

#### 4. STUDENTS

##### **During their time at the partner school, students should:**

- Participate in classes and in everyday school life
- Participate in family life and converse in the target language as much as possible
- Observe the rules and regulations established by the families and the school.

##### **During the return visit the students should:**

- Host the students of the partner school and include them in curricular and extracurricular activities.

#### 5. HOST FAMILY

Host families are of particular importance to ensure the success of the school exchange. For the duration of the guest students' stay they assume the parental role and the responsibility for proper supervision.

##### **Therefore host families should:**

- Be involved in the school's preparations for the exchange as early as possible
- Include the guest students in their family life and spend leisure time together
- Whenever possible, communicate only in the language of the host country
- Participating students and host families are encouraged to submit evaluation reports.

#### 6. FINANCIAL SUPPORT

If the above-mentioned program criteria are met, both American and German accompanying teachers, as well as their students, qualify for subsidies.

- American and German accompanying teachers receive air fare subsidies from funds of the German Foreign Ministry, calculated as a flat rate depending on the average regional fare. Groups of more than 10 students receive two teacher grants.
- American and German students receive airfare subsidies depending on their region of departure.
- Additional funds for projects based on the specific theme the schools have agreed upon have to be applied for separately with the PAD, Bonn or GAPP, New York respectively.

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## GERMAN AMERICAN PARTNERSHIP PROGRAM

### GUIDELINES FOR THE IMPLEMENTATION

As of October 2018

**GOETHE  
INSTITUT**

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## **Guidelines for the Implementation of the German-American Partnership Program**

### **PREAMBLE**

The German-American Partnership Program (GAPP) is part of Germany's foreign cultural and education policy. It is jointly administered by the Educational Exchange Service (PAD) of the Standing Conference of Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany, the Goethe-Institut New York, and GAPP, Inc.

The Program is funded by the German Foreign Ministry, which also holds responsibility for the overall concept. Additional funding is provided by the US Department of State.

### **1. OBJECTIVES**

**The Program has been designed to achieve the following goals:**

- The establishment of a long-lasting interest in the partner country and the deepening of the relations between Germany and the USA
- Promotion of German language studies at high schools in the USA
- Expanding students' and teachers' knowledge of the partner country
- Intercultural encounters of participants
- Acquisition and improvement of proficiency in the target language
- Continuing education for exchange coordinators

### **2. SCHOOLS**

#### **2.1 Application Process**

German and American secondary schools interested in a reciprocal and ongoing partnership are eligible to participate in the Program.

Participating American high schools and German secondary schools receive financial subsidies upon application if one of the following conditions is met:

- The American school offers German language classes.
- In case the German program at the American school has been discontinued, or in case German classes are planned to be introduced in the future, schools may apply for a grant if they incorporate a jointly planned teaching project into their exchange visits.

#### **2.2 Terms and Conditions of the Exchange**

The recommended group size is 10 to 20 students. Visiting students and host students should be around the same age.

Exchanges take place annually or every other year and need to be planned as reciprocal events.

The duration of an exchange visit is at least 16 days (including arrival and departure).

A minimum of two weeks is to be spent with host families, including at least 10 days of school attendance at the partner school. During this time, American and German students are to attend classes together or to work on a joint project or theme.

Each implementation of a reciprocal exchange must incorporate a specific theme the schools have agreed upon. This theme may be the basis for a more elaborate project, for which additional funds are available upon application.

Travel around the host country, as well as to neighboring countries, cannot be part of the GAPP exchange visit. Therefore, such travel is the sole responsibility of and subject to agreements between coordinators and the parents of the students.

### **2.3 Duties of the Host School**

The host school should play an active role in the welcoming and hosting of the guests.

This goal can be met by:

- Making welcome and farewell of the guests a special event at the school
- Involving the guest students in classes and extracurricular activities
- Integrating the foreign guests as resource persons, e.g. in other German or English classes, as well as in geography, history, and social studies classes
- Informing and involving other institutions, including the local media

### **3. TEACHERS**

#### **3.1 Program Coordination**

Participating schools nominate a Program coordinator who is responsible for the Program and its implementation at the school, as well as for the planning and evaluation of the exchange. The coordinator must be named to the Educational Exchange Service (PAD) and to GAPP, Inc. The duties of the coordinator include:

- Introducing the Program at the school
- Obtaining the necessary information and distributing it to participants and interested parties
- Documenting the Program and its implementation
- Cooperating with parents and out-of-school entities

#### **3.2 Accompanying Teachers**

One or two teachers, depending on the group size and the school's regulations, will accompany the student group. For a group of more than 10 students, two adult chaperones are required.

The person responsible for the coordination does not have to be an accompanying teacher.

In addition to German and English teachers, teachers of other subjects, as well as school administrators, are welcome to participate in the exchange.

Accompanying teachers ideally have a good knowledge of the partner language.

After completion of the exchange, either the exchange coordinator or the accompanying teacher is required to submit a report on the exchange experience and the allocation of received funds to GAPP, New York or to PAD, Bonn. The reports will be used for the further development of the Program, and possibly for publications by GAPP and the PAD.

#### **Accompanying teachers assume the following duties:**

- The planning, implementation and evaluation of the exchange
- Participating students are to be carefully prepared for the exchange, in particular for living with a host family and their role as representatives of their country
- Teachers must make sure that they are available to the students at all times during the stay at the partner school and with the host families
- Teachers are expected to act as a contact person for their students as well as for teachers and parents of the partner school
- The host families are to be involved in the organization of the exchange at an early stage, in order to prepare them for their role as hosts and to encourage them to participate in the Program.