



Virtual Field Trips

Trip Checklist

Pre-Trip Steps

Choose a trip

2+ weeks in advance

Identify the curricular goals to be addressed

Search virtual field trip databases to identify a desired trip

Contact the content provider and determine ...

- Appropriate grade levels _____
- Length of program _____
- Cost _____
- Pre- and post- trip classroom activities _____
- Connection Type
 - ISDN
 - IP → get IP address from provider: _____

Follow your school's procedures for budget requests

Choose a date and time for your trip (be sure to verify ATM room availability)

Request a trip

7+ days in advance

Make arrangements with the content provider to schedule the trip

Send Interoperability Session Request email to UNET at voc@lists.maine.edu

Print request email and start a tracking folder for all subsequent communications

Verify that UNET has scheduled a test session with the technical support person at your site

Plan a trip

Upon confirmation of date and time, follow your site's procedures for scheduling the ATM room

Make any necessary internal arrangements if students will be pulled from other classes

Conduct any pre-trip activities (either your own or materials from the content provider)

If appropriate, have students prepare questions in advance for the presenter

If you are planning to use the Record VCR to tape the trip, obtain permission from the content provider before the trip begins

Develop a back-up plan in case of technical difficulties

Trip Steps

Before the trip starts

Have the communications tracking folder handy in case of technical issues

Pre-check ATM room equipment

Review videoconferencing etiquette and behavioral expectations with students

Set up any materials that may be required

Make sure that students are seated approximately 10 minutes before the start of the program

During the trip

Guide the program to meet the students' needs

Encourage students to actively participate with the presenter

Post Trip Steps

After the trip ends

Get feedback from students about the trip

Complete any desired post-trip activities

Complete and mail any evaluation forms requested by the content provider

Mail required payment to the content provider