



ISSP Pilot Program
Teacher-to-Teacher Handbook
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Introduction and ISSP Pilot Program Overview

Thank you for your interest in participating in our ISSP pilot school-to-school program and initial teacher-to-teacher introduction sessions. Compiled in this handbook are recommendations created by teachers who have already been through a short training process and have come up with some useful tips to help you begin this pilot program. In this handbook there is also practical information regarding the use of classroom technology and communication applications you might find useful.

Use this handbook as a reference guide to assist you in the first phase of this new and innovative international school-to-school academic exchange program. We want to be very clear that this is the first pilot phase of this endeavor, and not yet structured. We want to remain open to different creative ideas on how to proceed and would like you to be exploratory ‘pioneers’ with other teachers in different regions of the world. Some things will work out well and others will not. We are simply learning from you, the teacher, on how to proceed in developing this program. For example, at our first focus group with teachers in 2013, recommendations were that we start our school-to-school exchanges by simply introducing teachers to each other with those having similar academic topics/interests with the same age group of students. This is exactly where we propose to begin.

As we are focused on exchanging science curriculum, we are starting by encouraging teachers to simply get to know each other. Initial friendships, will soon be followed by more academic exchanges, initially on water topics which we feel relate to all of us, no matter where we are on this planet. Other shared academic topics, we envision, will emerge from this simple first connection.

During this initial 2-year pilot phase period, we welcome all contributions, questions, comments and suggestions that you may have for this handbook and program, so please feel free to contact us at:

info@internationalschooltoschoolpartnerships.org

For more information regarding our organization background and program visit our website at:

www.internationalschooltoschoolpartnerships.org or www.isspweb.org

Dedication

This book is especially dedicated to the teachers who helped create it, including teachers from the Tassah Academy in Cameroon: Funwie Nkwenti, Nkwenti Kenneth, Ayuk Joseph, Jetat Victor, and Kum Adrian; and Ted Altenberg and Robin Putney, teachers from Aptos and Salinas, California. Without your assistance and extra hours of Skype, teaching, writing reports, and long hours of feedback, this handbook would not exist, nor would this pilot program.

A special thanks out to our friends and partners at EISERVI, (in Yaoundé, Cameroon) especially Kingsley, Christina, and the Director Andrew Nyenty, who have really made an effort to support our program in Cameroon. A special thank you is due to our intern Laura Preston, a dual Peace Corps and International Public Administration Masters candidate from the Monterey Institute of International Studies, who traveled to Cameroon this past June and did a wonderful job connecting and working on the first draft of this Handbook with teachers at Tassah Academy in Yaounde, Cameroon. Thanks to all of your expertise and support, we are confident this school-to-school pilot program will be a great success!



Teachers from Tassah Academy K–12 School in Yaoundé, Cameroon

About International School-to-School Partnerships (ISSP)

The International School-to-School-Partnerships (ISSP)(www.isspweb.org) is a start-up nonprofit based in Carmel, California, established in 2012, by former Peace Corps volunteers. The mission of ISSP is to connect teachers and students globally to discuss fundamental environmental science topics including water, energy and food production, which connect everyone on a very personal level. Through sharing common curriculum, ISSP participant teachers will also learn from each other as they connect and share information via the Internet, providing wonderful multicultural classroom experiences for their students. Over time, ISSP hopes to develop lasting relationships between teachers and students to interact and learn from one another while making professional and personal connections on many levels.

How it works

We are currently in the pilot stage of launching programs connecting teachers from the Monterey Bay Area in Central California to teachers in East Africa (Kenya), West Africa (Cameroon), Central America (Belize) and Latin America (Columbia).

Through “Project WET” curriculum (www.projectwet.org), teachers will choose specific lessons that suit their students’ needs, while engaging with students from other classrooms using the same curriculum material. During this program, students will compare and contrast their findings with each other through classroom technologies at their school (computers and tablets connection to the Internet). Once connected, teachers and students will continue contacting each other through email, shared Google documents, via Skype interactions including shared videos, presentations and other modes.

ISSP Program Teacher-to-Teacher Calendar 2014-2015

Below is a tentative calendar for the pilot program this year, which will be subject to change. In addition to these dates will be regional meetings among teachers to help them support each other through the process. You will be notified of any scheduling changes.

- **July–September 2014 - Teacher Pairings** - teachers will be connected via Skype and make initial plans, teachers will be introduced to each other, and will be notified by ISSP of calendar.
- **End of September 2014 – Teacher Mutual Understanding Agreements (MUA) signed** -teachers agree on a timeline for the rest of the school year, theme and topic, and send agreement to ISSP
- **October – November 2014 – Mid-term check-in** Initial check-in with ISSP via Skype to fix any problems, check in
- **February 1–11, 2015 – Teacher meetings, mid-year review** - Teachers will review their success and create a report - talk one-to-one with ISSP
- **End of May 2015 – End of year report** - Teachers to hold a meeting, create report, talk to ISSP via Skype at the academic year end.

Teacher Term Agreement (TTA)

Teachers' Agreement for Term: September- December 2014

Objectives

- Engage teacher-to-teacher discussions on ISSP program development
- Create ideas and direction
- Provide a reference for participating teachers throughout the school year

Start-up Activities

- Fill-out and email the Teacher Information Survey form (attached below).
- Contact ISSP to arrange your teacher-to-teacher partner pairing

Suggestions for Teachers

- To assist you and your partner teacher to come up with a clear communication and activity plan for the school term, please be clear and concise with your MUA objectives to help you avoid any confusion or miscommunication that may arise.
- Please notify ISSP of any changes you may want to make to your MUA, so we can update our records accordingly
- If you have any questions, please contact ISSP Board President Jonathan Berkey for clarification: jberkey@isspweb.org.

Teacher Term Agreement Form

Date: _____

Your Name: _____

Your School: _____

Name of Partner Teacher: _____

School of Partner Teacher: _____

Grade/Class level of students: _____

Number of students in your class: _____

Number of students in your partner's class: _____

Class Subject: _____

Chosen Topic(s) for ISSP Term:

Standards/Requirements Met:

Estimated number of lessons to be taught: _____

Materials to be used: _____

Estimated number of Skype/Google Hangout meetings: _____

Dates of Teacher Planning Sessions (minimum 1 per term): _____

Dates of Teaching Sessions (minimum 1 per term): _____

Feedback sessions on lessons (between teachers, minimum one per term):

Notes and/or Comments:

Thank you for your participation. You can post photos, videos, and ideas on our Facebook group:

<https://www.facebook.com/groups/236269556571360/>

Guide for Technology and Apps in the Classroom

- I. Introduction to using the tablet in the classroom
- II. Internet
- III. Skype
- IV. Sketchboard
- V. Google Earth
- VI. Google Docs
- VII. Google Presentation
- VIII. Google Spreadsheet
- IX. Google Drive
- X. Brainpop
- XI. California Science Standards (NGSS)
- XII. Project WET online

I. Introduction to Using Tablets in the Classroom

Welcome to the technical section of our handbook. One of the important goals of the ISSP program is to bring technology into the classroom, providing your students with more opportunities to learn using today's fast-paced technology. While some of you may have plenty of experience in using tablets in the classroom, for others it may seem daunting. How can you create a cohesive lesson with clear objectives, and also maintain an organized class? Here are some tips from Robin Putney, an experienced middle school Life Sciences teacher who has used tablets for many of her classes:

- Apps that require internet - skype, email, google earth, dropbox, Brain Pop, Play Store, and to save documents online for google docs, sketchboard, and others
- Apps that don't require internet - sketchboard, google docs, google presentation, google
- Excel, bubble bath (typing game), camera, Sector 33, Science curriculum for CA (NGSS)

II. Internet

- Browsing online for class use
- For those interested in using the internet online, some useful sources:
- www.wikipedia.org – an online encyclopedia that is constantly updated, and has many images
- www.montereybayaquarium.org/education/classroom-resources – anything and everything about the ocean including curriculum and activities for classes of all ages from our partners at the Monterey Bay Aquarium.

III. Skype

Skype is a tool used for communicating with anyone with an account and internet access. You can send videos, photos, text messages, and make phone calls, and video calls. To send a text message: at the bottom of the page, touch the box that says "type a message here" - when finished, hit the blue arrow button to send. - to send a video message - to the left of the text message box is a "+" - tap it to choose "video message" - From here you hit the red button once to start recording, then tap it again to stop. You can replay, rerecord, or send. When you send, it will take a little while for the video to load, so be sure to wait until it has been sent all the way before closing Skype. You can also send photos, or documents, using the same "+" and then hitting "send document"

IV. Sketchboard

Sketchboard is an app used to create drawings. Look for a white square with some blue lines on it. Tap it to open. It is like a chalk board, with different colors and an eraser. To color, tap one of the colors at the top of the screen, and use your finger to draw. To erase, tap the yellow squarish eraser at the top, and trace over whatever you would like to erase.

- This program is useful in the classroom if you want your students to create diagrams, drawings, or presentations.

V. Google Earth

This app is a fun way to learn geography. Look for the image of the globe, and tap to open. Use your index finger and thumb to zoom (by spreading them apart) and to zoom out (by bringing them together). You can move any direction with your finger by touching and dragging the screen. With a reasonable internet connection it is sometimes possible that you can see your house!

VI. Google Docs

This program is similar to Word. You can type documents, and even save online, share with others, who can type on the same document as you at the same time.

VII. Google Presentation

This is another Google product, to make presentations. You can add photos and text - to add new slides (pages to your presentation). You can save when you are finished, and work on the presentation with others, updating their work.

VIII. Google Spreadsheet

This is just like excel, and can be used to make calculations, and also can be saved online

IX. Google Drive

This is where all of your documents for Google Docs, Presentation, and Spreadsheet can be saved online, and where you can store images, etc. To visit the site, type in your web browser "drive.google.com" (no www)

- To share a document or image with someone else, go to "Who has access" and "Add people" - here you need to type the email address, or type the name and look for it to pop up below. Then you can choose whether the person can only view the doc, add comments, or whether they have the right to edit, or change the content. Then touch "Add" to finish. This person will receive an email with the link to access to the document, and when allowed to edit can type and add to it at the same time as you. Pretty cool!

X. Brain Pop

This app is an educational tool that uses videos and quizzes to help students learn. You must be connected to the internet for it to work. Once connected, students can browse for the free videos to watch, and afterwards take the quiz. The quiz is usually 10 questions, multiple choice about the video and students only get points if they answer the question right the first time. Videos are on the topics of science, geography, history and others. This is a great time filler, if you have extra time and want the students to be busy.

XI. Next Generation Science Standards - California

This app provides you with information about the science standards in most states in the U.S., including California, and can be used as a reference. All science standards are relatively new, and are organized in a new way, where some subjects may be mixed (Chemistry with Physics, Biology with History, etc.). You can look at the different standards either by grade level (age) through "DCI Arrangement" or by topic.

XII. ProjectWet Online Site

In addition to the book, there are plenty of resources as well online, including lesson plans, worksheets, teacher forums. To create your own account, find more information at their portal: <http://portal.projectwet.org/>

Troubleshooting Guide for Communications

What to do if:

- Your internet connection doesn't work
- Communication fails between teachers (your partner isn't responding)
- You are unable to execute a lesson on time
- Tips on Communication

I. Your internet connection isn't working, and you need to contact the other teacher via Skype

- A. Move to a different location - try a different location or provider, try to Skype again
- B. If you cannot contact the teacher, call Laura, who will Skype or contact the teacher using other means

II. Communication fails between teachers (your partner isn't responding to your emails, Skype calls, etc.)

- A. Send a reply in another way - if email didn't work, try Facebook, or try Skype
- B. Call or message their phone using Skype or similar programs

III. If you have an emergency, and are unable to contact the teacher:

- A. Contact another teacher to pass message along
- B. Send message via phone
- C. Reschedule for soonest possible date
- D. Be sure to communicate and be clear about the problem

IV. Scheduling with another teacher: tips

- A. Agree in advance to a time and day to Skype a week before the lesson - coordinate the Skype date a week before that (i.e. two weeks before the lesson)
- B. Check your email, Facebook, and Skype accounts frequently
- C. Remember there are 8 hours difference between here and Cameroon, 11 to Kenya

Note: Good times to Skype: 8-9PM during the week (lunchtime in California, 12-1 PM), 3:30 PM during the week (7:30 AM in California), 3-5PM Saturdays (7-9 AM in California)

Example of Daily School Schedule

(Please add your daily and yearly calendar here)

Daily Schedule Information for Tassah Academy (Bell Schedule of activities depending on day of week)

Primary School Level (Elementary)

7:10-7:35 AM – General Assembly

7:40-7:45 AM – Registration

8:00-8:30 AM – 1st Period (Language, Math, PE)

8:30-9:00 AM – 2nd Period (Language and Math)

9:00-9:10 AM – Recess

9:10 – 9:40 AM – 3rd Period (Environmental Ed, Sensory ed, Citizenship)

9:40 – 10:05 AM – 4th Period (Computer lab, Drawing)

10:05 – 10:35 AM – Long Break

10:35 – 11:20 AM – Rest

11:20 – 11:45 AM – 5th Period (French and Oral Expression)

11:45 – 12:10 PM – 6th Period (Drawing, French, Citizenship)

12:10 – 12:30 PM – 7th Period (Reading and Performing Arts)

12:30 – 12:55 PM – Packing Up, homework

12:55 – 1:00 PM – Closing Assembly

To be added: Yearly School Calendars