



# Inland Seas

EDUCATION ASSOCIATION

Beyond Schoolship  
Preparation Guide

Dear Educator,

Thank you for choosing to participate in an Inland Seas Education Association (ISEA) Beyond Schoolship Program. We are very excited to have you and your students join us! The purpose of this guide is to provide you with all the information needed to prepare you, your students, and chaperones for your Beyond Schoolship experience.

This guide is divided into several different sections to highlight each Beyond Schoolship program and how to prepare for them. All of the tasks to complete before and after your program are included along with printable resources and checklists you'll need.

Review the enclosed information carefully, feel free to reach out to us if you have any questions. If someone in your group requires physical accommodations, please let us know at least one month prior to your program so we can be sure everyone has a pleasant and memorable experience. We are here to help and want to ensure you have a fulfilling experience

WELCOME! We are excited to share the Great Lakes with you and your group and hope to inspire curiosity, stewardship, and passion in all who attend.

Sincerely,

A handwritten signature in black ink, appearing to read 'Izzy Cooper', with a long horizontal flourish extending to the right.

Izzy Cooper  
Program Coordinator  
[icooper@schoolship.org](mailto:icooper@schoolship.org)  
231-271-3077

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## Who is Inland Seas Education Association?

Inland Seas Education Association (ISEA) is a nonprofit organization located in Suttons Bay, Michigan. Our mission is to inspire Great Lakes curiosity, stewardship, and passion. We work toward this mission each day by providing hands-on science, technology, engineering, and math (STEM) programming to learners of all ages on the Great Lakes.

Since 1989, ISEA has served more than 130,000 program participants on or near the Great Lakes. Students develop an appreciation for the Great Lakes aboard our traditionally-rigged tall ship schooners, along the shoreline, and in the local wetland. The Great Lakes comprise 20% of all the accessible fresh water needed to sustain life on earth. We believe the future sustainability of the Great Lakes rests in all of our hands which is why we focus on STEM education. Through hands-on, experiential learning activities for people of all ages, participants gain the knowledge needed to understand the commitment necessary for the long-term stewardship of the Great Lakes.



## Curriculum Overview

Inland Seas Education Association (ISEA) Beyond Schoolship programs offer opportunities for teachers to extend their programming with us. These programs can act as stand-alone field trips or can round out a full day of programming before or after a Schoolship program. All of our programs are designed to educate students about the Great Lakes in hopes of inspiring their curiosity, stewardship, and passion for them. Our innovative, hands-on teaching strategies inspire student learning by through real-world experiences. Below is a brief description of each of our Beyond Schoolship programs.

1. **ROV (Remotely Operated Vehicle) Engineer and Explore Program** - This program focuses on engineering concepts and team building. During this program, students work in groups to design and build remotely operated vehicles (ROVs) that will accomplish a series of tasks in the water. Students will learn about careers that use professional ROVs to conduct research in areas that are inaccessible to humans. Students also have the opportunity to steer a professional ROV with an underwater camera to explore what lies beneath the surface of the water. This program takes place at Discovery Pier in Traverse City.
2. **Boat Shop Programs** - These programs are designed to teach students STEM concepts using tools. Teachers and students are welcome to take home the products they make during these programs with them.
  - a. **View Boxes** - This program provides students with the opportunity to work in small groups to build aquatic view boxes. These simple tools allow scientists to look into an aquatic environment to make observations of that aquatic ecosystem. Upon completion of their view boxes, students will test them out in a local stream or inlet. All completed view boxes may be kept by the class.
  - b. **Solar Boats** - During this program students will work as individuals to design and build their own solar boats. Instructors will discuss how different boat shapes may impact how they move or float. A discussion of solar and electrical energy will also be included as they attach small solar panels to their boats. Students are welcome to take their boats home with them upon completion of the program.

## Preparing for Your Beyond Schoolship Program

The following section will provide information as you prepare for your Beyond Schoolship program.

### Before Your Program

- ☐ Make sure you've returned your signed contract and **final payment no less than 30 days prior to your program**. Your contract can be sent via email or mail to Program Coordinator Izzy Cooper. To make a payment with a check, please mail your balance to the address listed at the bottom of this page. If you would like to make your final payment with a credit card please call our office at 231-271-3077 to have the payment processed over the phone.
- ☐ If someone in your group requires physical accommodations, please let us know at least one month prior to your program so we can be sure everyone has a pleasant and memorable experience.
- ☐ Send the Parent/Guardian Letter home with students to help them prepare for their trip. The letter can be found at the end of this packet and includes suggestions for proper attire and what to expect during the program.
- ☐ **Double check your date.** Review your signed contract to confirm your program date and time. If you've misplaced your contract or would like to confirm your date, reach out to Program Coordinator, Izzy Cooper, at [icooper@schoolship.org](mailto:icooper@schoolship.org) or 231-271-3077.
- ☐ Inform ISEA of any students that have special needs and may require special accommodations. By informing ISEA staff well in advance we can help ensure everyone onboard has a positive experience.
- ☐ Provide location information to drivers. A printable handout with location and parking information is provided at the end of this packet. ***Please double check your contract for your program's location.***

### The Day of Your Program

- ☐ **Double check your program location.** ISEA offers programs in several different locations. Please double check your contract to ensure you are going to the correct location.
- ☐ Call the office if you're running late. Please give our office a call at 231-271-3077 if your bus is running late. This will allow us to adjust the programming for your students so we can maximize our time with them.

## After Your Program

- ❑ Complete the post-trip teacher survey. We want to hear from you! Your feedback is invaluable to us as we constantly seek to improve the experiences we provide for students and teachers alike. A printed post-trip teacher survey was provided in the folder provided to you on the day of your sail. If you would like a new one, contact Program Coordinator, Izzy Cooper.
- ❑ Please consider sending thank you cards to our crew, instructors, and staff. We LOVE getting cards and hearing about your students' experiences.
- ❑ If you received a scholarship, please remember to write thank you cards to your sponsoring organization. You can mail the cards to us and we will distribute them to the proper people. Our mailing address is: PO Box 218, Suttons Bay, MI 49682
- ❑ Register for next year! Our program schedule seems to book up quicker each year. You can reserve your program for the following season up to a year in advance, so book early for the most date and time options. To book your program for next season contact Program Coordinator, Izzy Cooper, via email at [icooper@schoolship.org](mailto:icooper@schoolship.org) or by calling 231-271-3077.



## Funding and Scholarships

Each year, ISEA receives program support from generous donors, sponsors, and foundations. With their help, we are able to provide our hands-on STEM experiences at a subsidized rate for all schools that participate.

We understand that some schools require additional funding support in order to participate in our programs. Each year we are able to provide additional scholarship funding to some classrooms that might need additional support thanks to our generous funders.

We wish we could provide full scholarship for all schools that attend, however, this just isn't feasible. In order to apply for a scholarship, a school should meet the following criteria:

- 30% of students within your school must be on free or reduced lunch according to the State of Michigan criteria
- Apply for a Spring or Summer scholarship by September 30.
- Apply for a Fall scholarship by March 31.

Please note that applying for a scholarship does NOT guarantee funding even if you have received one in the past.

If your school does not receive a scholarship for whatever reason here are a few other fundraising ideas you may want to consider:

- Target Field Trip Grants: <https://corporate.target.com/corporate-responsibility/philanthropy/corporate-giving/field-trip-grants>
- The Meemic Foundation: <https://www.meemic.com/the-meemic-foundation/grant-opportunities.aspx>
- Walmart Local Community Grants: <https://walmart.org/how-we-give/local-community-grants>
- National Education Association Grants: <http://www.neafoundation.org/pages/grants-to-educators/>
- Ask local businesses for field trip support. Local businesses are often interested in providing community support including their local K-12 school system. Ask local businesses if they would be willing to sponsor your class' trip. Just be sure to thank them whether through student-made cards, a presentation, or in another creative way!
- Try a crowdfunding website. There are a variety of crowdfunding websites that can help you and your class raise funds online and through social media. Try exploring some of these options to help fund some or all of your field trip costs.
- Hold a fundraiser. There are a variety of unique fundraisers you and your class can use to help fund your trip. With a little time and organization, these fundraisers can be very successful. Anything from a class bake sale to a car wash can help your class raise the money you need for your field trip.

For more information or to apply for an Inland Seas Education Association scholarship visit [schoolship.org/scholarship-application/](http://schoolship.org/scholarship-application/).



## Frequently Asked Questions

**Q: I want to wait to pay for my trip until after I've looked at the weather. Is this okay?**

A: In order to secure a spot a non-refundable deposit indicated on your contract is due at the time of rendering. All remaining balances are due no less than 30 days prior to your program. Because your spot has been secured and we cannot fill it with another we must adhere to this policy.

**Q: What is your cancellation policy?**

A: Our cancellation policy is outlined on your contract. It states:

If a cancellation is 31 days or more, prior to the program start date you will receive a full refund of any payment made minus the non-refundable deposit. If the cancellation occurs 15-30 days prior to departure you will receive a 50% refund minus the non-refundable deposit. If cancellation occurs within 14 days of the departure date, you will not receive a refund.

In the event that ISEA must cancel your sail due to weather or other circumstance, a full refund will be provided.

**Q: My students usually have a snack time during the time of their program. Is it okay for me to bring snacks along?**

A: Due to the high pace of our programs we ask that your students eat their snacks immediately before or after their program instead of consuming them during your scheduled program time. Reusable water bottles are welcomed.

**Q: I am interested in learning more about your ship-based offerings. What are your Schoolship programs?**

A: ISEA offers several different Schoolship programs. During our Schoolship programs, student learning is focused on different components of the Great Lakes food web including plankton, fish, and benthic organisms and how the food web can be impacted by water quality, microplastics, and invasive species.

Our NextGen programs provide students with the opportunity to rotate through stations covering five of these six topics. All NextGen programs include stations on plankton, fish, benthic organisms, and water quality. The fifth station is your choice between microplastics - the impact of microplastics on the Great Lakes food web - or seamanship - the science of sailing and invasive species. This program is appropriate for learners of all ages.

Our Diving Deeper program provides students with the opportunity to collaborate to answer research questions using professional limnology equipment and historical Schoolship data. Each student team will focus on one of five research topics (plankton, fish, benthos, water quality, and microplastics) and will gain competence in sampling procedures and proficiency in their area of study. Teams will cement their understanding by sharing their expertise with each other before leaving the ship. This program is geared toward high school students.

For pricing and more information please contact our office.

**Q: My school is quite far from your location. Do you have any suggestions for lodging?**

**A:** In June 2019 ISEA opened an on-site dorm space at the Capt. Thomas M. Kelly Biological Station in Suttons Bay. Our dorm space includes up to 40 bunk beds, dorm-style bathrooms with showers, a small kitchenette and access to our outdoor classroom, firepit, and gas grill. In addition, we can facilitate bike rentals from Suttons Bay Bikes for your group to explore the nearby TART trail and/or downtown Suttons Bay. ISEA does not provide meals. For pricing and more information please contact our office.



## Other Helpful Documents

This section includes handouts and other documents that can be helpful for you as you prepare for your sail including:

- A parent/guardian letter to send home with students to help them dress properly for their program.
- Location information to help your bus driver find their destination.
- A press release template in case you're interested in sharing your experience with others in your community.



Dear Parent/Guardian,

On \_\_\_\_\_ at \_\_\_\_\_ AM/PM, your student's class will participate in a Beyond Schoolship program with Inland Seas Education Association (ISEA). ISEA is a nonprofit organization located in Suttons Bay on a mission to inspire Great Lakes curiosity, stewardship, and passion. During your student's experience they will act as a scientist for a day as they explore STEM concepts through hands-on activities.

Below are a few tips you may find helpful as you prepare your student for an adventure with us.

1. Prepare for the weather. Our programs will happen rain or shine, so please make sure your student is dressed appropriately. If it's cool out, add extra layers (see below) and bring a winter coat. If it's raining, bring a rain jacket. If it's sunny out, be sure to wear sunscreen, sunglasses, and a baseball cap.
2. Wear layers. If it's cold out, layer up. If it's sunny, layer up. It's better to have too many layers that can easily be removed, than too few layers on a cold day.
3. Wear proper footwear. Our programs occur outdoors and around tools, so it's important students wear appropriate footwear. We recommend your student wear closed-toed shoes during their program, however, sandals with a heel strap are permitted. Flip flops are NOT allowed during our programs as they can pose a hazard.
4. Leave valuables at home. ISEA staff and volunteers are not responsible for electronic devices or valuables.
5. Pack a reusable water bottle. Your student is welcome to bring a reusable water bottle program. Please refrain from sending your student with a single-use plastic water bottle as we all work toward reducing our use of single-use plastic ☺

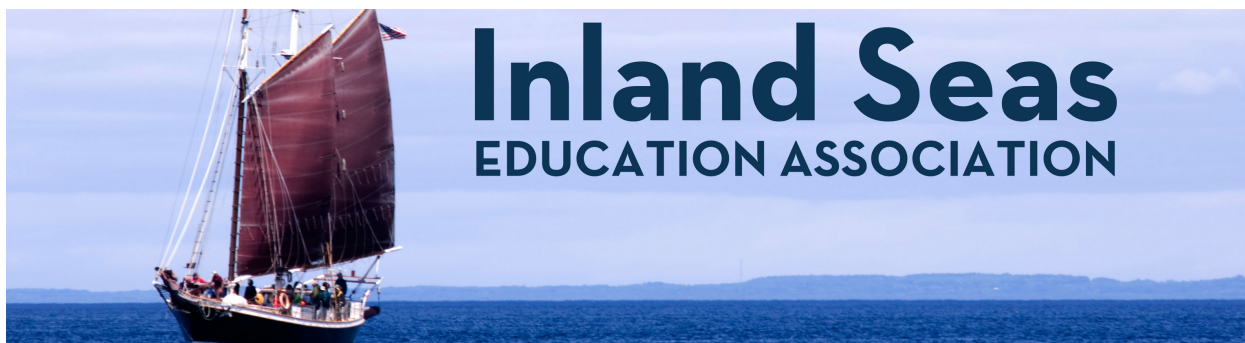
We are so looking forward to meeting your student! If you have any questions, please don't hesitate to reach out to us. You can learn more about our programs and all that we do at [schoolship.org](http://schoolship.org).

Thanks for sharing your student with us!

Sincerely,

A handwritten signature in dark ink, appearing to read "Izzy Cooper", is written in a cursive, flowing style.

Izzy Cooper  
Program Coordinator  
[icooper@schoolship.org](mailto:icooper@schoolship.org)  
231-271-3077



## Location Information

**Three ships in two locations** can definitely be a lot to keep track of, especially if you have multiple classes signed-up. Check out the information on addresses, parking, and amenities for **both locations** below.

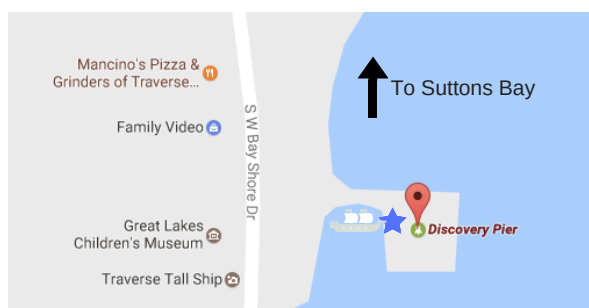
### Programs on *Inland Seas* or at the Capt. Thomas M. Kelly Biological Station

- 100 Dame Street, Suttons Bay, MI 49682
- Free parking is available for cars and buses in the lot behind our building. Please do not park along Dame Street as these spaces are for village marina permit holders only.
- Your instructor will meet you in the parking lot or inside (please use the Student Entrance).
- Restrooms are available upstairs (during open hours) and aboard the ship. A seasonal restroom is located at the end of the dock.



### Programs on *Manitou*, *Utopia* or at Discovery Pier and Discovery Center

- 13271 S W Bay Shore Dr, Traverse City, MI 49684
- Free parking is available at the end of the pier or Discovery Center (across the street).
- Your Instructor will meet you in the parking lot at the end of the pier.
- Please note multiple groups may arrive at the same time.
- A restroom is available aboard the ship and at the park, next to the ship. Additional restrooms are available at Greilickville Harbor Park next door.



## CONTACT US

### PRIOR TO YOUR TRIP

Questions about your reservation?  
Give us a call at (231) 271 3077 or  
email us at [isea@schoolship.org](mailto:isea@schoolship.org) We  
look forward to sailing with you!



### THE DAY OF YOUR TRIP

If your trip is today and you need to  
contact us during business hours, please  
call (231) 271 3077 and ask for our  
Program Coordinator. If your trip is  
today and our office is closed, please  
call our ship's phone at (231) 620 9719

# ROV Press Release Template

For Immediate Release

**Contact:**

(Teacher Name)

(Title)

(Email Address)

(Phone Number)

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(Interesting and Clear Heading/Title)

(Location/City, Date) - (Teacher's name)'s (#) grade class from (school name) participated in an Remotely Operated Vehicle (ROV) Engineer and Explore program with Inland Seas Education Association on (date) in Traverse City, MI. As students embarked on the schooner *Utopia*, they became Great Lakes scientists and explored the technology shaping research and industry in the Great Lakes and beyond.

During the Remotely Operated Vehicle (ROV) Engineer and Explore program, students worked in groups to build a ROV from PVC pieces, wiring harnesses, and pool noodles. They learned about buoyancy and underwater propulsion as they tested and rebuilt their ROVs. Students also had the opportunity to fly a professional ROV through an underwater challenge course designed to replicate challenges faced in industry; from environmental research to oil & gas exploration. (Quote from a student.) (Add other information specific/unique to the class trip.)

This is the (#) time (teacher's name) has brought (his/her) students on this place-based educational program in northern Michigan. (Quote from teacher), (teacher's name) stated.

Inland Seas Education Association is a 501(c)(3) non-profit organization based in Suttons Bay, Michigan, dedicated to STEM education on the Great Lakes. Its shipboard and shore-side education programs are designed to inspire people of all ages to provide for the long-term stewardship of the Great Lakes. ISEA offers programs to schools, groups, and the public. For further information, contact Inland Seas Education Association at (231) 271-3077 or on the web at [schoolship.org](http://schoolship.org).

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