

# Summer Institute Travel

## Credit Guidelines

The travel credits are offered to promote the travel opportunities around the globe that are available to educators. Teaching professionals can gain invaluable insight into the subjects they teach through travel and cultural, historical, scientific and social study of different peoples and cultures.

Credits will be earned through the total travel experience to include preparation prior to the trip, actual travel and implementation of experiences and study in the classroom.

**PRE-TRAVEL PLANNING** - The teacher will document at least ten hours of pre-travel planning that may include readings, study, and communication and correspondence with students/travel partners. The purpose of this time will be to establish practices and knowledge to maximize learning and better prepare for the travel experience. Your time will be documented on a pre-travel planning log. You will download this log from the website. Pre-travel planning logs may be either mailed or emailed to the Summer Institute staff.

**TRAVEL EXPERIENCE** - A daily journal shall be kept for the duration of the travel experience. The journal will include all experiences, contacts and activities that took place. Special notice should be given to those activities that may be included in the post trip lesson plans that will be used in the classroom. Any teaching aids that are bought or acquired must be listed in the journal. A copy of the daily journal will be submitted along with other required materials. You will choose a logbook that best suites your need and that can be easily sent through the mail or, if you choose to keep your journal and write up your entries, emailed to the Summer Institute staff.

**POST TRAVEL LESSON PLANS** - The teacher will develop a lesson plan that includes information, experiences and activities that took place during the travel time. The lesson plan will include the following:

- Title of lesson
- Student learning objective
- Relevant state learning benchmarks (vary by state)
- Outline of lesson to include reference to travel information/materials
- Method of student assessment along with actual assessment

Lesson plans may be either mailed or emailed to the Summer Institute staff. Lesson plans must be submitted no later than three weeks following the completion of the travel.

**POSTING OF GRADES** - Grades for the work will be posted during the next available grading period. It is the responsibility of the participant to check posting deadlines so that all work may meet respective state and school district requirements.

Should you have any questions at any time, you are to contact the Summer Institute staff.

Happy travels and thanks for choosing the Summer Institute for your educational needs!