


DRAWER 3

TOOLS FOR PLANNING PROFESSIONAL DEVELOPMENT WORKSHOPS

- **Instructional Guide Tickets**
- **Introduction to the Toolkit** - Design, Purpose, Features and Organization of Drawers/Sections (Located in Drawer 1)
- **Materials Request Form**
- **Planning Checklist**
- **Resources Checklist**
- **Sample Conference Proposals**
 - State Conference or Council for the Social Studies
 - National Council for the Social Studies
- **Sample Flyer Template**
- **Sample Modified Lesson Strategy Template**
(Located in Drawer 4, Section 1)
- **TOP Facilitator Letter**
- **TOP's Photo Collage PowerPoint – (available online)** 
- **Workshop Attendance Form**



INSTRUCTIONAL GUIDE TICKETS

146017

TOP | TRANSATLANTIC
OUTREACH PROGRAM

TOP TICKET AWARD

This Ticket grants the Holder one copy of a
TOP Instructional Guide –

- *Let's Explore Modern Germany* or
- *Germany In Focus.*

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MATERIALS REQUEST FORM FOR TOP WORKSHOP LEADERS

TOP | TRANSATLANTIC OUTREACH PROGRAM

MATERIALS REQUEST FORM for TOP Workshop Leaders

If you have any questions regarding this form, please email top@washington.goethe.org or call (202) 289-1200.

Please provide the address at which you, the workshop leader, will be able to receive the materials shipment:

Country:

Name:

School/Institution:

Address 1:

Address 2:

City:

State: Zip:

E-mail:

Phone (Home/ Cell):

What type of address is this? (Select One of the Following)

- Home
- Work
- Workshop/Conference Location
- Other

Which of the following best describes you? best describes you? (Select One or More of the Following)

- First Time Workshop Leader
- Social Studies Classroom Educator (Middle/High School)
- General Studies Classroom Educator (Elementary/Middle)
- University Level / Social Studies Methods Educator
- German Language Educator
- STEM Educator
- Other
- TOP Study Tour Fellow / Top Alumni
- TENTS

IN ORDER TO FURNISH YOU WITH THE MATERIALS REQUESTED ABOVE, PLEASE PROVIDE THE FOLLOWING INFORMATION:

On what date is your workshop scheduled to take place?

(Please allow 2-3 weeks for materials request processing and shipment)

How many participants are anticipated to attend your workshop?

Please select the quantity of items below that you are requesting for your workshop:

TOP PROFESSIONAL DEVELOPMENT PLANNING SHEET FOR***Let's Explore Modern Germany and Germany In Focus*****Prior to Workshop**

- Identify location – at school, within district, at a state, regional or national conference. (See example proposals)
- Determine if there are organizations/individuals within your school/region that can provide assistance and determine responsibilities.
- Determine date, time, and length of workshop – 1 hour, 2 hours, half-day, full day or other configuration.
- Identify audience – elementary, middle, secondary, combination.
- Inform potential participants.
- Determine registration procedure.
- At least 3 weeks in advance – determine desired materials and request using online request form.
- Craft an agenda based on workshop length, grade span, and subject area of audience, etc. (See examples)
- Obtain suitable space sufficient for the number of participants with moveable tables and chairs for group activities.
- Secure audio-visual equipment and technology needed for program. i.e. DVD player/monitor, laptop, LCD projector, speakers, internet access.
- Order refreshments (optional).
- Prepare nametags, registration forms, and agendas.
- Prepare handouts and other materials.

During the Workshop

- During training, have participants complete attendance forms. Remind them to print clearly.
- At the end of program, have participants complete evaluation.

Following the Workshop

- Send completed participant and facilitator evaluations and attendance forms to TOP.
- Send interesting photos with short captions to TOP.
- If more than 5 sets of materials remain, contact TOP and arrangements will be made for their return at TOP's expense. (See letter from TOP)

RESOURCES CHECKLIST (WHAT YOU'LL NEED)

All Activities

- **NCSS Index** if text(s) not available
- Common Core Index(s) (**CC Index**) if text not available
- Abbreviated Lesson Alignment (**ALA-CC**) for Common Core
- Extended Lesson Alignment (**ELA-NCSS**) for NCSS

Standards

Strategies for Connecting Standards

- Standards documents noted above
- Lesson Standards Alignment Worksheets (**LAW**)

Short Strategies/ Icebreakers

And the Question is...

- Question posted or distributed at seats (1 per participant)

Germany Bingo

- Germany Bingo chart (1 per participant)

Post Cards from Berlin

- Copies of Postcards (1 per participant)
- Modification #2 – Postcard images only
- Modification #3 – Mad-Libs Cards

Tables of Contents – Explorations!

- Copies of tables of contents if text(s) not available (1 per participant)
- Question slips (1 per participant)
- Optional activity – chart paper, markers

Teaching Modern Germany – Quick Questions???

- Question strips (1 per participant)
- Optional – chart paper, masking tape

Thinking Inside the Box – A Synectic

- Chart paper
- Markers

Visuals from Germany! Connecting Dots...

- Political Maps of Germany
- Germany Cultural Collages
- Sticky dots (1 per participant)

What's Hot? Common Challenges

- Seat cards (1 per participant)

When a Word is Enough – A Quickie

- Word cards (1 per participant)

Why Study Modern Germany? Now It's Your Turn!

- Reason statements (1 per participant)
- Why Study Modern Germany? Now It's Your Turn Background Information (1 per participant)

Modified Lesson Strategies

Four American Presidents and the Berlin Wall: Notable Quotes

- Lesson 1.5 *Germany in Focus* if text not available (1 per participant)
- Speech videos
- Option 1
 - Speech Excerpts for Kennedy Reagan, Clinton and Obama (1 per participant)
- Option 2
 - Speeches for Kennedy, Reagan, Clinton and Obama (1 speech per participant)
- Optional – Speech Analysis Worksheet 1.5.7

Schwarzfahrer - A Case Study in Human Rights

- Lesson 3.3 *German in Focus* if text not available (1 per participant)
- Video *Schwarzfahrer*
- Strategy #1 – *People Watching* boxes (1 per participant)
- Strategy #2 – *20 Questions* strips (1 per participant)

The Pied Piper of Hamelin: Hear Ye... Hear Ye... Headlines Wanted!!

- Sample Headlines and Leads
- *The Pied Piper of Hamelin* (1 copy per participant)
- *Headlines Wanted!!* Worksheets – directions and ‘parchment’ (1 per participant)
- Markers and masking tape

Turning Points – A Cold War Timeline

- Cold War Timeline (1 per participant)
- List of topics/ subtopics – (posted)

You Are What You Eat

- *Hungry Planet: What the World Eats* images for Germany & America – (1 per participant)

Extensions

Field Trip to Berlin

- DVD *Field Trip to Berlin*
- Extension #1
 - Photo Activity sheet (1 per participant)
 - Response sheet (1 per participant)
- Extension #2
 - Chart paper
 - Brown bags – 1 per group
 - Focus Group Strips (1 per participant)
 - Option – Starred strips (1 per participant)
- Extension #3
 - Tables of Contents for *Germany in Focus* if text not available (1 per participant)
 - *Likely Suspects* cards (1 per participant)

SAMPLE CONFERENCE PROPOSAL

STATE COUNCIL FOR THE SOCIAL STUDIES

Conference Proposal for: *Content, Instruction, and Technology: Standards-Based Approaches for 21st Century Learners*

Date:

Location:

Names:

Professional Titles:

Professional Organization: Goethe-Institut, Transatlantic Outreach Program (TOP) Washington, DC

Addresses: Goethe-Institut/TOP: 812 Seventh Street NW Washington, DC 20001

Proposed Title for Workshop Session: *Four American Presidents and The Berlin Wall -- Where History Collides with Primary Sources, Instructional Strategies, and Yes...Standards!*

Target Grade Level for Audience: 9-12

Topic and Brief Description:

Welcome to TOP—*Transatlantic Outreach Program!* During this session, participants will be engaged with:

- An Overview of TOP's curriculum, *Germany in Focus: Instructional Strategies for Secondary Educators*
- A variety of instructional strategies including primary source analysis from a Lesson, *Four American Presidents and The Berlin Wall*
- A 'focus viewing' activity with DVD, *Field Trip to Berlin* and *Instructional Guide*
- Connecting *State Social Studies Learning Results* and *Common Core History/Social Studies Standards* to the Lesson

Participants will learn about the Application Process for TOP's all expenses paid Summer Study Tours to Germany. Complimentary TOP resources including *Germany in Focus* and *Field Trip to Berlin* will be distributed. Plus, they will have some fun and take back ideas and materials to engage their students Monday morning!

Standards Addressed in the Workshop:

- MLR's-- Maine Learning Results: E1 Historical Knowledge, Concepts, Themes, and Patterns, a. Primary Sources; E2 Individual, Cultural, International, and Global Connections in History, b. Turning Points and Events
- NCSS Standards: #2-Time, Continuity, and Change and #9 Global Connections
- CCH/SS---Common Core Standards for Literacy in History/Social Studies: Reading History/Social Studies RHSS 9, Analyze and/or compare primary/secondary source materials

Technology Applications for Classrooms:

Students will:

- View video clips from presidents' speeches to analyze and compare primary sources.
- Be assigned a Focus Viewing Group and Specific Targets while watching a DVD, *Field Trip to Berlin*. In small groups, they will design and present a synopsis from key ideas and images using various modes of expression.

Instructional Strategies used in the session:

- Icebreaker: Think-Pair-Share to compare visual sources
- Overview: Explore Table of Contents
- Connect Standards to a Lesson

- Modified Lesson Application: Analyze and Compare significance of Primary Sources
- Focus Viewing with *Field Trip to Berlin--DVD and Instructional Guide*

Resources Provided:

- *Germany in Focus: Instructional Guide for Secondary Educators*
- *Field Trip to Berlin-with DVD and Instructional Guide*
- Application Process for TOP Study Tours

Benefit to Local Teachers:

State social studies teachers will benefit from this session and the curriculum resources primarily because they will be actively involved with every aspect of the Conference Title:

- Content...Challenging and Interesting
- Instruction...Engaging and Standards-Based Approaches
- Technology...Applicable and Student-Centered

Plus, they will have fun and receive resources that can be used Monday morning!

SAMPLE CONFERENCE PROPOSAL

NATIONAL CONFERENCE #1

General Information

Presentation Title: *“Four American Presidents and One Berlin Wall” TOP’s Got Standards!!!*

Submission Type: *Session (1 hr)*

Subject Areas and Grade Level

Discipline: *Global Connections, U.S. History, World History*

Audience Level: *Secondary Level – High School*

Themes: *Common Core: Content Area Reading, Writing, and Social Studies and Global Competencies, Global Perspectives, Global Marketplace*

Content

Abstract: *TOP’s Lesson from Germany in Focus – Instructional Strategies highlights: Content and Literacy Standards, Focus Questions, Primary Sources, Collaborative Learning, and Engaging Student Resources! Plus... Complimentary Curriculum Materials! Study Tour Applications.*

Presentation Description

Objectives:

- *Set the Lesson, “Four American Presidents and One Berlin Wall” in the content of TOP’s new secondary program, Germany in Focus – Instructional Strategies.*
- *Introduce key common Lesson Components by engaging participants.*
- *Integrate specific NCSS Curriculum and Common Core Literacy Standards with instructional strategies from the lesson.*
- *Provide complimentary curriculum materials.*
- *Introduce an Application process for TOP’s all-expenses paid Summer Study Tours.*

Content/Skills:

- *Collaborate to perform short group tasks during the session.*
- *Align and Integrate specific Common Core Literacy Standards with specific instructional strategies and student tasks from the lesson.*
- *Use a Focus Question to frame a Lesson and a Student Task.*
- *Analyze excerpts from primary sources (speeches), plus audio and video segments.*

Presentation Strategies:

- *“Getting the Big Picture and Products!” --- Handouts: Tables of Contents, the entire Lesson with all Resources, and Directions for Participants’ Small Group Tasks.*
- *“Four American Presidents and One Berlin Wall”: A Simulation! Participants will collaborate in pairs or small groups to engage in shore performance tasks.*
- *Individual applications for your classroom/course(s).*
- *Provide TOP Summer Study Tour Applications and new Secondary Complimentary Curriculum materials!*

SAMPLE CONFERENCE PROPOSAL

NATIONAL CONFERENCE #2

General Information

Presentation Title: *Go Global with Germany! TOP Unveils K-12 Curriculum – Instructional Strategies!*

Submission Type: *Session (1 hr)*

Subject Areas and Grade Level

Discipline: *Global Connections*

Audience Level: *Pre K-Elementary*

Themes: *Common Core: Content Area Reading, Writing, and Social Studies and Global Competencies, Global Perspectives, Global Marketplace*

Content

Abstract: *“Let’s Explore Modern Germany” (K-8) & “Germany in Focus” (6-12): Highlights new instructional resources! Aligning Content and Literacy Standards; Instructional Strategies and Resources; Enhancing Existing Curriculum; Study Tour Applications; Complimentary Curriculum!*

Presentation Description

Objectives:

- *Introduce TOP’s new global elementary and secondary curriculum by exploring some key components, i.e., Focus Content Areas and Lessons, Teacher Background Information, Instructional Strategies, and Instructional Resource Discs for each Lesson.*
- *Provide complimentary curriculum materials that align with NCSS and Common Core Standards.*
- *Presents TOP’s Application process for all-expenses paid Summer Study Tours.*

Content/Skills:

- *Update Content! Germany, A Global Nation – Geography, History, Economy, Government, Culture, and the Environment.*
- *Identify curriculum components including: Standards’ Alignment, Focus Areas/Lessons, and Instructional Strategies/Procedures.*
- *Explore Instructional Strategies Discs that accompany each Lesson, including student handouts, technology, and other applications.*

Presentation Strategies:

- *“Getting the Big Picture and Products!” --- A PowerPoint Overview: Tables of Contents with Focus Areas and Lessons, Instructional Resource Discs, and a Toolkit for Professional Development*
- *“Connecting Lesson Components” – A Think-Pair-Share strategy for participants to match to components with the sections in a sample lesson.*
- *“Aligning Standards” – Practice aligning one Instructional Strategy and Student Task with One Common Core Literacy Standard.*
- *“Your Next Steps?” – Applying for a TOP Summer Study Tour! Getting New Free Curriculum Materials!*

TOP WORKSHOP FOR TEACHING MODERN GERMANY

Let's Explore Germany & Germany In Focus

- Engage in a Variety of Instructional Strategies
- Connect Social Studies and Common Core Standards with Lessons
- Learn about *TOP* Study Tours to Germany
- Explore and receive complimentary TOP Resources
- Enjoy the Company of Colleagues

Presented by
(insert names of presenters/sponsors here)

Date:

Location:

Time

For additional information or to register contact: *(insert contact info here)*

The Transatlantic Outreach Program (TOP) - a non-profit, public/private partnership between the Federal Foreign Office of Germany, the Goethe-Institut, Deutsche Bank, the Robert Bosch Stiftung, and the Siemens Corporation - was founded in 2002 to promote education about Germany, to encourage intercultural dialogue, and to provide the opportunity for North American social studies educators to experience Germany in person. TOP promotes awareness of Germany within the context of its education and political systems, vocational training, corporate social responsibility, environmental sustainability, culture, history, geography and more. TOP is a unique public/private partnership based at the Goethe-Institute in Washington, D.C. TOP sponsors in-service training workshops at the state, regional, and national levels, and all-expenses-paid summer study tours to Germany.

TOP FACILITATOR LETTER

Dear Workshop Leader,

We at the Transatlantic Outreach Program want to thank you for taking time out of your busy schedule to lead a “Modern Germany” workshop.

By now, you should have submitted a request for materials using our online materials request form. After your order has been reviewed and processed, the items will ship about 1-2 weeks prior to the workshop date listed on your request form.

Before the conclusion of your workshop, distribute the attached attendance form. (Make as many photocopies as necessary.) **Please make sure that all workshop attendees fill out the attendance form as completely and legibly as possible.** You will not receive credit for having led a workshop until we receive your completed workshop attendee information!

Please return both the attendance and evaluation forms to the address below. If you have extra materials and would like to send them back, please email TOP for the FedEx account number.

Kind Regards,
TOP

Goethe-Institut Washington
812 7th Street NW
Washington, DC 20001
Email: top@washington.goethe.org
Tel.: (202) 289-1200