

General Field Trip Guidelines for Students

- Follow group leader instructions.
- Stay with group leader at all times. If separated, contact any THF employee. THF employees wear badges with their pictures and names.
- Keep voices at reasonable volume.
- Only touch things you have been invited to touch.
- Ropes, fences, and barriers protect our resources from damage. Please respect them.
- Help keep the animals safe and healthy by not feeding, petting or bothering them.
- No food or beverages are allowed in museum exhibits, historic buildings or on rides.
- Remember that you represent your school and community. You and your group may be asked to leave if you fail to follow these guidelines.

*Download printable versions of student and group leader field trip guidelines at thehenryford.org/education

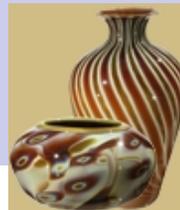
Teacher Post-Trip Reflection

- 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?

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.
- Contact the THF Call Center to make reservations. (313-982-6100, press 1)
- Start recruiting adult group leaders. At least one leader is required for every 10 students.
- Prepare permission slips and follow your school's field trip approval procedures.
- Start to organize your lessons and activities based on the self-guided itineraries, DigiKits, exhibits, History Hunter scavenger hunts or other special on-site programs as described in the current Educator Guide and on thehenryford.org/education.
- Meet in advance with group leaders to review field trip guidelines and curricular expectations.
- Collect permission slips, payments and buy tickets in advance to reduce wait times.
- Discuss with students your expectations about behavior, dress code and policies regarding electronics, shopping, lunch and what to do if separated from group.
- Create written instructions for group leaders to use and consider using a pledge/behavior contract for students.
- Be sure you have sufficient copies of materials and something for each student to write on.
- Make a copy of the directions to The Henry Ford and important phone numbers for the bus drivers.
- Arrive on time and allow sufficient time in your visit to include lunch, bathroom breaks, teacher instructions and possible traffic delays.
- Create a roster of all students and adults with cell phone numbers for group leaders.
- Enjoy your field trip!

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Make the Most of
your field trip!

The Henry Ford Field Trip Planner



Visit thehenryford.org/education
Or call 313.982.6001, press 1

Empower-Enlighten-Engage

Preparing for your Field Trip

- 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 thehenryford.org/education to become familiar with available resources:
 - Field Trip Enhancements
 - On-site programs
 - Classroom resources
- Determine whether you will use The Henry Ford-developed resources or develop your own worksheets for before, during, and after your visit.
- If you design worksheets, 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
- 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 Tours are available daily, but you may not always be able to see the assembly line in full operation. Call your group representative to verify availability.*



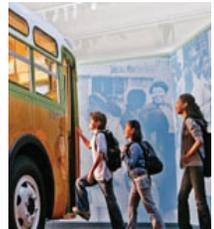
Empower the Students

- 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?
- Visit thehenryford.org/visit to check out the interactive map of the museum and village.
- Post a map of your field trip site and ask students to identify sites or exhibits that you will be visiting.
- Use thehenryford.org/education to increase student interest with:
 - Online exhibits
 - PowerPoint slideshows
 - Videos
 - Educator DigiKits
 - OnInnovation
- Relate museum collection to students' own personal collections.
 - How did the student start their collection?
 - How do they organize/care for it?
 - What are rules for others who want to see the collection?
 - What rules will be followed while visiting The Henry Ford?
- Begin a Know, Want to Know, Learned (KWL) chart regarding the topic being studied.
- If using a DBQ, share the topic or theme with your students before you visit so they know what exhibits to focus on.

During your Field 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. Follow up with: "What makes 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 Field Trip

Engage the Students

- Provide a writing or drawing reflective activity, or another activity that encourages students to think about the field trip.
- If you provided the students with a DBQ, 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 worksheets or other activities completed during 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.