History by Design
Principal Letter of Acknowledgment and Support
2018-19

Teacher Names: ________________________________ and ________________________________

Principal Name: ____________________________________________________________________

School: ____________________________________________________________________________

I fully support the participation of the above-named teachers in the 2018-19 History by Design program. I understand that if selected, the teachers will:

- Attend four full days of professional learning on Tuesday, October 30, Thursday, December 20, Thursday, January 17, and Tuesday, March 19 for which per diem substitute coverage will be provided.
- Recruit a group of 15-25 students to participate in a Curator Crew after-school club and hold meetings at least once a week.
- Engage the students in the Curator Crew in an authentic, inquiry-based research project that examines history, social studies, and/or the arts.
- Bring the Curator Crew after-school club on three fieldtrips to cultural institutions.
- Schedule at least one site visit with the History by Design Program Manager for on-the-ground support in between professional learning sessions and fieldtrips.
- Work with Curator Crew students and their families to arrange for their participation in the Culminating Exhibition in May 2019.

I will support the above-named teachers in leveraging school-level resources, including materials and a space for the Curator Crew after-school club to meet regularly.

I have reviewed the attached program overview and FAQ, and my signature below indicates my strong support for the above-named teachers’ application and a commitment to participating in the History by Design program.

______________________________________________  ______________________
Signature of Principal                               Date

Please email this completed and signed Letter of Acknowledgment and Support to HistorybyDesign@schools.nyc.gov with the subject line “History by Design Principal Letter” by Monday September 24, 2018. Applications that do not include this Principal Letter of Acknowledgment and Support will not be considered.
History by Design
Program Overview 2018-19

Program Features

Middle school teachers (grades 6-8) are invited to apply to be part of the History by Design program to launch a ‘Curator Crew’ after-school club at their school. History by Design is a pilot program for teachers and students who are interested in diving deeper into social studies, history, and the arts in an experiential learning environment that encourages student voice and multiple perspectives. The program is a year-long after-school club for 15-25 students that meets weekly, and is co-led by a pair of teachers—at least one of whom must be a social studies teacher. Each Curator Crew will investigate the theme of Conflict and Innovation by selecting a social studies topic related to one of four critical lenses: Art as Rebellion, NYC’s Changing Landscape, Evolving Roles of Wo/men, and What Makes a Leader. In addition to meeting weekly, Curator Crews will take three experiential fieldtrips to cultural institutions that will inspire the creation of their culminating project, designing a museum exhibit. All History by Design Curator Crews will create an exhibit based on their research topic, and present their exhibit at the Culminating Exhibition that will take place at the end of May 2019.

Participating teacher-pairs will attend four professional learning sessions that will take place on Tuesday, October 30, Thursday, December 20, Wednesday, January 30, and Tuesday, March 19. At each session, teachers will explore topics in social studies, history, and the arts through the social studies practices, the process of creating an exhibition, and how to leverage cultural institutions to complement their Curator Crew’s project. Professional learning days will take place on school days, and the History by Design program will cover the cost of per diem substitute coverage for all teachers in attendance. Participating teachers are eligible to receive up to 40 hours of per session for time spent outside of regular school hours planning for, and facilitating the after-school Curator Crew. Teachers will receive on and off-site support from the History by Design program.

Each teacher-pair selected to participate in the program must attend all four full-day professional learning sessions, schedule at least one site visit with the History by Design program manager, and support their student Curator Crew in creating and presenting a museum exhibit project at the Culminating Exhibition.

Program Goals

Through the History by Design program, students will learn to see themselves, and insert themselves into history. They will learn about history through primary sources, art, artifacts, and historical figures from experts in the field. They will use critical thinking skills to broaden dominate narratives, investigate history from multiple perspectives, and gain exposure to a wide variety of cultural institutions. Students will brainstorm, research, plan, and create an exhibition based on a topic of their choosing, and inspired by trips to museums. They will gain experience in working as a group on a year-long project designed to make social studies, the arts, and history come to life by making it accessible and relevant to their day-to-day lives. Students will have the opportunity to present their work as a team, and actively participate in a gallery walk of other Curator Crew’s work at the Culminating Exhibition in May 2019.

Teachers will learn how to create an after-school club at their school, engage local cultural institutions in a meaningful way, facilitate experiential learning opportunities for their students, and cultivate critical thinking and individual voice within their students.
The Principal’s Role

Principal support for the History by Design program is important for ensuring the teacher-pair and their students are able to successfully research and develop a museum exhibition, attend fieldtrips at cultural institutions, and present at the Culminating Exhibition. While a principal does not have to be involved in the day-to-day operations of the program, it is expected that he/she will support the teacher-pair in the successful launch and implementation of the Curator Crew, and in leveraging school-level resources (materials, space, etc.) as needed. Additionally, principals and/or other school administrators are encouraged to attend the Culminating Exhibition in May 2019 where students will present their museum exhibit project.

FAQ

Who can participate in History by Design?
• The History by Design Curate Crew after-school club is co-led by a pair of middle school teachers—at least one of whom must be a social studies teacher. All students in grades 6, 7, and/or 8 are encouraged to join the Curator Crew.

How many students can participate in the program from a school?
• Schools will recruit a group of 15-25 students from grades 6, 7, and/or 8 to participate in the program.

What is the process for selecting fieldtrips and where will they take place?
• Each teacher-pair and their Curator Crew will participate in three fieldtrips. One will be centered on learning the foundations of research, one will be on the curatorial/exhibition design process, and the third will be content-specific.

What is the schedule and time commitment for History by Design?
• Curator Crews will meet weekly during after school hours at a designated location at school.
• Teacher-pairs will schedule three fieldtrips to cultural institutions for their Curator Crew. The dates and times of these trips will be determined by the schedule and availability of both the Curator Crew and the cultural institution. Schools and cultural institutions should refer to the 2018-19 school calendar to strategically schedule their fieldtrips. Most trips will run for 60-90 minutes.
• The program requires a time commitment from the teacher-pair of 1-2 hours per week for Curator Crew planning and meetings, and an additional 3-4 hours (includes travel time) during the weeks when fieldtrips take place.

Will there be a culminating event?
• Yes! Each Curator Crew will create a museum exhibit about their research project and present their exhibit at the Culminating Exhibition; a showcase of the exhibits created by all the 2018-19 Curator Crews.

What are the attendance requirements for students?
• Students must be able to attend the Curator Crew after-school club weekly meetings, three fieldtrips to cultural institutions, and the Culminating Exhibition in May 2019.
• The teacher-pair leading the Curator Crew is responsible for ongoing student outreach and engagement to support strong attendance from all participating students.
Must the History by Design Curator Crew fieldtrips be scheduled during after school hours?
• No. While Curator Crew club meetings will be held after school, fieldtrips may be scheduled during the day if that is logistically possible and/or preferred for both the school and the cultural institution.

How will participating students travel to each session?
• Student MetroCards will be provided for fieldtrips, upon request, if taking public transportation is preferable for a Curator Crew. Participating teachers must return all unused student MetroCards.
• For fieldtrips scheduled during the school day, schools are welcome to reserve yellow school service through the Office of Pupil Transportation field trip reservation system.
• Travel time to and from the cultural institution varies, so please plan accordingly.

Are teachers required to lead the students on their fieldtrips to the cultural institutions?
• Yes. Both teachers who are participating in History by Design and leading the Curator Crew after-school club are expected to lead the students on all three fieldtrips.
• Schools are responsible for, and required to, collect all necessary parent/guardian consent forms for students to participate in the fieldtrips.

Will per session funding be available to participating teachers? Who is eligible for per session and what will be the process for payments?
• Teachers selected to participate in History by Design are eligible to receive up to 40 hours of per-session for time spent outside of regular school hours planning for, and facilitating their Curator Crew after-school club.
• Per session will be processed by the History by Design program. Funds will NOT be allocated to school budgets.
• Selected teachers must apply to the Per Session Vacancy Circular, once it is posted at the beginning of the program.
• Per session timesheets must be submitted by email to the History by Design program manager at the close of each pay period.