LEAD INSTRUCTOR - QUICK GUIDE

Next-Gen and Traditional Schoolship
Inland Seas Education Association

PREPARE TO TEACH

SET UP STATION MATERIALS

- ☐ Arrive at least 30 minutes before the students are scheduled to arrive
- ☐ Help station instructors set up stations and troubleshoot any issues
- ☐ Make sure datasheets are on clipboards
- ☐ *On Inland Seas:* System check the sound system – is it working? batteries ok?
- ☐ Check with Captain about any weather concerns
- ☐ Grab teacher packet and look for any special needs, number of students, grade, and program

INSTRUCTOR MEETING

At 8:00 AM or 12:45 PM, gather all of the instructors for a quick meeting. Invite crew to join.

- ☐ Attendance: Make sure everyone is present. Call the office if any one is missing. **231-271-3077**
  - Welcome any new instructors. *If shadowing:* Confirm the station to be shadowed.
  - Who is teaching each station? Make sure everyone knows their role.
- ☐ Program overview: Which program are we doing today? Any program modifications today?
- ☐ School briefing: School; Age/Grade range; Teacher; Any unique situations or special instructions?
- ☐ Songs: Who will lead - the welcoming song? - the song while pulling up the trawl? - the closing song?
- ☐ *If Traditional:* Ask those instructors to assist with sampling? (If this is something you want help with)
- ☐ *If Next Gen:* Who needs assistance with sampling?
- ☐ *If Next Gen:* Reminder that secchi measurements occur after peer teaching.
- ☐ Program goal: Monitor the health of this body of water. In what ways is the lake healthy or unhealthy?
- ☐ Teaching template: Build relationships, be curious, listen to students, lots of hands-on and minds-on
- ☐ Ask captain (if present) if there are any weather concerns, or anything to add or ask.
- ☐ *If Manitou:* Crew is friendly and wants you to have a great program. For folks new to the boat, arrange to give them a tour and introduce them to the crew after the instructor meeting.
- ☐ *If AM:* Get a lunch count. Who is staying the full day? Report to the Captain (IS) or Cook (Manitou).
- ☐ Take questions. End the meeting before addressing anything lengthy that pertains to individual needs.
- ☐ Fill out your timesheet.
- ☐ Even if you have done this before, it is the first time for the students. Smile and have fun!

GREET THE GROUP

Be ready to meet the group at 8:30 or 1:15. If possible be waiting for the bus in the parking lot.

GREET THE TEACHER

- ☐ Provide the teacher packet and point out important documents: *Teacher survey, Beyond Schoolship*
- ☐ Did students do the pre-trip survey? *If no*, please still do the post-trip survey. *If yes,* then completing the post trip as well means they can get $100 off next year's trip if they sign up for it by the end of the year.
- ☐ Completing the teacher survey makes them eligible to win an Inland Seas hoodie sweatshirt.
- ☐ Ask if there are changes to the manifest, and make any changes.
- ☐ Give teacher nametags to distribute to the class.

WELCOME STUDENTS – keep to under 5 minutes

1. Welcome to Inland Seas!
2. Engage the group with open-ended questions to start building rapport and to gauge their background.
3. Today we will be Scientists, Stewards, Sailors, and Teachers.
4. We are examining the health of this body of water. Why is Lake Health important?
   a. To look at health we need to do tests in many different parts of the lake and do these tests over time.
   b. We monitor our own health in similar ways, with different tests over a long period of time.
5. Behavior expectations. Find out if the group already has a signal for grabbing attention.
6. Let's go!

If the group arrives late: Check the Modified Schoolship Lead Guides (kept in datasheet folder)
Plan A is to Heave-to during sampling if weather allows and forego hauling the anchor. Check with Captain.
Plan B is to shorten stations.

The Lead makes the final call on the alternative plan and communicates this to instructors and crew.

[update: 03/2019 jev]

PREPARE TO BOARD

AT THE DOCK - Your role is to facilitate this experience so we get off the dock in a timely way.

1. Instructors should be singing as the students arrive.
2. Introduce the students and the teacher to ISEA Instructors.
3. Introduce ISEA Instructors and the stations they are teaching to the students.
4. Break students into their groups and assign them an instructor, monitor conversations.
5. Give manifest to Captain
6. Call groups back and introduce the captain. Captain introduces the crew and gives safety talk.
7. Invite students to board the ship, using group names. Follow instructors on board. Store gear below.

ON THE SHIP

The Lead keeps time for all aspects of the program, and keeps in constant communication with crew.
During sampling: Make sure good knots are tied to equipment and to the ship so no equipment is lost.
During learning stations:

- ☐ Circulate to all stations to help with species identifications and assist as needed. Take photos.
- ☐ Alert instructors when 3 or 5 min remain in their station.
- ☐ Make sure materials and equipment are stowed securely at all times. Secure loose items.
- ☐ Relieve instructors who need to take a break for food, bathroom, or illness.
- ☐ Check in with teachers or chaperones to answer any questions and make sure they are well.

PROGRAM PLAN

Time AM	Time PM	Minutes	Next Gen	Traditional
8:00 - 8:10	12:45 - 12:55	*10 min*	Instructor meeting	
8:10 - 8:40	12:55 - 1:45	*30 min*	Instructors set up stations	
8:30 - 9:00	1:15 - 1:45	*30 min*	Welcome / Introductions / Safety Talk / Board ship	
9:00 - 9:23	1:45 - 2:08	*23 min*	Departure / Otter Trawl talk / Launch Otter trawl / Sail talk (crew member IS, Lead Manitou) / Recover Otter trawl	
9:23 - 9:40	2:08 - 2:25	*17 min*	Sampling in small groups: Van Dorn, PONAR, Weather, Plankton, Intro Manta	Small groups: Weather / Secchi reading
9:40 - 9:45	2:25 - 2:30	*5 min*	Regroup to form peer teaching groups	Sampling with the whole group: Van Dorn, PONAR, Plankton (30 min)
9:45 - 10:00	2:30 - 2:45	*15 min*	Peer teaching rotation, every 3 min	
10:00 - 10:10	2:45 - 2:55	*10 min*	Small groups: Secchi disk reading, discussion of water clarity	
10:10 - 10:38	2:55 - 3:23	*28 min*	Hoist anchor, raise sails	
10:38 - 10:43	3:23 - 3:28	*5 min*	2 minutes of silence	
10:43 - 12:08	3:28 - 4:53	*85 min*	Learning rotations, every 17 min	
12:08 - 12:20	4:53 - 5:05	*12 min*	Stewardship listening with original instructor	
12:20 - 12:30	5:05 - 5:15	*10 min*	Docking / Thank yous / Group photo	
12:30	5:15		Disembark	

CLEAN - UP

- ☐ Photograph fish for iNaturalist, if needed.
- ☐ Gather all datasheets and look them over: Is everything legible? Are all boxes filled in?
- ☐ Store datasheets in "Completed" tab of datasheet folder.
- ☐ Bring Microplastics petri dish to Jillian's office or place near Lead Bin on the ship.
- ☐ Help put away station materials.
- ☐ Remove thermometers and wind meters from weather packets. Count 5 of each. Turn off thermometers.
- ☐ Ensure all equipment is stored **neatly**, and stored **clean** and **dry** or hung to dry.
- ☐ Ask instructors for any observations and thank them for being here. Hold a debrief meeting if practical.
- ☐ Email photos to isea@schoolship.org. Subject: Group photo, Date
- ☐ Alert Jillian, jvotava@schoolship, if any materials are missing, broken, or need attention.

[update: 03/2019 jev]