



4. Students

During their time at the partner school, students are expected to:

- 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, students are expected to:

- Host the students from 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 exchange.

They assume the parental role and the responsibility for proper supervision, while hosting guest students.

Host families are expected to:

- Be active in the school's preparations for the exchange as early as possible
- Include 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 eligibility criteria are met, both American and German accompanying teachers, as well as their students, qualify for subsidies.

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



**GERMAN AMERICAN
PARTNERSHIP PROGRAM**

GUIDELINES FOR IMPLEMENTATION

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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, Goethe-Institut New York, and GAPP, Inc.

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

1. Objectives

The program has been designed to achieve the following goals:

- Establish long-lasting interest in the partner country and deepen relations between Germany and the USA
- Promote the study of the German language at high schools in the USA
- Expand students' and teachers' knowledge of the partner country
- Provide intercultural encounters for all participants
- Facilitate acquisition and improvement of proficiency in the target language
- Provide continuing education for exchange coordinators

2. Schools

2.1 Eligibility and Application

Eligibility: American schools interested in a reciprocal and sustainable partnership with Germany.

In order to be eligible for financial subsidies, interested schools have to meet one of the following criteria:

- U.S. schools have an established German program
- U.S. schools without a German program 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

Exchange visit should last at least 14 days (including arrival and departure). A minimum of 10 days is to be spent with host families, including at least 5 days of 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 topic.

Recommended group size: 10 to 20 students. Visiting students and host students should be around the same age.

- Exchanges take place reciprocally annually or every other year
- Each reciprocal exchange must center on a specific topic that the schools have agreed upon. In addition, American students may fill out a travel journal to document the work on the specific topic
- Travel around the host country, as well as to neighboring countries, cannot be part of the GAPP exchange visit. Such travel is the sole responsibility of and subject to agreements between coordinators and students' parents

2.3 Duties of the Host School

The host school plays an active role in welcoming and hosting guests. This goal can be met by:

- Organizing special events to welcome and say goodbye to exchange students at school
- Involving exchange students in classes and extracurricular activities
- Understanding exchange students as assets and integrating them into various classes
- Spreading the word about the exchange in the local media and/or on social media

3. Teachers

3.1 Program Coordination

Schools nominate a Program coordinator who is responsible for the Program and its coordination at the school, as well as for the planning and evaluation of the exchange. The coordinator must be reported to the Educational Exchange Service (PAD) respectively 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 other 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 speak English and German.

Program coordinators or accompanying teachers are asked to submit a report upon completion of the exchange. The report should provide a summary of the exchange experience as well as funds received. It should be submitted to GAPP, New York or to PAD, Bonn. Reports will be used for the further development of the Program, and possibly for publications by GAPP and the PAD. This is optional but greatly appreciated.

3.3 Duties and Obligations of Accompanying Teachers

- The planning, implementation and evaluation of the exchange
- Students are to be carefully prepared for the exchange, in particular for living with a host family, as well as their role as representatives of their country
- Teachers should be 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 at the partner school
- 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 actively participate in the Program