



Appendix E

Working with Teachers Templates

Appendix E Contains:

- Communicating with Teachers Checklist
- Website Template
- Model Release Form (for Photos)
- Teacher Evaluation
- Student Evaluation

The following templates are meant to be modified to suit the individual needs of a museum. Using these templates will help ensure successful working relationships between museums and teachers.

Quick Note about Website Template: This template was developed by the IWG Education Sub-Committee taking into account what teachers need to know before booking programs. All museums are encouraged to work with ISD (Internet Strategies and Design) to present this information on their website. In order to enhance websites it is highly recommended that museums include photos with each section of the website template. It is very important to get model releases signed for all students who you will be photographing. The CCH model release form is included in this appendix after the website template.

Quick Note about Student Evaluation: The format for student evaluation is called 3 Stars and a Wish. In this evaluation students are asked to record the three things they most enjoyed (the stars) and one thing they would have liked better or would like to do next time (wish). This evaluation format might seem simple but it has proved to be very effective at several NSM sites with both students and adults.



Communicating with Teachers Checklist

During Booking:

- ☐ **Get contact information for the teacher**
 - Name: _____
 - School: _____
 - Grade: _____
 - Phone: _____
 - Email: _____
 - Fax: _____
 - Personal Cell Phone: _____
(in case of emergency or last minute change)
- ☐ **Get logistical information:**
 - What program do they want?

 - On what date are they coming?

 - What time are they coming?

 - How are they arriving - bus or walking?

 - How many are coming?
Students: _____
Chaperones: _____
 - Are they staying for lunch?

- ☐ **Offer to adapt program to meet specific needs:**
 - Ask about any special concerns or needs.
 - Ask what students are covering in class.
 - Ask if there are any learning or physical adaptations needed for specific students.
- ☐ **Other Notes:**

After the Booking – Before Arrival:

- ☐ **Send booking confirmation, which includes:**
 - Their contact information gathered during booking to ensure it is correct.
 - Program logistical information gathered during booking to ensure it is correct.
 - Program outline with curriculum outcome.
 - Museum's expectations for chaperones during the program.
 - Pre- and post visit activities, if available.
 - Send booking confirmation to teacher to confirm contact and logistical information.
 - Logistical information about museum, including relevant information about washrooms, gift shop, and lunch area.
- ☐ **Share booking information program presenters and any other museum staff or volunteers who may interact with the group.**

During the Program:

- ☐ **Follow the program as outlined in the written program development template.**
- ☐ **Use presentation and engagement strategies from Module Five.**

Post-Trip:

- ☐ **Follow up with teacher:**
 - Send a thank you.
 - Ask teacher to complete an evaluation (See a sample in Appendix E).
 - Re-send post-visit activity, if available.
 - Invite students and chaperones to come back for another visit.
 - Invite the teacher back the next year.



“For Teachers” NSM Site Webpage Template


“For Teachers” Home Page

- **Photo:** of an Activity that students could experience at the museum in a school program. Ideally include students in the picture.
- **Introduction Blurb:** Include 2-3 short paragraphs that introduce teachers to what they can expect to experience at your museum. It is ideal to include information that highlights how programs at the museum provide an experience that teacher cannot replicate in the classroom. It is also important to explicitly state if and how programs address curriculum.
- **Available Program:** Provide a hyperlinked list of program titles available, along with the grades which the programs have been designed for.
- **Provide Booking Information:** Phone, Fax and Email are preferred.
- **Finish by refer to other NSM Sites.**

[Visit Us](#)
[What to See & Do](#)
[For Teachers](#)
[Online Resources](#)
[About the Museum](#)

For Teachers

Education Programs at the Museum of Natural History



The Museum of Natural History has a number of facilitated programs available for visiting classes. Ranging in topics from Nova Scotia's geology to First Peoples, we offer programs for most elementary grades. Our programs help provide an understanding of nature and science from a Nova Scotian perspective in an interactive setting.

We use our galleries and unique collections to provide objects-based, student-centered learning, which offers an opportunity to learn in a way that is difficult to replicate in the classroom. A variety of artifacts, live animals, and museum quality reproductions complement each lesson, allowing for in depth observations and open-ended discussion.

Each program is tailor-made to address specific curriculum outcomes found in the Atlantic Canada Curriculum and are led by dedicated and professional museum staff and volunteers. In addition to our facilitated programs, we also offer self-guided visits with the possibility of a facilitated presentation in the Our Amazing World Gallery, featuring Science on a Sphere!

Available Programs

[Grade Primary: Exploring Nature With Our Senses](#)
[Grade 1: Characteristics of Living Things](#)
[Grade 4: Geology](#)
[Grade 5: First Peoples of Nova Scotia](#)
[Grade 6: Diversity of Life](#)
[Planning Your School Visit](#)

To reserve your program, please call 424-6512 or email macdome@gov.ns.ca

Teachers visit free and receive 10% off in the [gift shop](#) by showing appropriate ID.

The Museum of Natural History is part of the Nova Scotia Museum. Visit the other [museum websites](#) to see their education program offerings.


BUY ONE GET 27

Give the Gift of Heritage

One pass gets you and your family into all 27 provincial museums!

Program Specific Page—Each Program has its own Page

- **Photo:** of an Activity that students could experience at the museum in a school program. Ideally include students in the picture.

Train Time (Gr. P-1)	<h2>Structures (Grade 3)</h2> <p>Highlights:</p> <p>Students engage in activities that explore how shapes and the forces of compression, tension and gravity act on structures. The program allows children to put theory to the test by building their own structures in small groups, using "Zome" construction components.</p> <p>Links to Nova Scotia Dept. of Education Curriculum:</p> <p>Grade 3 Specific Learning Outcomes (Science):</p> <ul style="list-style-type: none"> • Identify shapes that are natural and human-built structures, and describe ways in which these shapes help provide strength, stability and balance (102-16) • Identify problems to be solved while creating structures (200-2) • Identify problems to be solved and while creating structures (200-2). • Manipulate materials and respond to the ideas of others to identify ways to make changes in creating structures as deemed necessary (201-2, 203-5) • Test the strength and stability of a personally built structure, identify ways to increase its strength, stability, form and structure, and identify parts of the structure that failed (202-8, 101-9) <p>Duration</p> <p>90 minutes</p> <p>Program Capacity</p> <ul style="list-style-type: none"> • 2 classes (50 students maximum) • 1 chaperones for every 10 students 		<p>Contact the Museum's Programming Department for more information Phone: (902) 755-5425 philliak@gov.ns.ca</p>
Pioneers: Life Before Steam (Gr. 2)			
Structures (Gr. 3)			
Simple Machines (Gr. 5)			
Electricity (Gr. 6)			
Christmas Pioneers (Gr. 2-6)			
Remembering Black Loyalists, Black Communities (Gr. 7)			
School Tours			
Museum Resource Boxes			
Planning Your School Visit			

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- The following information can be pulled directly from a completed Museum School Program Development Template:
 - **Program Title:** Top of Program Overview Page
 - **Highlights:** Top of Program Overview Page (Program Highlights: Description for Marketing Purposes)
 - **Curriculum Outcomes:** In "Content and Outcomes" as "Curriculum Outcomes Addressed by this Program" on Program Overview Page
 - **Duration:** In "Program Structure" as "Program Length" on Program Overview Page
 - **Program Capacity:** In "Program Structure" as "Maximum Group Size" on Program Overview Page

Continued on Next Page...

Continued Program Specific Page

Availability

September-June

Program Outline

Arrival: Bathrooms, hang up coats

5 minutes: Welcome and introduction

15 minutes: Gravity, tension, and compression in structures

Students are introduced to how shapes, and the forces of tension and compression, are used to strengthen structures and overcome the force of gravity.

45 minutes: Building structures in small groups

Students are divided into small groups, and begin building 2- and 3-dimensional shapes using Zomes® components. Small groups are then challenged to build the tallest Zomes® structure possible that will stand up on its own. Students must work together to solve problems they encounter

10 minutes: Evaluation of structures

Student-built structures are measured for height. Students discuss some of the problems they encountered, and what they did to solve them

5 minutes: Clean-up

5 minutes: Conclusion and dismiss

Information and Reservations

To reserve your program, please call: (902) 755-5425 or email philliak@gov.ns.ca

Registration will begin in September. We encourage you to book early!

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NOVA SCOTIA
MUSEUM
THE FAMILY of PROVINCIAL MUSEUMS

- **Availability:** In “Basic Logistics” as “Program Availability” on Program Overview Page
- **Program Outline:** In “Program Framework” on Program Overview Page.
 - **Activity Title:** Top of Activity Description Page
 - **Description:** Top of Activity Description Page (Activity Highlights: Description for Marketing Purposes)

"Planning Your Visit" Page

- Include the following information:

Visit Us

What to See & Do

For Teachers & Educators

About Uniacke Estate

A Trip to the Past
(Grades 2 to 4)

Uniacke Wetlands
(Grades 2 to 4)

Planning Your School
Visit

**BUY
ONE
GET
27**

Give the Gift of Heritage

One pass gets you and your family into all 27 provincial museums!

Planning Your School Visit

Booking Programs

All programs are booked on a first come, first served basis. If possible, bookings can be made for the time and date that best meets your needs. To reserve your program, Call: (902) 866-0032 Fax: (902) 866-2560 or Email: gaykc@gov.ns.ca

Group Size

The cost for each program is \$3.00 per student (tax included). Payment can be made by cash, cheque, or credit card. Cheques are the preferred method of payment and should be made payable to the "Uniacke Estate Museum Park".

Chaperones

Teachers, assistants, and chaperones are admitted free.

Chaperones must stay with the group of students assigned to them at all times. Teachers and chaperones are responsible for the safety and behaviour of students during their visit.

Lunch

When the weather is fine, there are picnic tables and plenty of area on the grounds for students to eat their lunch outside. Students should not bring meals that require refrigeration or heating. In bad weather, the Carriage House can be made available for lunch.

Bathrooms

Male and female bathrooms are located in the tea room, each having only one toilet. Additionally there are outhouses on site at the trail head.

Tea Room and Gift Shop

The [Post Road Tea Room and Gift Shop](#) entrance is located at the rear of the house. It caters to students with inexpensive treats and gifts. To avoid disappointment, additional time should be allocated following the end of a program or tour for students to visit the tea room. Students visiting the tea room must be accompanied by a chaperone.

What to Expect

Prior to your visit

- Confirmation of school program booking, date and time, along with a Pre-Visit Package will be sent to teachers via fax or email.
- If possible, students should eat recess snacks on the bus, prior to arrival.

On Arrival

- You will be met on arrival by Museum staff and volunteers, who will conduct your program or tour.
- Admission can be paid in the tea room by cash, credit card, or cheque, payable to the "Uniacke Estate Museum Park."

Programs

- Programs are generally 2 hours long. Planning additional time after the program allows students to enjoy a picnic lunch and to explore the grounds.
- We have spacious grounds and teachers are invited to bring balls or other items for students to use after lunch.
- Trip to the Past includes outside activities and the Wetlands is an outside program entirely. Students should come dressed for the weather!

Consent Form – Image Services



My name is _____

My address is _____

My phone number is _____

☐ This Consent Form is about images of me taken on (date) _____
at (event location) _____

☐ This Consent Form is about images of my child/children, (names) _____

_____ taken on (date) _____ at (event location) _____

I confirm that I am the parent or guardian of the child/children and that I have the authority to give consent on their behalf.

I consent to the images being used or published by the Province of Nova Scotia for public relations, promotions, commercial and advertising purposes.

I consent to images being placed in the Office of Communication Nova Scotia's Visual Library.

I understand that the Visual Library is a collection of images that can be accessed, used and published by any Department or Office of the Province of Nova Scotia.

I consent to the images being used or published on any number of occasions and in digital or printed form. Some examples of the ways that the images may be used or published are: on websites, on social media, in printed brochures and reports, in displays, in videos, in newspaper or magazine ads, television ads, and in presentation materials.

I understand that the Province of Nova Scotia will not be required to notify me prior to the use or publication of the images.

I understand that the Province of Nova Scotia holds copyright in the images and may, in its sole discretion, provide permission to third parties to use or publish the images. I consent to the use or publication of the images by any third parties that have received this permission from the Province.

I understand that by signing this Consent Form, I am waiving any legal right I may have to the images.

I understand that I will receive no payment or other compensation for the use or publication of the images.

I understand that the images may be stored in a location outside of Canada and accessed from outside of Canada (for example, images uploaded to a social media service or a government website).

I consent to the images being stored outside of Canada and accessed from outside of Canada.

Signature: _____

Date: _____

Teacher and Chaperone

Museum School Program Evaluation

Thank you for helping us evaluate our museum school program.

Your feedback will be used to help make this program more successful for future groups.

Quick Questions...	
Today's date is...	
Where you here today as...	<input type="checkbox"/> The Teacher <input type="checkbox"/> A Chaperone <input type="checkbox"/> Other:
What program did you participate in...	
Which activities did you see...	

On a Scale of 1 to 5, how do you rate this program...	Poor		Neutral		Excellent
	1	2	3	4	5
Addressed Specific Curriculum Outcomes (SCOs)	1	2	3	4	5
Allowed students to develop the skill of communication.	1	2	3	4	5
Allowed students to develop the skill of inquiry.	1	2	3	4	5
Allowed the students to develop the skill of participation.	1	2	3	4	5
As a learning experience, that enhances learning done in the classroom.	1	2	3	4	5
Overall.	1	2	3	4	5

Quick Thoughts...	
What was your favourite part of the program and why?	
What was your least favourite part of the program and why?	
What types of pre– or post– visit activities would you use?	
How did you find out about the program?	
Do you have any other comments or suggestions?	

Thank you for your feedback. We hope we can look forward to working with you again.

3 Stars and a Wish

Please tell us what you think about your field trip.

Thank you for helping us to make our programs better!



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