.

Thank you for supporting this applicant. If you have any further questions or concerns, please e-mail us at top@goethe.de or call us at 202-847-4700.

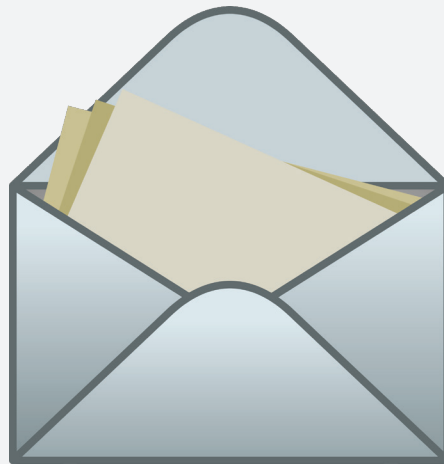
Kind regards,

The TOP Team

PART 3: ONE PEER RECOMMENDATION LETTER

Attach one (and only one) letter of recommendation. It is advised that this letter be written specifically for this application. **This letter should NOT be from your supervisor/the person verifying your employment status in Part 2.** This letter could be written by a TOP Alum you know, a colleague, etc. This letter must be placed into a sealed and signed envelope by the letter's author and submitted with your entire application packet. **DO NOT MAIL SEPARATELY!**

PLEASE PROVIDE THE INCLUDED INSTRUCTIONS TO YOUR PEER (NEXT PAGE).



PART 3: PEER RECOMMENDATION LETTER INSTRUCTIONS

Dear Recommendation Letter Writer:

Your colleague has asked you to provide a letter of recommendation for their application to participate on a fully funded study tour to Germany, provided by the Transatlantic Outreach Program. Thank you for taking the time to help! Please read and follow these instructions for the letter:

- We encourage you to comment on some of the following topics if desired:
 1. The applicant's dedication to fostering STEM education both inside and outside the classroom.
 2. Any creative teaching techniques employed by the applicant that have been particularly well received by students.
 3. The applicant's commitment to fostering students' global competence.
 4. Any other travel grants received by the applicant and how those benefited the applicant's students.
 5. Any stand-out activities of the applicant that make them a notable leader in the community.
- Sign the letter and place it in an envelope.
- Seal the envelope and sign the back where it has been sealed.
- Return the letter to the applicant in that sealed, signed envelope.

The applicant will mail the letter to the Transatlantic Outreach Program along with the rest of their application by the **January 27, 2020** deadline. Letters must be submitted in sealed, signed envelopes – and thus are confidential – in order to be valid.

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For more information about the Transatlantic Outreach Program or our professional development study tours to Germany, please visit our website: www.goethe.de/top.

Thank you for supporting this applicant. If you have any further questions or concerns, please e-mail us at top@goethe.de or call us at 202-847-4700.

Kind regards,

The TOP Team

PART 4: RÉSUMÉ

Attach your professional résumé, which should include your education, work history, teacher certification, and any specific contributions you have made to STEM education. For example, include relevant in-service workshops you have led (not attended), and list any creative projects, curriculum guides, textbooks, publications, journal articles, etc. that you have written. Please do not include supplemental documentation.

PART 5: PROFESSIONAL STATEMENT OF PURPOSE

Please use the space provided below to type a one-page statement of purpose (approx. 500 words, 10-point ARIAL font, single-spaced) addressing the questions below. **Note: If you experience technical difficulties typing your essay into this form, please mind the formatting and word count instructions and print on your own paper.**

- What is your motivation for applying to study in Germany as it relates to your career?
- What concepts from contemporary Germany would you like your students to understand?
- What classroom activities do you currently use to promote your students' global competence?
- How will you share your experience with your students, colleagues, and/or community so that they benefit from this opportunity?

PART 6: MY CONTRIBUTION TO THE GROUP

During this study tour, some of the best learning opportunities will result from dialogue with each other. Tell us how having you in the group will enhance the diversity of ideas, experiences, and backgrounds within your study tour group. (Approx. 250 words, 10-point ARIAL font, single-spaced.) **Note: If you experience technical difficulties typing your essay into this form, please mind the formatting and word count instructions and print on your own paper.**

PART 7: LESSON EXPLORATION

Please select ONE (1) of the four (4) articles below by checking one of the left-hand boxes.

Create a lesson plan in which you incorporate content from the selected news article into a hands-on STEM project to make contemporary Germany more relevant for your students. The article you select should provide inspiration and teacher background information for you to design a STEM project related to this topic, but the article itself does not need to be used with your students. **Include the following components in your lesson plan:** targeted grade level, focus question(s), lesson overview, student learning outcomes (including about contemporary Germany), instructional strategies/procedures, and a brief description of how you will assess students' content mastery. (Approx. 750 words, 10-point ARIAL font, single-spaced.) **Note: If you experience technical difficulties typing your essay into this form, please mind the formatting and word count instructions and print on your own paper.**

- 1. **“Germany’s Green Laboratory: How Freiburg Confronted Climate Change”** by Tobias Buck
(Link: <https://tinyurl.com/topstem2020-p71>)
- 2. **“They’re the World’s Best Recyclers. Even They’re Confounded by the Scourge of Plastic”** by Katherine Dunn
(Link: <https://tinyurl.com/topstem2020-p72>)
- 3. **“€100 Million German Insect Protection Plan Will Protect Habitats, Restrict Weed Killers, and Boost Research”** by Gretchen Vogel (Link: <https://tinyurl.com/topstem2020-p73>)
- 4. **“Germany is Opening its First Electric Highway for Trucks”** by Ivana Kottasová
(Link: <https://tinyurl.com/topstem2020-p74>)

Tech Tip: If you hit a paywall via the links above, try copying and pasting the article title into your search engine of choice and access the article through the search engine results list. Also try clearing your browser cookies.

PART 7: LESSON EXPLORATION (CONTINUED)

APPLICATION CONTINUES ON NEXT PAGE

PART 7: LESSON EXPLORATION (CONTINUED)

APPLICATION CONTINUES ON NEXT PAGE

PART 8: STUDY TOUR TOPICS

When we plan our TOP study tours, we design the itineraries to meet the learning objectives of our participants. Please rank the following topics in order of your interest and each topic's relevance to your curriculum. Please rank only the topics of interest.

- | | | |
|---|--|---|
| <input type="checkbox"/> A Culture of Environmental Consciousness | <input type="checkbox"/> GMOs | <input type="checkbox"/> Sustainable Technologies |
| <input type="checkbox"/> Biodiversity | <input type="checkbox"/> Industry 4.0 (Engineering and Technology) | <input type="checkbox"/> Teaching STEM in Germany |
| <input type="checkbox"/> Computer Science / IT / Programming | <input type="checkbox"/> Math Education | <input type="checkbox"/> Vocational Education (VET/CTE) |
| <input type="checkbox"/> Energy Transition (Energiewende) | <input type="checkbox"/> Mechatronics | |
| <input type="checkbox"/> Environmental Education | <input type="checkbox"/> Nature Walking Tours | |
| <input type="checkbox"/> Factory Tours | <input type="checkbox"/> STEM Career Pathways | |

PART 9: SIGNATURE & COMPLETION

By signing below, I acknowledge the following:

1. That the information provided herein is true, correct, and complete to the best of my knowledge and belief,
2. That I have read and understand the 'TOP Study Tour FAQ,'
3. That I have read and accept the *Privacy Policy* provided on the last page of this form,
4. That if accepted, I will fully prepare by completing required readings and webinars,
5. That if accepted, I am responsible for carrying out certain post-tour tasks to share what I learned with my students and colleagues,
6. That if accepted, I should budget approx. \$400 USD for study tour related gratuities as well as expenses, including one (1) meal per day,
7. That **after** being accepted by the Transatlantic Outreach Program, I owe a \$350.00 USD* refundable deposit.

*(*Deposit refund is contingent upon successful completion of items listed in #5 above. Additional details regarding the refund policy will be explained in detail as part of the Study Tour Acceptance Packet.)*

SIGNATURE:

DATE:

APPLICATION PACKET SUBMISSION BY MAIL

- Use the buttons below to **SAVE** and **PRINT** this form.
- Make copies for your records.
- Refer to the *Submission Checklist* on page 18.
- Send your application using a traceable method with a tracking number.
- Please contact TOP if you do **NOT** receive a confirmation e-mail of application receipt by Friday, February 7, 2020.

ADDRESS FOR SUBMISSION:

**2020 TOP STEM STUDY TOUR APPLICATION
GOETHE-INSTITUT WASHINGTON
1377 R STREET NW STE 300
WASHINGTON, DC 20009**

DEADLINE: COMPLETE PACKET MUST BE POSTMARKED ON/BEFORE MONDAY, JANUARY 27, 2020!

SUBMISSION CHECKLIST

CHECKLIST FOR YOUR COMPLETE APPLICATION PACKET

- Include printout of Part 1: Online Submission
- The one travel date preference has been checked (page 6)
- Employment Verification Letter in sealed, signed envelope
- Peer Recommendation Letter in sealed, signed envelope
- Résumé
- Part 5: Professional Statement of Purpose (page 12)**
- Part 6: My Contribution to the Group (page 13)
- Part 7: Lesson Exploration (pages 14-16)**
- Part 8: Study Tour Topics
- Part 9: Signature & Completion, signed and dated (page 17)
- Postmarked on or before **Monday, January 27, 2020.**

PLEASE SEND ONLY THESE ITEMS IN THIS ORDER, WITHOUT STAPLES.

PRIVACY POLICY

This privacy policy sets out how the Transatlantic Outreach Program (TOP) uses and protects any information that you provide to TOP when you submit information to us via e-mail, our website, application forms, and/or workshop attendee forms.

The Transatlantic Outreach Program (TOP) must adhere to strict U.S., German, and European Union (EU) privacy regulations and is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified then you can be assured that it will only be used in accordance with this privacy statement.

The Transatlantic Outreach Program may change this policy from time to time. This policy is effective from October 1, 2017.

1. DATA COLLECTION

We may collect the following information:

- Public information such as your name, job title, employer/school name, and address.
- Personal information such as home phone number, home postal address, and e-mail address.
- Demographic information such as postal code, preferences, and interests.
- Other information relevant to the successful completion of our study tours, such as passport and medical/health information.

2. HOW WE USE YOUR INFORMATION

We require this information to understand your needs, provide you with better service, and in particular for the following reasons:

- To design effective and cohesive study tour groups.
- To provide study tour partners (Foreign Office of the Federal Republic of Germany, Goethe-Institut Visitors Program, airlines, hotels, etc.) with appropriate information to ensure a safe and seamless travel experience.
- We may use the information to improve our teaching materials.
- We may periodically (several times per year) send e-mails about the availability of the study tour application form, newsletter, TOP Fellow Alumni events, the availability of new teaching materials, and/or other information which we think you may find interesting using the e-mail address and/or postal address you have provided.
- We may use your home postal address to send you our *Modern Germany Update* newsletter (once per year) and/or newly-developed teaching materials for your classroom. To remove yourself from the MGU newsletter mailing list, please contact us using the e-mail address below.
- We may use specific and non-specific/anonymous raw demographic data for various reporting purposes to program partners.

3. PHOTOS / VIDEOS / SUBMITTED WORKS

Any photos or videos submitted to TOP (or taken by TOP staff) become the sole property of TOP and can be used in good faith and in good taste by TOP in the public domain for promotional purposes with appropriate citation. Any lesson plans, units of learning, journal articles, essays, white papers, etc. submitted to TOP become the property of TOP and may be distributed (never sold) in the public domain with appropriate citation. TOP is a non-profit entity and may not financially benefit from any items submitted.

4. SECURITY

TOP is committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard, secure, and discard the information we collect.

5. CONTROLLING YOUR PERSONAL INFORMATION

TOP will not sell, distribute, or lease your personal information to third parties unless we have your explicit permission or are required by law to do so. If you believe that any information we have about you is incorrect or incomplete, please contact us and we will promptly correct any information found to be incorrect.

TRANSATLANTIC OUTREACH PROGRAM | GOETHE-INSTITUT WASHINGTON | 1377 R STREET NW STE 300 | WASHINGTON, DC 20009

TOP@GOETHE.DE

Yay! Congratulations!

**Want to tell everyone you've submitted your
2020 TOP study tour application?**



**@topteachgermany
#topteachgermany
#topstudytour**