

The Introductory Workshop

This is the first time that participating teachers will meet as a group. It is your opportunity to introduce them to the goals and structure of the program.

The Goals of the Introductory Workshop

- Review the goals and structure of the program.
- Provide hands-on experience using the content resources and methodology that will be used in the program.
- Provide participating teachers with materials on topics of their choice to bring back to use in their classrooms.

Planning the Agenda

A sample agenda for this introductory workshop is included on the next page of this guide. You will note that much of this agenda takes the form of a professional development workshop for the teachers. This part of the workshop is led by the lead teacher(s) who will draw on the resources provided and issues addressed at the Summer Institute at Brown.

As the organizer of this program, you will need to make arrangements for travel, meals, facilities, and materials. It may also fall to you to arrange for your Secretary of State and/or representatives of the sponsoring organization(s) to open the meeting with a welcome to teachers. You and your lead teacher will also decide who should be responsible for the wrap-up.

Materials for the Workshop

At this introductory workshop each participating teacher will receive a Capitol Forum Curriculum Resource Book (CRB), provided by the Choices Program national office. In addition, each state organizer will need to assemble packets of loose materials needed for the meeting. These will include publications lists and planning sheets provided by Choices as well as items specific to your state program, such as the day's agenda, financial forms, and copies of local press coverage.

Each participating teacher will also need a copy of the unit that is to be the focus of the workshop. We request that lead teachers use *The U.S. Role in a Changing World* in this workshop. Participating teachers will need a strong grasp of the Futures, the central focus of this unit, as they will be at the heart of the discussion on the day of the forum and during the post-forum lesson and ballot.

Workshop Tools

In addition to the resources listed in the Introductory Workshop section of the online resources, a CRB, and a copy of *The U.S. Role in a Changing World* for each participating teacher, you will need the following resources at this introductory workshop:

- Name tags, preprinted or blanks for make-your-own
- Overhead projector and/or powerpoint
- Four white posterboards and four sets of colored markers
- Flip chart or blackboard/whiteboard and appropriate markers
- Sample Choices curriculum units

Working with Veteran Teachers

In veteran states participating teachers include veterans to the program as well as new arrivals. States have been experimenting with different ways to handle this. In some, they have tried sharing leadership with program vets throughout the day. And others have varied the program with new “twists” to some of the activities to provide something new for everyone. All are encouraged to share their experiences with the Capitol Forum Coordinator so that we can in turn share them with others.

Two things to remember as you plan your program: 1) The new teachers need clarity and a vision of where they are headed. 2) The veterans are familiar with what has been. They are not familiar with any new developments in the program. This is sometimes even harder than providing clarity for newcomers.

Introductory Workshop: Sample Agenda

8:30 - 9:30	Welcome & Introductions Overview of the Capitol Forum Program and the Workshop Agenda Challenges: What do your students tell you?
9:30 - 10:30	Values in Public Policy [Activity] The Vocabulary of International Relations—Key Terms [Activity] Introduction to Deliberation—A Cornerstone of the Capitol Forum
10:30 - 11:15	Overview of the Choices Approach to Current Issues Modeling the Approach [Preparation for the Simulation on the U.S. Role Futures]
11:15-11:30	Break
11:30-12:30	Simulation [Four Futures “Hearing”] Deliberation on the Merits and Tradeoffs of Four Futures Moving beyond the Futures — Development of Future 5 Review the Matrix — “The Origins of the Futures”
12:30- 1:15	Lunch
1:15-1:45	Focus on Skills and Values Reviewing Global Issues
1:45-3:00	Integrating the Choices Approach and Key Terms into Courses The Choices Approach to Historical Decision Points Snapshots from Different Units Small Group Working Time — Deciding on Units to Use
3:00 - 3:30	Conclusion & Review of Expectations Looking ahead to pre-Forum planning meeting and the Capitol Forum Complete Unit Selection Forms and Evaluations

Logistics of the Day

Your pre-workshop letter to participants should include a draft agenda, directions, and information on travel and arrangements for parking at the workshop site. You should also include a list of participants with contact information for those who wish to travel together. (This list will also help participants stay in touch throughout the year.)

Depending on their proximity to the state capitol, some teachers may need to find overnight accommodations. It will be up to you as the organizer to decide what help, financial or

otherwise, you are able to provide these teachers, but you should at least provide a list of convenient accommodations.

This pre-workshop mailing is also a good time to clearly state your policy on reimbursement or financial assistance for travel expenses for the entire Capitol Forum year. Include information about meals in the mailing or on the agenda so teachers can plan meal expenses.

Unless you have scheduled your introductory workshop for a Saturday, your teachers will need ample time to set up substitutes for their classes. Several weeks notice is important...the more time the better.

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Choices Units— Taking Choices Back to the Classroom

Following the workshop you will be sending participating teachers two Choices curriculum units on topics that they have selected during the workshop. Participating teachers will be expected to incorporate at least one of these into their curriculum prior to the pre-forum planning meeting. You will need to incorporate time to select these curriculum units into the agenda for the day. You will also need to provide a copy of “Requesting Choices Units” (order form) in their meeting packet. Please collect these forms at the end of the day and forward them to the Choices Program office promptly so that teachers can receive their materials in a timely fashion.

Publicity

The Introductory Workshop is a good time to announce the names of participating teachers and to publically introduce the schedule for the Capitol Forum year.

Take photos of participating teachers with your Secretary of State and Capitol Forum organizers. Copies of these photos can be sent

Inviting Guests to the Workshop

All of the sessions taking place at the State Capitol provide wonderful opportunities to engage co-sponsors and to introduce potential sponsors to the program. To date, attendees have included State Departments of Education, statewide civic organizations, administrators from participating schools, current or potential funders, and media.

to newspapers in each teacher's local community (including his or her school newspaper) along with a press release announcing that the school and teacher will take part in the Capitol Forum program. These photos may also be offered to your co-sponsors for use in their own newsletters and/or web sites.

These early media relations efforts should include basic information about your Capitol Forum program and its sponsors and co-sponsors. We recommend that you contact a broad range of reporters and editors and begin to plant the seeds for deeper coverage of the spring Capitol Forum.