



2018 PolarTREC Program Requirements With Additional Recommendations for a Successful Research Experience

PolarTREC is meant to build ongoing, collaborative relationships between educators and polar researchers. The PolarTREC program is designed to facilitate this relationship and provide support for the relationship to grow and become independently sustainable.

One component of successful relationships is collaboration and understanding of each partner; we strive to have teachers and researchers working together as much as possible **before**, **during**, and **after** the polar field experience. Therefore, teachers and researchers selected for PolarTREC are expected to participate in a number of specific program requirements throughout the experience.

ARCUS uses the PolarTREC program requirements in a number of ways, including tracking participation in the program, including collecting data on program participants. Information is used to report to the National Science Foundation, apply for further funding, provide data and information to researchers, publish papers and articles and much more. **Your timely completion of program requirements are integral to the continued funding and support for the PolarTREC program.** You must contact the PolarTREC Project Managers if you have questions or concerns related to the completion of the program requirements.

Upon successful completion of the program requirements, teachers and researchers will be recognized. In addition, teachers will be rewarded one day of substitute reimbursement for a day of a professional development activity of their choice. Please let us know if there are other ways we can recognize your successful participation in the program (letters of support, references, college credit, etc.).



NOAA Researcher, Bryan Johnson spends some time sharing atmospheric science with PolarTREC teacher Elke Bergholz and her high school students at the United Nations International School in New York city.

The following list briefly outlines the PolarTREC program requirements for both teachers and researchers. The list also includes recommendations for a successful research experience. While these are not program requirements, they come from years of program management and advice from past teachers and researchers on how to make the experience successful.

If you have any questions or concerns regarding these requirements, please contact PolarTREC at info@polartrec.com.

IMPORTANT INFORMATION FOR TEACHERS: Started in January 2011, most program requirements are tracked online using your **profile** page on the PolarTREC website. PolarTREC teachers are responsible for tracking and uploading their own program requirements as they complete them.

Instructions for updating or uploading program requirements:

- 1) Log in to the PolarTREC website. Press the "Edit" tab.
- 2) Check off program requirements that have been completed
- 3) Upload related documents (if applicable)
- 4) Make sure to press "Save" at the bottom of the page!

After you update or upload a program requirement an automatic e-mail will be sent to the PolarTREC Project Managers who are tracking your progress.

Teachers		Researchers	
Program Requirements	Other Recommendations	Program Requirements	Other Recommendations
BEFORE ORIENTATION			
<ul style="list-style-type: none"> Participate in Webinar 1: Meet & Greet E-Mail Biography and Photo to ARCUS Sign and return PolarTREC Program Paperwork (Acknowledgement and Release Form and Medical Certification Form) 	<ul style="list-style-type: none"> Begin communication and collaboration with the research team Prepare physically, mentally, and pedagogically for the field experience Become familiar with the PolarTREC program, research project, and polar regions Look at the PolarTREC website for background program information 	<ul style="list-style-type: none"> Participate in Webinar 1: Meet & Greet Send biography and photos needed for expedition page Review expedition page 	<ul style="list-style-type: none"> Begin collaboration and communication with the teacher as soon as they have been selected for the expedition Send materials, have meetings or conference calls, etc. to give the teacher a background on your research Become familiar with the PolarTREC program and your responsibilities as a host researcher Designate 1-2 member(s) of the research team to fulfill a research mentor role throughout the PolarTREC experience
DURING ORIENTATION			
<ul style="list-style-type: none"> Complete Orientation Task Checklist Complete homework assignments and tasks given at orientation Complete the Orientation Evaluation Survey 	<ul style="list-style-type: none"> Be respectful of other's time by paying attention, asking good questions, and keeping personal activities restricted to personal time Take this time to ask questions and practice! 		<ul style="list-style-type: none"> Participate in the PolarTREC Orientation in Alaska, if possible Volunteer to present virtually during the Orientation

Teachers		Researchers	
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BEFORE THE EXPEDITION			
<ul style="list-style-type: none"> Participate in the Pre-Field Logistics Call Participate in Webinar 2 (Arctic/Antarctic) Participate in 1 <i>PolarConnect</i> Event with your classroom Submit your Vision & Goals Alignment document Submit your DRAFT Networking Strategy Submit your DRAFT Education Strategy Submit your DRAFT Outreach Strategy Track and document all outreach events and activities 	<ul style="list-style-type: none"> Practice! Practice! Practice! Using your technology equipment and posting to the Virtual Base Camp Communicate with the research team Invite researcher to visit classroom or participate in a site visit to research's institution, if possible. Apply for PolarTREC for funding if needed Conduct a public outreach campaign Schedule and prepare for <i>PolarConnect</i> events from the field Review gear lists and try on any clothing provided Purchase personal apparel or other supplies needed for your expedition Submit medical and dental exam documentation, if required for your expedition Ensure that any forms, passports, or visas have been submitted to the authorities Prepare your substitute and school for participation in <i>PolarConnect</i> events, using the website, etc. so they can follow you! 	<ul style="list-style-type: none"> Participate in the Pre-Field Logistics Call Ensure that the teacher is aware of any forms, passports, visas, etc. which have to be completed and submitted If you use one, provide a packing or gear list to the teacher Assist the teacher in completion of the draft program requirements, especially documents related to communicating and implementing the experience 	<ul style="list-style-type: none"> Communicate with the teacher Include the teacher in pre-expedition team communications Host the PolarTREC teacher at the research institution or visit the PolarTREC teacher's classroom, if possible. Apply for PolarTREC Travel Assistance if needed Work closely with the PolarTREC teacher and program staff to plan and prepare for teacher participation in the research, including scientific, logistics and communication needs If possible, train the teacher on any additional or specialized skills, tools, or technology that will be used in the field

Teachers		Researchers	
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DURING THE EXPEDITION			
<ul style="list-style-type: none"> Participate as an active member of the field research team During the field experience, post daily journal entries and photos online Respond to questions online; seek assistance from research team as needed 	<ul style="list-style-type: none"> Balance your roles of teacher, research team member, and public relations specialist Communicate, be safe, remain flexible, have humor, and have fun! Contact PolarTREC Project Managers if any problems arise Use multimedia tools for interviews, sounds from the field, and creating podcasts or videos as another tool for documenting your experience. Share the experience through interactive communication channels such as <i>PolarConnect</i> events when possible 	<ul style="list-style-type: none"> Provide mentoring, training and support for the teacher while serving as a member of your team Provide information and/or assist teachers in answering questions from the public that are posted by followers 	<ul style="list-style-type: none"> Contact PolarTREC Project Managers if any problems arise Recognize that teachers are required to communicate their experience from the field to the public as well as participate in actual research. Help them balance these duties Collaborate with the PolarTREC teacher as they post daily online field journal entries and connect with classrooms and the public from the field Help the teacher connect through interactive communication channels such as <i>PolarConnect</i>, when possible
IMMEDIATELY FOLLOWING THE EXPEDITION			
<ul style="list-style-type: none"> Post a Closing Journal Entry Submit your Research Experience Reflection Essay Participate in the Post-Field Debriefing Call 	<ul style="list-style-type: none"> Remember to take adequate time to re-adjust to returning to the classroom or your organization Make sure your administration sends an invoice to ARCUS for substitute reimbursement Return any borrowed gear or equipment to the logistics providers 	<ul style="list-style-type: none"> Participate in the Post-Field Debriefing Call Follow up with PolarTREC and logistics providers to ensure that fiscal responsibilities related to the teacher research experience have been resolved 	<ul style="list-style-type: none"> Check in with your teacher, ensure they made it home okay, and continue communication and collaboration Contact PolarTREC staff about any issues or concerns you had in the field

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AFTER THE EXPEDITION			
<ul style="list-style-type: none"> • Participate in Webinar 3 (Arctic/Antarctic) • Submit High Resolution Photos to ARCUS (Up to 200) • Return all PolarTREC Tech. Equipment • Submit your FINAL Networking Strategy • Submit your FINAL Education Strategy • Submit your FINAL Outreach Strategy • Send Lesson Plans (or other products) to the research team to review science content • Submit Lesson Plans or other products as specified in Education Strategy • Submit all outreach activities • Complete STEM Experience Report and update public portfolio with final documents • Participate in Webinar 4: Season's End 	<ul style="list-style-type: none"> • Participate in a site visit to research team's institution, if possible. Apply for PolarTREC Travel Assistance if needed • Invite researcher to visit classroom, if possible • Communicate with ARCUS and research team about the program requirements, classroom needs, and ideas and opportunities for continued collaboration • When possible, provide support for other teachers in the field by following their expeditions and joining <i>PolarConnect</i> Events 	<ul style="list-style-type: none"> • As they are completed, review the teacher's lesson plans (or other products) for scientific content accuracy • Review all reports and contribute to teacher's public portfolio • Participate in Webinar 4: Season's End 	<ul style="list-style-type: none"> • Host the PolarTREC teacher at the research institution, if possible. Apply for PolarTREC Travel Assistance if needed • Visit PolarTREC teacher's classroom or organization, if possible • Communicate with ARCUS and the teacher about the program requirements, classroom needs, and ideas and opportunities for continued collaboration

Teachers		Researchers	
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ONGOING ACTIVITIES			
<ul style="list-style-type: none"> Continue to track and document all public outreach efforts; Submit to ARCUS and share with your research team 	<ul style="list-style-type: none"> Continue to collaborate with the research team, program staff, and other PolarTREC alumni to integrate the field experience into classrooms, and to disseminate the research and experience through community, public, and conference presentations Continue to submit additional lessons, activities, or products to the online Learning Resource database Continue to post to the VBC if you would like, and check occasionally for questions or comments on your expedition page Participate in the alumni group of teachers and researchers working to bring research experiences to the classroom and to the public 	<ul style="list-style-type: none"> Participate in the alumni Evaluation Researcher Survey, which will be sent to you each year 	<ul style="list-style-type: none"> Continue to collaborate with the PolarTREC teacher and program staff as the teacher integrates the field experience into the classroom and disseminates the research experience through community, public, and conference presentations Continue to track and document all public outreach efforts. Encourage other polar researchers to apply for PolarTREC, and incorporate a teacher in their research project Participate in the alumni group of teachers and researchers working to bring research experiences to the classroom Apply to host a teacher again if you would like