



# Massachusetts Department of Elementary and Secondary Education

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Mitchell D. Chester, Ed.D.  
Commissioner

## MEMORANDUM

**To:** Superintendents, Principals, Teachers, and Interested Parties  
**From:** Mitchell D. Chester, Ed.D., Commissioner of Elementary and Secondary Education  
**Date:** December 1, 2009  
**Subject:** Announcement of the George Washington Teachers' Institute

I am pleased to announce an exciting opportunity for up to seven grades three through twelve Massachusetts teachers in any subject area in public and non-public schools. Applications are now being accepted for the twelfth annual George Washington Teachers' Institute. The Institute will provide a one-week study program at George Washington's home, Mount Vernon, in northern Virginia.

The Institute's program will provide an intensive immersion study of George Washington and his world. The curriculum includes discussions led by noted Washington scholars and workshops exploring Washington's life and interests at Mount Vernon. Participating teachers will have full access to Mount Vernon's extensive library collection. They will meet with Mount Vernon's historians, curators, and educators. Through study, discussion, tours, and projects, participants will gain a new and deeper understanding of the life and character of George Washington and his unique legacy in creating and shaping the principles of America's democracy.

The requirements and application for the Institute are attached. These materials can also be found on our website, [www.doe.mass.edu/educators/recognition/gwti.html](http://www.doe.mass.edu/educators/recognition/gwti.html). Please make multiple copies of the application and related materials, distribute them throughout your school or district, and use any other methods that will help to make the Institute material accessible to teachers. **Completed applications need to be postmarked by Monday, March 15, 2010.** Please encourage teachers of all subject areas to apply for this unique opportunity.

The George Washington Teachers' Institute is made possible by the generous support of a Massachusetts foundation in cooperation with George Washington's Mount Vernon and the Massachusetts Department of Elementary and Secondary Education.

If you have questions regarding the application process, please contact Deborah Walker at [djwalker@doe.mass.edu](mailto:djwalker@doe.mass.edu) or call 781-338-3347.

George Washington's  
**MOUNT VERNON**  
ESTATE & GARDENS

## **George Washington Teachers' Institute**

Applications are now being accepted for the twelfth annual ***George Washington Teachers' Institute***. The Institute will provide a one-week study program at George Washington's home, Mount Vernon, in northern Virginia for up to seven Massachusetts teachers from public and non-public schools, teaching in grades three through twelve.

The Institute's program will provide an intensive immersion study of George Washington and his world. The curriculum includes discussions led by noted Washington scholars and hands-on workshops exploring Washington's life and interests at Mount Vernon. Participating teachers will meet with Mount Vernon's historians, curators, and educators, and will spend a day in Philadelphia, Colonial Williamsburg, or Washington's hometown of Alexandria, Virginia exploring 18<sup>th</sup> century colonial life and politics. Through study, discussion, tours, and projects, participants will gain a new and deeper understanding of the life and character of George Washington and his unique legacy in creating and shaping the principles of America's democracy.

Upon completing the Institute's study program, teachers are required to prepare a lesson plan, suitable for publication and distribution to teachers across the nation, providing engaging, quality guidance on teaching about the life and contributions of George Washington. Teachers are also required to conduct a seminar for their colleagues in their home district to share the information they have gained at the Institute.

Teachers enrolled in the Institute will reside on the grounds of historic Mount Vernon within sight of Washington's mansion. The Institute will provide each participating teacher with room and board during the Institute, and a stipend of up to \$350.00 to offset travel expenses.

### **Institute Dates:**

June 11-16, 2010 – Elementary School Teachers

July 18 – 24, 2010 – High School Teachers

August 1 – 7, 2010 – Middle School Teachers

The George Washington Teachers' Institute is made possible thanks to the generous support of a Massachusetts foundation. The program is also being planned in cooperation with George Washington's Mount Vernon and the Massachusetts Department of Elementary and Secondary Education.

**George Washington Teachers' Institute**  
2010 Application: Candidate Information Form

**General Information**

Applicant's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Cell Phone (    ) \_\_\_\_\_

Personal E-Mail address \_\_\_\_\_

**School at which you are currently teaching:**        \_\_\_\_\_ Public        \_\_\_\_\_ Private

School District \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Applicant's School email address \_\_\_\_\_

Superintendent \_\_\_\_\_

Principal \_\_\_\_\_

Major Subject Area (if any) \_\_\_\_\_ Grade Level \_\_\_\_\_

Massachusetts Teaching License Number \_\_\_\_\_

**Teachers' Institute Preference (Please indicate your 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice):**

*Elementary School Teachers Institute* (July 11 – 16, 2010): \_\_\_\_\_

*High School Teachers Institute* (July 18 – 24, 2010): \_\_\_\_\_

*Middle School Teachers Institute* (August 1 – 7, 2010): \_\_\_\_\_

## **Teacher Responsibilities:**

In applying for the Institute, teachers must acknowledge and accept the following obligation:

- Agree to attend the entire Institute and actively participate in all lectures, discussions, activities, workshops, and trips planned during the Institute.
- Agree, after attending the Institute, to conduct at least one district-sponsored seminar to colleagues in your home district sharing the information and experience you gained at the Institute. After conducting the seminar, agree to submit a report on your in-service to Mount Vernon and the Massachusetts Department of Elementary and Secondary Education, along with a written evaluation from at least three teachers who participated in the seminar.
- Agree, within three months of the conclusion of the Institute, to submit to Mount Vernon and the Massachusetts Department of Elementary and Secondary Education one lesson plan you have written on a pre-approved topic related to George Washington that can be printed and distributed to teachers nationwide.

## **Acceptance Guidelines:**

Applications will be accepted from licensed public and non-public Massachusetts teachers of any subject area, teaching in grades 3 -12.

## **How to Apply:**

Attached is an application that may be duplicated and disseminated along with these pages of information. Information and applications may also be found on the Massachusetts Department of Elementary and Secondary Education's website at [www.doe.mass.edu/educators/recognition/gwti/html](http://www.doe.mass.edu/educators/recognition/gwti/html)

## **Application Deadline:**

**Applications must be completed and postmarked by March 15, 2010.**

If you have questions, contact Deborah J. Walker at the Department of Elementary and Secondary Education: *email:* [djwalker@doe.mass.edu](mailto:djwalker@doe.mass.edu) or *phone:* (781) 338-3347

## **Application Instructions**

Please review all materials before completing the application. **Your application packet should include:**

- I. **Candidate's Information Form** (see previous page).
- II. **A signed letter of application** (one double-spaced page maximum)  
To achieve the greatest benefit from the program, accepted teachers must commit to full participation in the program. Your application package must include a letter that describes your understanding of the physical requirements and intellectual challenges of the program and affirms your commitment to full participation.  
  
***Please note:*** The *George Washington Teachers' Institute* is a rigorous week of programs, tours, and workshops. Time will be spent out-of-doors in the heat and humidity of a Virginia summer, and several tours include a great deal of walking. Teachers accepted into the program will be expected to fully participate in all lectures and programs.
- III. **Resume** (two pages maximum)
  - A. List colleges and universities attended, including post-graduate studies. Indicate dates of attendance and degrees earned.
  - B. List teaching employment history, indicating time period, grade level and subject area.
  - C. For the past five years, list leadership roles you have had, professional development presentations you have made, articles you have had published, and any training you have done for current and future teachers.
  - D. List organizations to which you belong as well as all awards and other recognition you have received for your teaching.
- IV. **Essay** (two double-spaced pages maximum)  
Describe your reasons for applying to the George Washington Teachers' Institute and how you plan to use the information gained.
- V. **Two Letters of Support** (one page maximum for each letter)  
Please submit two letters of support, including one from a colleague that addresses your skill, ability and experience as a teacher and a letter from either the principal or superintendent of the school/district where you are employed indicating support for your responsibilities as a teacher participant in the Institute. Do not include additional letters.

## **Teacher Responsibilities:**

In applying for the Institute, teachers must acknowledge and accept the following obligations:

- You agree to attend the entire Institute and actively participate in all lectures, discussions, activities, workshops, and trips planned during the Institute.
- You agree, after attending the Institute, to conduct at least one district-sponsored seminar for colleagues in your home district or state, sharing the information and experience you gained at the Institute. After conducting the seminar, you agree to submit a report on your in-service to Mount Vernon.

- You agree, within three months of the conclusion of the Institute, to submit to Mount Vernon one lesson plan you have written on a pre-approved topic related to George Washington, which can be printed and distributed to teachers nationwide.

**Acceptance Guidelines:**

Applications will be accepted from certified public school and non-public school Massachusetts teachers, teaching in any subject area, in grades 3 -12.

**Please mail your completed application to:**

Deborah J. Walker  
Director, Educator Recognition Programs  
Massachusetts Department of  
Elementary and Secondary Education  
75 Pleasant Street  
Malden, MA 02148

Phone: 781-338-3347

Email: [djwalker@doe.mass.edu](mailto:djwalker@doe.mass.edu)

For Teachers' Institute program questions please contact [education@mountvernon.org](mailto:education@mountvernon.org)

**Application Deadline:**

**Applications must be completed and postmarked by March 15, 2010.**