

## Project EarthView

Center for the Advancement of STEM Education ~ Bridgewater State University

### Visit Requirements for Project EarthView

The EarthView team is glad you are considering an EarthView visit to your school. We have found this to be a truly remarkable way to generate enthusiasm for geography education among people of all ages!

**Before we begin the scheduling process, please be sure that the following requirements can be met:**

1. Please be sure that the gym floor has been swept clean prior to the event.
2. For the EarthView Globe program, the gymnasium must have a measured height with no obstructions of at least 20 feet for the hand painted globe and 22 feet for the satellite image globe. It is important that no obstructions or hot lights (i.e. halogen) are present below 24 feet. If hot lights are present in the vicinity for EarthView, please turn them off at least 30 minutes prior to the program.
3. For the EarthView Floor Map program, the gymnasium must have enough space to accommodate the floor map plus an additional 12 feet in both directions to allow students to walk around the map. For example, if you request the Asia map which measures 32'x37' the gym space would need to be a minimum of 44'x49'. The floor maps cannot be used in a classroom.
4. If you are requesting both a globe and floor map in a combined program, your gym space needs to be in compliance with both measurement requirements above.
5. It is important that the gym or space being used is dedicated to the EarthView visit for the day. Please be sure NO other programs are taking place in the gymnasium while EarthView is scheduled for student groups, during set up and break down. NO exceptions.
6. The program will normally run from 9:30 AM to 2:00 PM, with a short break for lunch. The more convenient the lunch location the shorter this break can be – a half-hour if lunch is available on campus, 45 to 60 minutes if lunch is off-campus.
7. The EarthView team will arrive at least 45 minutes prior to the first class scheduled. Please ensure that office and/or school security staff is ready for the team's arrival, and that any special parking or entrance requirements are communicated to the team prior to the program. Please communicate a physical address for school location for our team to locate using GPS.
8. The capacity of the globes is 20-25 students. Students need to be brought to the program at least 5 minutes before the class is scheduled. The students in a given group should all be at the same grade level, so that an appropriate program can be presented to them, though groups from any range of grade levels can be included over the course of the day.
9. A teacher or aide must accompany each group of students to the EarthView presentation. This really helps with discipline; we can handle disciplining but it takes time and focus away from learning; in addition, the class comes in as a whole, with the teacher, who can then follow up on

topics when back in the classroom.

10. A teacher, administrator, or parent volunteer must be on duty all day to coordinate the flow of students to and from EarthView, assist with shoe removal and transition between classes and to facilitate any adjustments to the schedule. We have found that the assistance of a knowledgeable community member contributes to a successful program.
11. The EarthView team welcomes all students. The team relies on local staff to inform us of any accommodations needed.
12. Students should be in the gymnasium only immediately prior to the program. It would be best to have a class waiting outside the door to enter as a class leaves so transition between classes runs smoothly through the program. There should be no talking outside EarthView as sound carries and interferes with the lessons taking place inside.
13. A ten-minute slide show can be included after each presentation, if a blank wall or portable screen is available and there is space available in the gymnasium. The presentation provides an overview of the EarthView blog, and encourages students to continue learning from the EarthView program on their own. The EarthView team provides a projector.
14. The walls of the globe are hand-painted or silk screened depending on which EarthView globe is presenting at your school and are not to be touched – inside or out. This helps preserve the longevity of our teaching products.
15. All those participating with EarthView should remove their shoes (unless precluded by a physical disability) and **MUST BE WEARING SOCKS**. Students must be advised of this requirement ahead of time; some school organizers purchase a bag of socks for those who have forgotten on the day of the event.
16. The fee for the full-day EarthView Globe program is \$400, EarthView Floor Map program \$200, and EarthView Workshop program is \$600. A combined globe and floor map program is \$500. Evening programs are \$200. All remittance payable to Bridgewater State University. If your school billing address is different than the visit location please communicate that with our CASE office. The preferred method of payment is credit/debit card or electronic check. If necessary, purchase orders can also be processed.
17. Once a date is confirmed, more detailed information and sample schedules will be sent.