



## BEFORE YOUR TRIP

### Empower Yourself as a Teacher

- Select the appropriate venue (Henry Ford Museum®, Greenfield Village®, Ford Rouge Factory Tour or IMAX® Theatre) for your curriculum objective.
- Review online resources and programs described in the current Educator Guide or visit [thehenryford.org/education](http://thehenryford.org/education) to become familiar with available resources:
  - [Field Trip Enhancements](#)
  - [On-Site Programs](#)
  - [Classroom Resources](#)
- Determine whether you will use resources developed by The Henry Ford or develop your own work sheets for before, during and after your visit.
- If you design work sheets, use open-ended questions and encourage students to practice their observing, thinking and writing skills.
- If you plan to practice Document-Based Questions (DBQ) with your students, develop your own using documents/photos from [collections.thehenryford.org](http://collections.thehenryford.org).
- If at all possible, make a pre-visit site inspection. Ask for a free Teacher's Pass when making arrangements.

*Please note that dramatic presentations are seasonal. Also, the Ford Rouge Factory Tour is available daily, but you may not always be able to see the assembly line in full operation. Call your group representative to verify availability.*

### Empower Your Students

- Ask students about prior museum experiences and discuss expectations:
  - What are museums? What is their purpose?*
  - What do curators do?*
  - What is an artifact?*
  - Where do the artifacts come from?*
  - How are museums different from other public places?*
- Post a map of your field trip venue, and ask students to identify sites or exhibits that you will be visiting.
- Use [thehenryford.org/education](http://thehenryford.org/education) to increase student interest with:
  - [Online exhibits](#) • [PowerPoint slide shows](#)
  - [Videos](#) • [Educator DigiKits](#) • [OnInnovation](#)
- Relate museum collection to students' own personal collections:
  - How did students start their own collections?*
  - How did they organize/care for it?*
  - What are rules for others who want to see their collections?*
  - What rules will be followed while visiting The Henry Ford?*
- Begin a KWL chart regarding the topic being studied.
- If using a DBQ, share the topic or theme with students.



## Teacher Field Trip Checklist

- Carefully read both the Educator Guide and this Field Trip Planner.
- Tie your field trip into your curriculum by determining which standards and expectations will be covered.
- Start to organize your lessons and activities based on the self-guided itineraries, DigiKits, exhibits, History Hunters scavenger hunts or other special on-site programs as described in the current Educator Guide and on [thehenryford.org/education](http://thehenryford.org/education).
- Recruit chaperones. At least one adult is required for every 10 students.
- Contact The Henry Ford's Call Center to make reservations (313.982.6001, press 1).
- Prepare permission slips and follow your school's field trip approval procedures.
- Collect permission slips, payments and pay for tickets in advance to reduce wait times.
- Give chaperones their information guide. Meet in advance with chaperones to review field trip guidelines and curriculum expectations.
- Discuss with students your expectations about behavior, dress code and policies regarding electronics, shopping, lunch and what to do if separated from group. Give them a copy of The Henry Ford's expectations for students. Consider using a pledge/behavior contract for students.
- Be sure you have sufficient copies of materials and something for each student to write on.
- Create roster of all students and adults with cellphone numbers for group leaders. Remind everyone to leave their phones on. When you arrive, The Henry Ford will ask you for your cellphone number in case of emergency.
- Make a copy of the directions to The Henry Ford and important phone numbers for the bus drivers and chaperones driving on their own.
- Arrive on time and allow sufficient time in your visit to include lunch, bathroom breaks, teacher instructions and possible traffic delays.
- Enjoy your field trip!

## DURING YOUR TRIP

### Enlighten the Students

- Read informational panels on exhibits and outside historic buildings.
- Encourage students to participate in hands-on activities.
- Ask questions that elicit student opinions about the exhibit: *What details make you say that?*
- Allow time at each exhibit for discussion, notes and/or sketches.
- Appeal to all learning styles. For example, ask: *How would that make you feel? Or, What did you see or hear that you found most memorable?*

## AFTER YOUR TRIP

### Engage the Students

- Provide a writing or drawing reflective activity, or other activity that encourages students to think about the field trip.
- If you provided the students with a Document-Based Question, have them write out an answer that incorporates the images/documents you chose with the contextual information they learned on the field trip.
- Report out on work sheets or other activities completed during your visit.
- Create a photo display, mural, diorama or podcast.
- Write an article for the school newspaper or parent newsletter.
- Update KWL chart with field trip experience.

### Engage in Your Own Reflection

*What feedback did you get from students?*

*What feedback did you get from leaders?*

*Did you meet your curriculum goals?*

*What changes would you make for your next visit?*

*Did you keep a file of materials for future reference?*

*Did you thank your group leaders?*

*How can you make connections between this trip and future learning?*



# Field Trip Planner

## The Henry Ford's Expectations for Students

- Remember that you represent your school and community. You and your group may be asked to leave if you do not follow these expectations.
- While you are here, treat The Henry Ford as your classroom. Treat your chaperone as your teacher. All the usual school rules still apply: Be respectful of other visitors and staff. Do not yell or run. Pick up after yourself.
- Know who your chaperone is, and stay with him/her at all times. Do not run ahead or roam around without him/her. If separated, contact any staff person from The Henry Ford. Staff wear badges with their pictures and names.
- Please do not touch artifacts unless signs or The Henry Ford's staff tell you it is OK.
- Ropes, fences and barriers protect our artifacts from damage and keep you safe. Do not cross barriers or climb on them.
- No food or beverages are allowed in museum exhibits, historic buildings or on rides.

## Expectations at Greenfield Village

- Our historic transportation — the trains, Model Ts, bus and horse-drawn omnibus — are real vehicles. For your safety, stay off the railroad tracks and do not walk in front of moving vehicles.
- Keep the animals safe and healthy. Do not feed, pet or bother them.
- For the safety of you and our trees, please do not climb the trees.

## Expectations at Ford Rouge Factory Tour

- This is a working truck plant. No shouting, waving or other distractions are allowed in the plant. Do not drop items from the balcony walkway in the assembly plant.
- Photography, cellphone use, food and beverages are also prohibited inside the theaters and plant.