

NWECS Virtual Fieldtrip Guidelines

Plan 6 – 8 weeks in advance!

1. Visit the links on the NWECS virtual fieldtrip page to get the latest Virtual Field Trip updates. <http://www.nweecs.net/virtual/fieldtrip.htm> In addition, search the web for additional virtual field trip information.
2. Schools should call or email the contact person listed on the virtual field trip web page.
3. Schools should ask questions related to each virtual field trip before considering the field trip.
 - a. What content will be covered?
 - b. What age group is the field trip appropriate for?
 - c. What will the students expect to see during the field trip?
 - d. What is the cost of the field trip (content and line charge)?
 - e. Are there materials for the virtual field trip?
 - f. How and when will materials be sent for the virtual field trip?
4. Once you've identified a field trip, contact the ITV Office via email distancelearningstaff@witc.edu or by phone 1-800-243-9482, ext. 5427, to schedule the field trip and provide the following information:
 - Contact person's name, phone number, and email whenever possible.
 - Name and location of the field trip (ex. NASA Glen Research Center, Ohio).
 - Date and time of the virtual field trip (note: your ITV room must be available).
5. The ITV Office will send a confirmation if the field trip can be scheduled. You will be notified if there are scheduling conflicts.