

## 2020 TOP STUDY TOUR APPLICATION FORM TECHNICAL COLLEGE + COMMUNITY TEAMS

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



## APPLICATION FAQ: 2020 STUDY TOUR FOR TECHNICAL COLLEGE + COMMUNITY TEAMS

**The Transatlantic Outreach Program (TOP) seeks applications from small teams/groups representing emerging or existing partnerships in cities/communities that are:**

- Working to expand participation in youth apprenticeship programs designed to have equitable outcomes for students, employers, and communities.
- Believe that the opportunity to travel to - and learn from - the German apprenticeship model would support these goals and outcomes.
- Committed to applying lessons learned abroad in a domestic context.
- Flexible and comfortable traveling and learning in a team environment.

**Is knowledge of the German language a requirement?**

No, knowledge of the German language is NOT a requirement.

**When will this study tour take place?**

**It will take place from July 10 until July 25, 2020.**

**What is the Transatlantic Outreach Program (TOP)?**

TOP is a public/private partnership. Our partners include the Foreign Office of the Federal Republic of Germany, the Goethe-Institut, Deutsche Bank, the Robert Bosch Stiftung, and the Siemens Corporation. TOP provides North American educators of social studies and STEM subjects, as well as workforce decision makers, with classroom materials, workshops, virtual exchanges, and study tours. These bring North Americans and Germans together to enhance the global competence of students, to bridge the “skills gap” between education and workforce development, and to strengthen the grassroots bonds of the transatlantic partnership.

To learn more, visit [www.goethe.de/top](http://www.goethe.de/top) or follow us on Facebook/Twitter/Instagram @topteachgermany.

**Who is eligible to apply?**

This opportunity is open to emerging and existing public and public/private partnerships that support the launch and expansion of youth apprenticeship programs in cities/communities across the United States.

The composition of partnerships and how they function should reflect city/community/local needs and context, but all eligible teams should include at least **one (1) technical/community college (post-secondary) partner, one (1) industry/ employer or chamber of commerce partner**, and **one (1) partner from one of the following categories, e.g.:**

- Secondary Education Partner (high school CTE educator, German language educator, guidance counselor, principal, or district superintendent)
- Intermediary Organizations (NGOs, employment or workforce board representative)
- Government Partner (Mayor or district representative of the state legislature or applicable senior staff)
- Community Influencer (Member of the local press, place-based philanthropy, or member of the local clergy)

The goal is to send teams of three. Teams may apply with a higher number with good justification, but TOP may elect to designate three “primary” team members and the remaining as “secondary” or “backup” team members. Teams may also set this priority themselves in the application process.

## What are the intended outcomes?

### Short Term:

- To provide the opportunity for four-to-five teams of three partners each to travel to Germany – all expenses paid – to conduct an in-depth examination of apprenticeship and workforce development issues.
- To experience, observe, and learn “best practice” apprenticeship examples in Germany.
- To challenge previously understood norms and concepts.
- To provide an educational and engaging learning environment during the two weeks abroad designed to facilitate multiple layers of learning and encourage cohesion amongst various stakeholders:
  - Strengthening German-American partnerships and friendships
  - Intra-team learning amongst individual team partners
  - Inter-team learning amongst different teams

### Long Term:

Improve understanding and awareness of youth apprenticeship in order to:

- Launch and expand youth apprenticeship pathways that are aligned to careers that pay family supporting wages and address the workforce needs of local partners.
- Launch and expand youth apprenticeship pathways that will benefit underserved communities and break the cycle of generational poverty.
- Advance system alignment to mainstream youth apprenticeship as a high-quality secondary/post-secondary option with equitable access and outcomes.
- Lay a foundation for sustainable apprenticeship expansion within the community.

## What will successful applicants receive?

TOP will prepare and implement a two-week-long apprenticeship information tour to Germany. Additionally, most expenses will be paid through the support of the aforementioned public and private partners of TOP.

TOP pays for most domestic and international transportation fees, hotel accommodation, two meals per day while abroad (usually breakfast and dinner), and any mandatory information tour related fees, such as museum entry, etc. Each participant will have his or her own hotel room.

- TOP does not pay for airline baggage fees when incurred. The international airfare includes one checked bag up to approximately 23 kilograms / 50 lbs.
- TOP does not pay for domestic (US) ground transportation fees when incurred (Metro, Taxi, Ride Sharing, etc.).
- TOP does not pay for passport/visa renewal fees.
- TOP does not pay for incidental hotel fees.
- TOP strongly suggests each participant budget \$400.00 USD for study tour related gifts, gratuities, and one (1) meal per day during the two weeks abroad.

Please note: Should an accepted applicant withdraw their participation before departure due to non-emergency reasons then any non-refundable expenses already incurred on their behalf, such as airfare, may become their financial responsibility at the discretion of TOP. (Emergencies include the health and wellbeing of the applicant as well as immediate family members, defined as parents, siblings, and children.)

## What are the expectations of selected participants?

1. Before the tour: To adequately prepare participants for their tour, we ask for participation in pre-departure webinars that are important for enhancing background knowledge, setting the stage, and providing a foundation for group cohesion. We also require that participants complete pre-departure reading assignments.
2. During the tour: We ask that all participants come prepared, ready to assume the role of a student and willing to consider new ideas, to proactively engage themselves, to be inquisitive, to be flexible, and to learn as professionals during a fun, yet mentally and sometimes physically intense two weeks in Germany. This is a group tour. You will spend the majority of your time with the group and in fact there is little free time during the two weeks abroad.
3. After the tour: Deliver one report per team by **December 1, 2020** that includes the following:

### **Part 1: Reflection on lessons learned:**

- Perspectives from each individual team member/stakeholder.
- Team perspectives with respect to their level of collaboration before versus after the tour: did the opportunity abroad help bring the team members together for better collaboration back home?
- Perspectives on specific concepts and lessons learned from German counterparts.
- Perspectives on specific concepts and lessons learned from other teams.

### **Part 2: Application of lessons learned. A draft youth apprenticeship concept strategy for program implementation or, for existing programs, scale and system sustainability, over short- and long-term periods. Where possible, this should include relevant, quantifiable metrics, potential partners and stakeholders, etc.**

All total the report should be a new document, not to exceed 10 pages per team member/stakeholder perspective.

## Just how “physically intense” is the tour?

While groups travel long distances by plane, train, or bus, participants must sometimes walk distances of several miles (or up to 20,000 steps) per day. Punctuality is paramount, so walking briskly is sometimes necessary. Alternative arrangements will be made for participants with disabilities.

Participants are also responsible for their luggage at all times. This can be especially challenging when embarking/disembarking trains. Elevators and escalators are also not omnipresent, and navigating stairways with luggage can be problematic for even the most experienced travelers.

The nature of summer weather in Germany, from hot to cold temperatures to frequent rain, can pose unique challenges to travelers. Please note that air conditioning is not common in Germany. (Neither are ice cubes in drinks.) It is well advised to prepare to “sweat it out” at times. When in Berlin...or Munich...

## May I extend my stay in Germany/Europe following the tour?

This policy, also known as the “deviation policy” in travel agency terms, remains dependent on the contractual arrangements made between TOP, its travel agency, and the air carrier providing the service. The deviation policy for the 2020 study tours will be announced to successful applicants in the standard acceptance packet documentation.

## May my spouse/partner/family member/pet accompany me on this study tour?

No. A spouse/partner/family member/pet may not accompany any participant, not even at their own expense. Should you be able to extend your stay in Germany, you may of course have someone else join you following the conclusion of the tour.

**Credit: Some of the concepts and ideas that appear in this FAQ have been adapted from New America’s PAYA Grants FAQ, courtesy of Taylor White: [https://s3.amazonaws.com/newamericadotorg/documents/GRANT\\_FAQ\\_PAYA.pdf](https://s3.amazonaws.com/newamericadotorg/documents/GRANT_FAQ_PAYA.pdf)**

**\*\*\*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](mailto:top@goethe.de).

Do NOT continue with this application form.

**Are you a (K-12) social studies educator?**

Please complete the study tour application for social studies educators.

Do NOT continue with this application form.

If you answered “No” to the questions above:  
Please continue with this application form >>>

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

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 peers for their diversity of backgrounds and professional contributions.
- Are open to new perspectives and ideas, including those outside the scope of their work.
- 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](mailto: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.

*NOTE: Applications will be accepted from individuals in all 50 U.S. states 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.*

Published: January 2020

Dear Applicant,

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

We believe in the value of intercultural dialogue and education. We believe that contemporary Germany has many stories to tell with regards to its career and technical education, state-of-the-art manufacturing, its leadership with respect to Industry 4.0, environmental sustainability, 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 159 Institutes in 98 countries worldwide, but the TOP program is unique to the Goethe-Institut Washington.

The Transatlantic Outreach Program is not specifically a travel facilitator. Our study tours are just one aspect of what we do. We could not reach as many students as we do without curriculum design/production, in-service teacher training workshop sponsorship, and alumni support.

All aspects of TOP are made possible through the support of its five core 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

### ***DIRECTIONS / CHECKLIST FOR SUBMISSION BY COB ON MONDAY, MARCH 16, 2020.***

- Read the FAQ at the beginning of this document very carefully.
- Read this entire application form before starting.

#### **PART 1 SHOULD INVOLVE THE ENTIRE TEAM.**

- Begin the process described in Part 1 as soon as possible.

#### **PARTS 2-7 SHOULD INVOLVE TEAM COLLABORATION BUT SHOULD BE SUBMITTED BY EACH INDIVIDUAL TEAM MEMBER.**

- Print or e-mail Part 2 to your immediate supervisor.
- For Parts 3-6:
  - Please type in your word processing software of choice.
  - Save them as four (4) separate DOCX or PDF files.
  - When saving, use the following format: "Name - 2020 TOP Application - Part #".
  - (Example: "Jane Doe - 2020 TOP Application - Part 3.pdf")
  - Have these files ready for upload.
- When ready, proceed to Part 7: Online Submission.

**APPLICATION CONTINUES ON NEXT PAGE**



**PART 1: FORMING A TEAM (COLLABORATIVE)**

STEP 1:

This opportunity is open to emerging and existing public and public/private partnerships that support the launch and expansion of youth apprenticeship programs in cities/communities across the United States.

The composition of partnerships and how they function should reflect city/community/local needs and context, but all eligible teams should include at least **one (1) technical/community college (post-secondary) partner, one (1) industry/ employer or chamber of commerce partner, and one (1) partner from one of the following categories, e.g.:**

- Secondary Education Partner (high school CTE educator, German language educator, guidance counselor, principal, or district superintendent)
- Intermediary Organizations (NGOs, employment or workforce board representative)
- Government Partner (Mayor or district representative of the state legislature or applicable senior staff)
- Community Influencer (Member of the local press , place-based philanthropy, or member of the local clergy)

The goal is to send teams of three. Teams may apply with a higher number with good justification, but TOP may elect to designate three “primary” team members and the remaining as “secondary” or “backup” team members. Teams may also set this priority themselves in the application process.

STEP 2:

Decide on which team members will be designated as the **Team Lead**. The Team Lead should be able to demonstrate relevant local expertise and be well-positioned to support the team’s effort to build and expand high-quality youth apprenticeship programs. The Team Lead should be able to demonstrate strong organizational leadership and management, have a good track record of networking and establishing partnerships with relevant stakeholders. For example, this person may initiate any team meetings before, during, and/or after the study tour, and take the lead in organizing, co-writing, and submitting the post-tour report as outlined in the FAQ. (Deadline: December 1, 2020)

STEP 3:

Decide on a Team Name.

**PART 2: EMPLOYMENT VERIFICATION LETTER (INDIVIDUAL SUBMISSION)**

Directions: Each team member should print or e-mail this page to their immediate supervisor.

---

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 apprenticeship study tour to Germany, provided by the Transatlantic Outreach Program. This study tour will be designed explicitly for teams of professionals representing various stakeholders within your community. The study tour will focus on examining the German “dual system” model of preparing young learners with both the theoretical and practical skills necessary for 21st Century jobs. Thank you for taking the time to help!

Please read and follow these instructions for the letter:

- The Employment Verification Letter should be typed on official letterhead.
- The text of the letter should verify:
  1. That the applicant is employed full-time;
  2. The applicant’s position, title, and description of responsibilities;
  3. That the applicant is in good standing and that you intend to or in theory would employ the applicant full-time beyond the summer of 2020 and into the year 2021;
  4. That an examination of the German apprenticeship model would be beneficial to your mission as the supervisor.
- Print the letter.
- Sign the letter in blue ink.**
- Scan the letter **in color**, preferably as a 300 DPI PDF file.
- Attach the file to an e-mail.
- Send the e-mail to [top@goethe.de](mailto:top@goethe.de) with the subject: **Employment Verification + Applicant’s Full Name**

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](http://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](mailto:top@goethe.de) or call us at 202-847-4700.

Kind regards,

Wood Powell  
Managing Director  
Transatlantic Outreach Program  
Goethe-Institut Washington  
1377 R St. NW Ste. 300  
Washington, DC 20009

**PART 3: RÉSUMÉ**  
**(INDIVIDUAL SUBMISSION)**

Attach your professional résumé, which should document your education history, work history, certifications, etc. Please clearly indicate whether you have traveled to Germany/Switzerland, etc. in the past to examine apprenticeship abroad.

**PART 4: LETTER OF INTENT**  
**(INDIVIDUAL SUBMISSION)**

Type a one page letter of intent (approx. 500-1000 words) addressing the questions below.

- What is your motivation for initiating and/or expanding youth apprenticeship in your community?
- How does your position enable you to initiate/expand youth apprenticeship in your community?
- What do you want to learn while in Germany?

**PART 5: APPRENTICESHIP IN YOUR OWN WORDS**  
**(INDIVIDUAL SUBMISSION WITH TEAM COLLABORATION)**

In one or two pages, define youth apprenticeship in your own words (approx. 1000-2000 words) addressing the questions below.

- How do you define high-quality youth apprenticeship?
- Whether you are working to establish or expand your youth apprenticeship program, what are three (3) goals you can identify right now - perhaps from the perspective of each stakeholder - as the first or next steps in your work?

**PART 6: DESCRIBING YOUR TEAM**  
**(INDIVIDUAL SUBMISSION WITH TEAM COLLABORATION)**

Type a one page description of your team (approx. 500-1000 words) briefly addressing the following:

- Briefly describe your professional relationship with the other team members.
- What was the process by which the team came together/reasoning as to why specific people were chosen for this specific opportunity?
- Why do you think your team will be particularly effective in your community?

**PART 7: ONLINE SUBMISSION**



**CLICK HERE TO COMPLETE THE  
ONLINE SUBMISSION PROCESS**

(Internet connection required)

<https://tinyurl.com/topteams2020>

**DEADLINE: COMPLETE THE ONLINE SUBMISSION PROCESS BY COB MARCH 16, 2020**

# 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