



2019 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 educators and researchers working together as much as possible **before**, **during**, and **after** the polar field experience. Therefore, educators and researchers selected for PolarTREC are expected to participate in a number of specific program requirements throughout the experience.

Why do requirements?

ARCUS uses the PolarTREC program requirements in a number of ways, including tracking participation collecting data. Information is used to report to current funders, apply for further funding, provide 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.

Incentive to complete requirements:

Upon successful completion of the program requirements, educators and researchers will be recognized. In addition, educators 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 pages outline the PolarTREC program requirements (and recommendations) for both educators and researchers.

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

TO OFFICIALLY TRACK and UPDATE YOUR REQUIREMENTS:

Instructions for educators 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.

Educators		Researchers	
Program Requirements	Recommendations	Program Requirements	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 Visit 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 educator as soon as they have been selected for the expedition Send materials, have meetings or conference calls, etc. to give the educator 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 Pre-Expedition Content Survey Complete the Orientation Feedback 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! Connect with the research team and let them know what you are learning, and how you are preparing. 		<ul style="list-style-type: none"> Participate in the PolarTREC Orientation in Alaska, if possible Volunteer to present virtually during the Orientation Connect with your educator and find out what they are doing at orientation.

Educators		Researchers	
Program Requirements	Recommendations	Program Requirements	Recommendations
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 • Update research team early and often on your program progress, outreach, etc. • 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 your home institution, 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 educator 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 educator • Assist the educator 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 educator, early and often. • Include the educator in pre-expedition team communications • Host the PolarTREC educator at the research institution or visit the PolarTREC educator's home institution, if possible. Apply for PolarTREC Travel Assistance if needed • Work closely with the PolarTREC educator and program staff to plan and prepare for educator participation in the research, including scientific, logistics and communication needs • If possible, train the educator on any additional or specialized skills, tools, or technology that will be used in the field

Educators		Researchers	
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DURING THE EXPEDITION			
<ul style="list-style-type: none"> Participate as an active member of the field research team Post daily journal entries and photos online Respond to questions from your audience; seek assistance from research team as needed 	<ul style="list-style-type: none"> Balance your roles of educator, 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 educator Provide information and/or assist educators in answering questions from their audience(s) 	<ul style="list-style-type: none"> Contact PolarTREC Project Managers if any problems arise Recognize that educators 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 educator as they post daily online field journal entries and connect with classrooms and the public from the field Help the educator 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 your home institution. 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 educator research experience have been resolved 	<ul style="list-style-type: none"> Check in with your educator, ensure they made it home okay, and continue communication and collaboration Contact PolarTREC staff about any issues or concerns you had in the field

Educators		Researchers	
Program Requirements	Recommendations	Program Requirements	Recommendations
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 FINAL PRODUCTS: Formal Educators submit lesson plans. Informal Science Educators submit lesson plans or other applicable products. Send final products to the research team to review science content Submit all outreach activities in documentation form Complete STEM Experience Report and update public portfolio with final documents Participate in Webinar 4: Season's End Complete post-content survey 	<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 home institution, if possible Communicate with ARCUS and research team about the program requirements, professional needs, and ideas and opportunities for continued collaboration When possible, provide support for other educators 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 educator's final products for scientific content accuracy Review all reports and contribute to educator's public portfolio Participate in Webinar 4: Season's End 	<ul style="list-style-type: none"> Host the PolarTREC educator at the research institution, if possible. Apply for PolarTREC Travel Assistance if needed Visit PolarTREC educator's home institution or organization, if possible Communicate with ARCUS and the educator about the program requirements, professional needs, and ideas and opportunities for continued collaboration

Educators		Researchers	
Program Requirements	Other Recommendations	Program Requirements	Other Recommendations
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 Participate in the Alumni Educator Survey, which will be sent to you each year 	<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 home institutions, 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 educators and researchers working to bring research experiences to the classroom, informal science venues, 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 educator and program staff as they integrate the field experience into home institutions 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 an educator in their research project Participate in the alumni group of educators and researchers working to bring research experiences to the classrooms, informal science venues, and to the public Apply to host an educator again if you would like