

# Participant's Guide to the Colonial Williamsburg Teacher Institute 2009

Welcome to the 2009 Colonial Williamsburg Teacher Institute! We are delighted to have you join us and hope you look forward to an exciting week of learning about the early years of our nation's history. This guide will answer many of the questions you may have concerning the Institute. If you need additional information or clarification, please do not hesitate to call us at (757) 565-8417.

The intensive week-long Teacher Institute immerses you in American history in Williamsburg, the restored capital city of eighteenth-century Virginia, as well as nearby sites like Jamestown and Yorktown. During the Institute, you will observe museum techniques that will actively engage your students in the study of history. Opportunities include working with museum staff and interpreters, analyzing primary sources, and taking part in historic simulations.

## Before the Institute

As you prepare for the Colonial Williamsburg Teacher Institute, you may have questions on how to get here, what to pack, and any assignments we ask you to complete before you arrive. For help, explore the pages in this section and the Frequently Asked Questions page. If you need additional information or clarification, please contact us at (757) 565-8417.

### How to reach us

***Regardless of how you arrive in Williamsburg, check-in and registration for lodging is at the Colonial Houses Guest Registration desk.***

Printable maps of the [local area](#) and [Colonial Williamsburg](#).

#### By air:

- [Richmond International Airport](#) (50 minutes)
- [Newport News-Williamsburg International Airport](#) (20 minutes)
- [Norfolk International Airport](#) (50 minutes)

To ensure your full participation in all Teacher Institute events, try to schedule your flights to arrive on the first day before 5:00 p.m. and depart on the final day after 3:00 p.m. Travel arrangements may be made through [CI Travel](#) at (888) 461-0022; when you call, tell the agent you are attending the Colonial Williamsburg Teacher Institute.

When arriving at the airport, please be sure to bring your photo identification and itinerary to check-in at the counter. For helpful hints on how to pack and what you can and can not bring through security, please see the Transportation Safety Administration's website at <http://www.tsa.gov/>. Additional travel information can be found at [CI Travel](#), including links to the major airlines and current luggage fees.

Each airport has rental car and limousine services to help you get to Williamsburg.

- [Carey VIP](#) services all three local airports (Richmond, Newport News-Williamsburg, and Norfolk). Make reservations by calling (877) 422-1105.
- [Tidewater Coach](#) services all three local airports (Richmond, Newport News-Williamsburg, and Norfolk). Make reservations online or call (757) 218-9539.
- [Groome Transportation](#) services Richmond International Airport with departures on the hour. Make reservations by calling (800) 552-7911.

If your flight is delayed or canceled, please notify us of your late arrival by calling (757) 229-1000 x2290, (757) 565-8417, or (757) 565-8986.

#### **By train or bus:**

[Amtrak](#) and [Greyhound](#) serve the [Williamsburg Transportation Center](#), located a few blocks from the Historic Area, with car rentals and a taxi service on site. You may also call the [Colonial Houses](#), (757) 220-7978, to request shuttle service from the Center; you will be responsible for providing the gratuity for this service.

#### **By car:**

From Interstate 64, take exit 238 onto Route 143 East. Follow Route 143 to the second traffic light and bear right onto Route 132 (Henry Street). Continue on Henry Street through the Historic Area. At the third traffic light, turn left onto Francis Street. Continue on Francis Street, turning right at the second street, South England Street. Turn into the parking lot on your left to reach the [Colonial Houses](#) guest registration. You will be across from the Williamsburg Lodge and adjacent to the Williamsburg Inn.

**Street Address:** Colonial Houses Guest Registration, 305 South England Street, Williamsburg, VA 23185

## **What to pack**

You will want to dress comfortably throughout the week; the pace of the Institute involves 10- to 12-hour days, with two- and three-mile walks throughout the day being common. The summer weather in Virginia is usually 90+ degrees with high humidity and occasional afternoon thundershowers. The extremely hot and humid weather of a Virginia summer can take its toll on those who are unprepared. Cool and comfortable clothing is a must.

Shorts and walking/athletic footwear are highly recommended. Laundry facilities are currently not available on site; please pack appropriately.

Be sure to bring:

- Hat
- Sunglasses
- Sunscreen
- Bug spray
- Umbrella/rain gear
- Refillable water bottle
- Medications  
\*\*\**Please notify us in advance of special conditions or medical needs.*\*\*\*
- Photo identification
- Writing instrument (pen or pencil)

Additional suggestions:

- Camera (be prepared for many photo opportunities!)
  - Film (4 – 6 rolls recommended)
  - Memory cards
  - Extra batteries
- Backpack/fanny pack
- Flashlight
- Calling card/cell phone
- Note pad/clip board/notebook/folder
- Journaling supplies
  - Colored pencils
  - Markers
  - Scissors
  - Glue
- Copy of your state's social studies standards for your grade level

Past participants suggest that teachers bring an empty suitcase to carry educational materials home.

### **What if I forget something?**

Items such as bottled water, toothpaste, shampoo, juice, film, etc., may be purchased at the hotel gift shops or vending machines.

### **What to read**

#### **Elementary & Middle/High Programs**

In your orientation packet, you will receive the *Official Guide to Colonial Williamsburg* and *The American Revolution: A History*. Please read *The American Revolution: A History* and the introduction to the *Official Guide to Colonial Williamsburg* before your arrival. It is not necessary to bring these books with you to the Teacher Institute. Let us know if you do not receive these books as part of your orientation materials.

In addition to reading the two selections above, please take a few moments to reflect and answer the following question: What does it mean to you to be a United States citizen, or in other words, how would you define the character of a United States citizen? Please bring your written answer with you to the Orientation session on the first night.

You may also want to take a few moments to visit the 18<sup>th</sup> century town of Williamsburg online at [Tour the Town](#). From the comfort of your computer, you may enter the Capitol, the Governor's Palace, the Courthouse, the Magazine, trade shops, and many other establishments to learn about the birthplace of the American Revolution. Other spots of interest on the Web site include [Meeting the People](#), [Seeing the Places](#), and [Experiencing the Life](#).

You may also want to take a look at our suggested reading list.

In addition, be sure to check with your local school district for its requirements to receive professional development credit (continuing education credit, clock hours, professional development hours, etc.) for your participation. Teacher Institute will provide you a schedule of events and a certificate of completion as proof of your participation. However, if additional paperwork is required (if Colonial Williamsburg needs to submit paperwork to be an approved provider in your district or state), please contact us 60 days prior to your arrival to confirm what efforts need to be done. We cannot guarantee your school district will accept your time spent in Williamsburg if you contact them after you have attended.

## During the Institute

The Colonial Williamsburg Teacher Institute will improve your ability to teach U.S. History. We want you to get all you can out of your experience while you are here. Sessions with a peer facilitator will help you focus on ways to actively apply the content in the classroom. Daily evaluations help us focus and improve the Institute.

Here are just a few comments from teachers who attended the 2008 Teacher Institute:

*Everything was so relevant to what we teach that you could see yourself teaching and using all the information we have gathered. My mind is exploding with new ideas to make this material come alive. I can not wait to start planning for my new school year.*

*This has been an outstanding week; I have not only learned information to take back to my classroom but I have learned lessons that I will take back as a citizen of the United States. Having a better understanding of the events that led to the creation of our nation allows me to be a more involved citizen.*

*The Williamsburg experience was incredible. It seems as if you stepped into the pages of a history book and back into the past. I experienced the trials and hardships as well as the light hearted fun of the days of freed slaves and gentry. I watched as Virginia went from being loyal to the king to declaring independence*

*from Britain and the beginning of a new independent free nation. These events shaped what the United States is, what it represents, and what it shall become, a nation that leads and is one whose citizens proudly protect and proclaim freedom for all.*

## **Schedules**

The schedule provided here is for information only and is subject to change prior to your arrival to the Institute because of other programming opportunities. *You do not need to bring a copy with you; a final schedule will be provided to you during your orientation.*

Note the orientation starts at 7:00 p.m. on the day of your arrival. You will receive instructions at the hotel on where to meet the group.

**Elementary Program**  
**Middle/High Program**  
**High Program**

## **Lodging and Dining**

### **Lodging**

The cost of lodging is included in the Institute fee. Check-in and registration is at the Colonial Houses Guest Registration desk. You will be provided a double-occupancy room (typically twin beds) in the [Colonial Houses](#) along Duke of Gloucester Street within the Historic Area.

Take a few moments to explore the Colonial Houses online for the types of accommodations provided; most participants will stay in Brick House Tavern, Market Square Tavern, or Chiswell Bucktrout House. Due to the nature of the accommodations, we will be unable to confirm your specific rooming assignment until the day you arrive. *For an additional charge of \$525, private rooms may be available on a first-come, first-served basis. Please contact the Institute Registrar at (757) 565-8417 for more information.*

Once here, your family may reach you at (757) 220-7978. Mail should be sent to *Your House*, Colonial Houses – Historic Lodging, P.O. Box 1776, Williamsburg, VA 23187-1776.

### **Incidental Charges**

You are responsible for paying for all incidental charges made to your room including local and long distance telephone calls. The Colonial Houses charge a 75-cents access fee for all local calls. For your convenience, a credit card imprint will be made at check-in to cover telephone charges and any other incidental charges.

Past participants have suggested bringing a prepaid phone card or personal cell phone. No fee is charged when using telephone calling cards with a toll-free number; cellular connections within the Historic Area may be unreliable, depending upon your provider.

To expedite checkout on the morning of your departure, you may want to reconcile telephone bills and other incidental charges the night before. You must return your keys to the Colonial Houses Guest Registration the morning you depart. A \$10 lost key fee will be charged for keys not returned to the Colonial Houses Guest Registration.

### **Dining**

All meals are included in your Institute fee. Breakfast, lunch, and dinner will be served daily in Colonial Williamsburg restaurants or nearby establishments.

*\*\*\*Please notify us in advance if you have food allergies or dietary restrictions.\*\*\**

### **Materials**

The Institute will provide you with the following items:

- *Official Guide to Colonial Williamsburg*
- *The American Revolution: A History*
- *Jamestown Rediscovery 1994-2004*
- *Virginia Gazette*
- Quill pen, seal, and sealing wax
- CD-ROM of Colonial Williamsburg Teacher Institute lesson plans
- ...and much more!

In addition, as a participant in the Institute, you have the opportunity to receive discounts at several of the gift shops and museum stores with your Colonial Williamsburg Teacher Institute name tag.

### **Application Sessions**

Throughout the week, there will be daily sessions set aside for you to meet with a peer facilitator to debrief the day's content and strategies and to help brainstorm ways to design curricula for your classroom based on the day's experiences. She will reinforce teaching strategies presented during the day and offer lessons and strategies she has successfully used with her students in the classroom.

Peer facilitators are past participants of the Institute who have returned to help provide you guidance and support. We make every effort to choose someone who will best fit with your group; e.g., the peer facilitators for a middle and high school program week will be teachers in a middle or high school. They will act as a liaison between the Institute staff and you, participate in all activities and lessons during the week, provide directions on how to get to places within the Historic Area, and offer suggestions for good teaching materials when visiting the gift shops.

### **Evaluations**

Peer facilitators will distribute evaluation sheets. Your comments and suggestions are very important to us for maintaining the quality of the Colonial Williamsburg Teacher Institute.

Individual evaluations should be completed and turned in daily. Please take the opportunity to let us know how we are doing.

## **End of the Week Project**

As a summary activity at the end of the week, we ask each group to produce a project that symbolizes for them what they have learned while at Colonial Williamsburg. These projects may vary from an ABC book to a Microsoft PowerPoint presentation to the creation of specific lesson plans. Working as a group with your peer facilitator, you will decide upon a project and prepare it for presentation at the end of the week, typically on the final day.

Objectives for the project include:

- Review content learned.
- Practice good teaching strategies.
- Make the material relevant to students and instill in them a passion for being citizens of their communities and our nation.

Past projects have included:

- Lesson Plans
- American Flag
- ABC Book
- Overview Activities
- PowerPoint Presentations
- Letters, Ads, Songs

## **After the Institute**

After you return home, you will become part of a network linking you to Colonial Williamsburg and to your colleagues through various media, including our [Teacher Gazette](#) and [Electronic Mailing List](#). We hope to continue to hear from you as you learn and build your knowledge of early American history in your classroom.

## **Share Your Achievements**

In addition to staying in touch with us, we hope you will get in touch with your local media and let them know how history education will be improved as a result of your attendance at the Colonial Williamsburg Teacher Institute. To help, we have prepared a sample press release that only requires you to fill in the information about you. A copy of the release can also be found on the CD-ROM provided during your Institute week.

The Colonial Williamsburg Teacher Institute staff encourages you to support U.S. history education by writing thank you notes to those who support this program. For those of you attending with contributions from donors or from [Teaching American History grants](#) sponsored

by the U.S. Department of Education, please take a few moments to write a special thank you to those who made it possible for you to attend. To write in support of U.S. history education in your local area as well as nationally, visit [Congress.org](http://Congress.org) and enter your zip code to find the address for all your local, state, and national representatives. Also, be sure to contact your school district's superintendent and school board members.

Taking a moment to say "thank you" will make a difference for thousands of students across the country!

## **In-Service Programs**

When you return to school, we hope you will not only use the instructional materials, but also the experiences and the skills you gained and improved at the Colonial Williamsburg Teacher Institute. Contact your school and your district's administration and let them know you are interested in providing information to your peers about what you learned while in Williamsburg. We hope you will share these materials, skills, and experiences with your fellow teachers through workshops and in-service programs within your district and at state or [national](#) social studies conferences.

Please remember the Teacher Institute staff is ready and willing to help review and provide guidance with any lessons or programs that you develop.

## **Return to Williamsburg**

If you enjoyed your experience with the Colonial Williamsburg Teacher Institute and would like to return to share your enthusiasm, we encourage you to apply to be a peer facilitator or a curriculum writer.

Every summer, past participants may apply to return to Williamsburg to continue their Institute experience as either a peer facilitator or a curriculum writer. You have witnessed the excitement of facilitating during your week. Facilitators are provided an all-expense paid trip to assist new participants in this experience of a lifetime and to share successful teaching strategies in daily application sessions. Curriculum writers are also brought to Colonial Williamsburg during the summer (and other times throughout the year) to help in writing new lesson plans for upcoming [Electronic Field Trips](#), [Teacher Gazette](#) issues, and an assorted number of other Colonial Williamsburg Education Outreach programs. The same application is used for both positions; it requires one original lesson plan that has been used successfully in the classroom.

## **Lesson Plans**

As part of their participation in the Institute, many participants are required to develop an original lesson based on historical information and teaching techniques learned during their time at the Colonial Williamsburg Teacher Institute. If you are responsible for creating a lesson, the curriculum should follow the model lesson plan format distributed on the final day (the model lesson plan can also be found on your CD-ROM). Remember to include primary sources in your teaching strategy.

Submit an original lesson plan in hard copy or through e-mail by March 1, 2010, to

Tab Broyles  
Director of Teacher Programs and Outreach  
Colonial Williamsburg Foundation  
Education Outreach  
P.O. Box 1776  
Williamsburg, VA 23187-1776  
[tbroyles@cwf.org](mailto:tbroyles@cwf.org).

If you submit a lesson plan, Colonial Williamsburg staff members will review the lesson for historical accuracy, uniqueness, and creativity (remember to include primary sources). If your lesson plan is selected for publication, either in its entirety or in collaboration with other lesson plans on the same topic, you will be given full credit for the lesson and will receive a final copy upon publication. The published lesson plans are available for purchase at the Learning Resource Center to further extend the Colonial Williamsburg Teacher Institute to teachers across the United States. Some lessons may be included on our Web site as examples of how to successfully use the materials and content provided by Colonial Williamsburg.

Even if you are not required to submit a lesson, we hope you will participate by sending us copies of your successful lessons, projects, pictures, and/or student samples. Many samples provided to us are used for demonstrations to donors, curriculum writers, and other teachers to illustrate what participants learn while at the Teacher Institute.

### **College Credit**

Attendance in the Colonial Williamsburg Teacher Institute provides you the opportunity to apply for three hours of graduate education credit from the University of San Diego (Course Title: Colonial Williamsburg Teacher Institute in Early American History). Credit will be given for attending all sessions of the Colonial Williamsburg Teacher Institute and submission of one original lesson plan based on historical content learned while attending the Teacher Institute. On the final day of the Institute, an Institute attendance sheet will be passed around. Be sure to sign it if you think you may be interested in receiving graduate credit in the next year. The credit is only offered for one year from completing the Institute – you will have until the summer of 2010 to request the graduate credit.

Please submit your lesson plan no later than December 31, 2009. The director of Teacher Programs and Outreach will review it by January 31, 2010. Once it has been approved, you will be sent a University of San Diego college credit application. You must submit the completed college credit application form and a check for \$180.00 (*price subject to change*) to the University of San Diego to receive the three hours of graduate credit.

Submit original lesson plans no later than December 31, 2009, to:

Tab Broyles  
Director of Teacher Programs and Outreach

Colonial Williamsburg Foundation  
Education Outreach  
P.O. Box 1776  
Williamsburg, VA 23187-1776  
[tbroyles@cwf.org](mailto:tbroyles@cwf.org).

If you need the college credit in the fall, please submit your lesson by November 1, 2009. Be sure to include a note indicating you need the credit for the fall semester. The director of Teacher Programs will make every effort to provide you with results by December 1, 2009.

## Frequently Asked Questions

### ? **Can I drive to the Institute?**

Yes! To reach the Williamsburg Inn from Interstate 64, take exit 238 onto Route 143 East. Follow Route 143 to the second traffic light and bear right onto Route 132 (Henry Street). Continue on Henry Street through the Historic Area. At the third traffic light, turn left onto Francis Street. Continue on Francis Street, turning right at the second street, South England Street. Turn into the parking lot on your left to reach the [Colonial Houses](#) Guest Registration. You will be across from the Williamsburg Lodge and adjacent to the Williamsburg Inn.

Street Address: Colonial Houses, 305 South England Street, Williamsburg, VA 23185  
Check out a [map](#) of the local area to help you with the directions.

### ? **You've listed three airports. Which one is the best?**

We recommend participants fly into [Richmond International Airport](#) because it has the most flight and ground transportation options to Williamsburg, although it is nearly an hour away from Colonial Williamsburg. [Newport News-Williamsburg International Airport](#) is growing and is only 20 minutes away from Colonial Williamsburg. [Norfolk International Airport](#) is also an option, but traffic on the way to Williamsburg can be very heavy, so we usually do not recommend it. Let the timing and best price be your guide.

### ? **What time should I arrive/depart?**

Your flight should arrive before 5:00 p.m. to ensure you have enough time to collect your luggage, travel to Williamsburg, and check in at the [Colonial Houses](#). The first event of the Institute, the orientation dinner, begins at 7:00 p.m.

For your return flight, please try to depart after 3:00 p.m., so you can enjoy your final lunch in Williamsburg with plenty of time to travel to the airport.

### ? **How do you select roommates?**

We make every effort to place you with the roommate you selected with your registration information. If you do not select a roommate, we try to pair you with another teacher with a similar number of years teaching and from your geographical region (as well as your gender). If you are attending with a group from the same area, we may try to contact your coordinator to confirm rooming lists.

? **What happens if I don't get along with my roommate?**

We hope you will get along with your roommate as we make every effort to place you with either whom you selected or with someone similar to you by gender, geography, and number of years teaching. Please be sure to be considerate of your roommate, especially in regards to bedtimes, phone conversations, and cleanliness.

If you don't get along with your roommate or encounter other difficulties (like being unable to sleep due to her snoring), please alert your peer facilitator or Institute staff as soon as possible. We will make every effort to assist you. If it becomes necessary for you to change rooms, we will make every effort to make it happen; however, please know that we cannot guarantee room availability.

? **May I have a private room?**

Private rooms can be requested in advance. A fee of \$525 will be required in advance to reserve your private room. Please contact the Institute registrar at (757) 565-8417 for more information.

Also note, because of availability, sometimes participants who had not specifically requested to be placed in a single room find themselves rooming alone. If you are interested in putting yourself on the list of participants interested in a private room, but not interested in paying the additional fee, please place a note with your registration information. We *cannot* guarantee anyone a private room that has not been paid for in advance, as rooms are assigned to the provided list at random by the hotel staff.

? **I have a medical condition that requires special attention. Do I need to let you know in advance?**

While we respect your right to privacy regarding medical issues, we do request you let us know in advance with your registration information if you will need special attention or care while you are here. Conditions may include diabetes that requires monitoring of your blood sugars or a heart condition that prevents you from rigorous physical activity. Anything you feel we need to be made aware of helps us make your stay as comfortable as possible.

? **I have a disability. Will I be able to participate in the Institute?**

For those with disabilities, we encourage you to visit our [Accessibility](#) page on the Foundation's web-site. You will find information for the visual and hearing impaired, as well as those with limited mobility. You may make the Institute staff aware of your disability with your registration information should you choose to do so. Should you need to rent a wheelchair while you are here, you may contact the Visitor Services Coordinator at (800) 246-2099. *Please note that the Colonial Williamsburg staff will be unable to assist you with pushing, pulling, or lifting any equipment that assists you with mobility.*

**? Are the rooms air-conditioned?**

Yes, all rooms with the Colonial Williamsburg hotels have air conditioning. While some of the Colonial Houses may date to the 18<sup>th</sup> century, their amenities do not. The houses all comply with city of Williamsburg building codes.

**? Will I have a private bathroom? What about a hair dryer, a coffee maker, or an iron? What about a refrigerator?**

Yes, all rooms have private bathrooms, hair dryers, coffee makers, and irons. Refrigerators do not come standard in the rooms; however, we can request one for medical needs (e.g. insulin) with advance notice. Please be sure to let us know with your registration information that you will need a refrigerator. While some of the Colonial Houses may date to the 18<sup>th</sup> century, their amenities do not. The houses all comply with city of Williamsburg building codes.

**? Are all my meals really covered?**

Yes, three daily meals are covered while attending the Teacher Institute. We encourage you to take an extra piece of fruit or bagel at breakfast if you think you may need a snack during the day.

Any dinners scheduled on your own include a dining allowance to encourage you to visit one of the "modern" eateries in Merchants Square or adjacent to the College of William and Mary.

The only thing not provided to you will be alcoholic beverages or anything that comes to the table in a bottle, e.g. our special label root beer and ginger ale. Servers will bring you a separate check for these purchases; you will need to bring money to cover these purchases.

**? I'm on Weight Watchers/Atkins/have food allergies/am a vegetarian. What kinds of meals will you be serving?**

Please let us know in advance of any food allergies or alternative food needs. We make every effort to accommodate all requests.

Each meal will have a variety of options, including a vegetarian plate. Typically, breakfasts are buffet; lunches are salads or sandwiches; and dinners consist of two different meats and one vegetarian selection.

If you are dieting, we request you be mindful of your portion, because we provide you more than enough food at every meal. Even with all the walking, many participants claim to gain weight while they are here!

**? What should I pack to wear? Where can I wash clothes?**

We want you to be comfortable while you are here. Most participants bring shorts and t-shirts/collared shirts with good walking shoes. While sandals are also great, the streets in Williamsburg have pebbles and sand that may irritate. You are not required to “dress up” for any event we host, including dinners.

At this time, the only facility with washers/dryers is a considerable distance from the Colonial Houses. You may haul your dirty laundry on the bus to the Woodlands Hotel and Suites, but most participants avoid it. The staff of the Colonial Houses does provide dry cleaning and laundry service. Cost depends on the items being cleaned. It usually takes less than one day to have your clothing cleaned and returned.

**? Should I dress up for Orientation?**

Orientation night is not a formal affair; we recognize many of you will be arriving immediately from traveling and will not have had much time to freshen up upon your arrival.

**? May I wear a costume?**

You may wear a costume if you want. We do not require you to wear a costume to participate in any of the programs offered.

**? Will I have Internet access in my room?**

At this time, rooms are equipped with dial-up Internet access only. If you do not have an 800 number to call, you will be charged the 75-cents local call fee. Both the Williamsburg Inn and Williamsburg Lodge have small business centers where you will be able to check your email throughout the week. If you have wireless access on your laptop, the Williamsburg Lodge, the Williamsburg Inn, and Merchant’s Square are free WI-FI areas.

**? I noticed there seems to be a lot of walking around outside. What happens when it rains?**

You are correct to notice much of the traveling from place to place is done on foot. You may walk several miles in one day as you explore the Historic Area of Colonial Williamsburg and surrounding sites.

Programming continues through all types of weather, including rain. This part of Virginia often experiences late afternoon, passing thunderstorms. It is important to bring rain gear like a poncho or an umbrella.

Because the Museum seldom closes – even for hurricanes – we do not anticipate changes to our schedules due to weather. In case of lightning or other severe weather, we reserve the right to alter the schedule, but programs are rarely canceled due to weather.

? **Where and when will I be able to take pictures?**

You are allowed to take pictures or videos almost everywhere during the Institute. Because you have so many opportunities, if you are a serious photographer, please try to place yourself at the front of the group to take photos as everyone else arrives. If you are unable to capture the image you want, please return to the site later when you have time to explore the Historic Area on your own.

Photography of all types is prohibited during the evening program performances. At all other times, we do ask that you take a moment to confirm with character interpreters that they are comfortable having their “likeness captured.” Otherwise, you are welcome to take as many photos as you want, so bring lots of film/memory cards!

? **How much money should I bring?**

The amount of money you bring is entirely up to you. Opportunities for spending include:

- Mid-day soda or snacks
- Alcoholic beverages or bottled beverages (e.g. special label ginger ale or root beer)
- Teaching materials (don't forget the discount)
  
- Gifts for family/friends
- Books, videos, tapes, CDs

? **May I bring my family?**

Due to the demanding schedule of the Institute, we do not recommend you bring your family. Institute activities may last from 8:30 in the morning until 10:00 in the evening with limited breaks during the day, leaving very little time to spend with family. Because rooms, meals, and evening programs are reserved months in advance of your week, we are unable to accommodate your family members at any of our scheduled programming (this also includes tours within the Historic Area). Many of the rooms contain twin beds, also not affording you the room to share with additional people other than your assigned

roommate. If you decide to book a private room, we do not do a nightly “bed check,” but you are expected to participate in all the scheduled programming to receive full credit for the Institute and to be eligible for the graduate credit.

Many participants interested in sharing the experience with their families have them join them for a few days at the conclusion of the Institute. Think of the tour guide you will make once you have all the historical content and anecdotal stories to share!

? **I want professional development credit for my attendance. What do I need to do?**

Teacher Institute will provide you a schedule of events and certification as proof of your participation in the program. Be sure to check with your local school district for its requirements to receive professional development credit (continuing education credit, clock hours, professional development hours, etc.). If additional paperwork is required (if Colonial Williamsburg needs to submit paperwork to be an approved provider in your district or state), *please contact us 60 days prior to your arrival* to confirm what efforts need to be done. We cannot guarantee your school district will accept your time spent in Williamsburg if you contact them after you have attended.

? **How do I receive college credit for participating in the Teacher Institute?**

College credit is available from the University of San Diego to those interested. To receive the three graduate credit hours, you must participate in all the sessions offered during the week, sign an attendance sheet, and submit an original lesson plan by December 31, 2009. For more information, see the College Credit section of the guide.

# Contact Information

For additional information or questions, please contact the Institute Registrar at (757) 565-8417.

## Colonial Williamsburg Teacher Institute Sponsors

Colin G. Campbell, President

Richard McCluney, Vice President-Productions, Publications, and Learning Ventures

Bill White, Executive Producer and Director of Education Outreach

Tab Broyles, Director of Teacher Programs and Outreach

Colonial Williamsburg Foundation

P.O. Box 1776

Williamsburg, VA 23187-1776

## In Case of Emergency

Police and EMS	911
Colonial Williamsburg Security	(757) 229-1000, x2600
Colonial Houses (Front Desk)	(757) 220-7978
Tab Broyles (Director)	(757) 220-7975, tbroyles@cwf.org
Molly Kerr (Supervisor)	(757) 565-8986, mkerr@cwf.org
Alicia Hainsworth (Coordinator)	(757) 565-8614, ahainsworth@cwf.org
Aaron Wolfe (Coordinator)	(757) 220-7186, awolfe@cwf.org
Kelly Brennan (Educator)	(757) 220-7965, kbrennan@cwf.org
Emily Krapf (Registrar)	(757) 565-8417, ekrapf@cwf.org
CWTI Office	(757) 229-1000, x2290