



**BILATERAL SCHOOL PARTNERSHIPS**  
with the United States of America

**GERMAN AMERICAN PARTNERSHIP PROGRAM (GAPP)**

**GUIDELINES FOR IMPLEMENTATION**

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## PREAMBLE

The German American Partnership Program (GAPP) is part of Germany's foreign cultural and education policy. It is jointly administered by the Educational Exchange Service (PAD) of the Standing Conference of Ministers of Education and Cultural Affairs of the Länder of the Federal Republic of Germany, the Goethe-Institut New York, and GAPP, Inc.

The Program is funded by the German Foreign Ministry, which also holds responsibility for the overall concept. Additional funding is provided by the U.S. Department of State.

## 1. OBJECTIVES

The Program has been designed to achieve the following goals:

- Establishment of long-lasting interest in the partner country and deepening of relations between Germany and the USA
- Promotion of German language studies at high schools in the USA
- Expanding students' and teachers' knowledge of the partner country
- Providing intercultural encounters for all participants
- Acquisition and improvement of proficiency in the partner language
- Continuing education for exchange coordinators

## 2. SCHOOLS

### 2.1. Eligibility and Application Process

- German and American secondary schools interested in a reciprocal and ongoing partnership may become participants in the Program.
- Participating American high schools and German secondary schools receive financial subsidies upon application if one of the following conditions is met:
  - The American school offers German language classes.
  - In case the German program at the American school has been eliminated, or in case classes are planned to be introduced in the future, schools may apply for a grant if they incorporate a jointly planned teaching project into their exchange visits.

### 2.2. Terms and Conditions of the Exchange

- The recommended group size is 10 to 20. Visiting students and host students should be around the same age.
- Exchanges take place annually or every other year and need to be planned as reciprocal events.
- The duration of an exchange visit is at least 14 days (including arrival and departure). A minimum of ten days is to be spent with host families, including at least 5 days of school attendance at the partner school. During this time, American and German students are to attend classes together or to work on a joint project or topic.
- Each implementation of a reciprocal exchange must center on a specific topic that the

schools have agreed upon. This topic may be the basis for a more elaborate project, for which additional funds are available upon application.

- Travel around the host country, as well as to neighboring countries, cannot be part of the GAPP exchange visit. Therefore, such travel is the sole responsibility of and subject to agreements between coordinators and students' parents.

### **2.3. Duties of the Host School**

- The host school should play an active role in welcoming and hosting the guests. This goal can be met by:
  - Welcome and farewell of the guests should be a special event at the school.
  - Involving exchange students in classes and extracurricular activities.
  - Integration of the foreign guests as resource persons, e.g. into other German or English classes, and into various classes.
  - Information and involvement of other institutions, including the local media and/or on social media.

## **3. TEACHERS**

### **3.1. Program Coordination**

Participating schools nominate a Program coordinator who is responsible for the Program and its implementation at the school, as well as for the planning and evaluation of the exchange. The coordinator must be named to the Educational Exchange Service (PAD) respectively to GAPP, Inc. The duties of the coordinator include:

- Introducing the Program at the school
- Obtaining the necessary information and distributing it to participants and other interested parties
- Documenting the Program and its implementation
- Cooperating with parents and out-of-school entities

### **3.2. Accompanying Teachers**

- One or two teachers, depending on the group size and the school's regulations, will accompany the student group. For a group of ten or more students, two adult chaperones are required.
- The person responsible for the coordination does not have to be an accompanying teacher.
- In addition to German and English teachers, it is recommended to also include teachers of other subjects as well as school administrators in the exchange.
- Accompanying teachers should have a good knowledge of the partner language.
- After completion of the exchange, either the exchange coordinator or the accompanying teacher is required to submit a report on the exchange experience and the allocation of received funds to GAPP, New York or to PAD, Bonn. Reports will be used for the further development of the Program, and possibly for publications by GAPP and the PAD.

### 3.3. Duties and Obligations of Accompanying Teachers

- The planning, implementation and evaluation of the exchange
- Participating students are to be carefully prepared for the exchange, as well as for living with a host family and their role as representatives of their country
- Teachers should be available to the students at all times during the stay at the partner school and with the host families
- Teachers are expected to act as a contact person for their students as well as for teachers and parents at the partner school
- Host families are to be involved in the organization of the exchange at an early stage, in order to prepare them for their role as hosts and to encourage them to actively participate in the Program

## 4. STUDENTS

During their time at the partner school, students are expected to:

- Participate in classes and in everyday school life
- Participate in family life and converse in the target language as much as possible
- Observe the rules and regulations established by the families and the school

During the return visit, they are expected to:

- Host the students of the partner school and include them in curricular and extracurricular activities.

## 5. HOST FAMILY

Host families are of particular importance to ensure the success of the school exchange. For the duration of the guest students' stay they assume the parental role and the responsibility for proper supervision.

Therefore they should:

- Be involved in the school's preparations for the exchange as early as possible
- Include guest students in their family life and spend leisure time together
- Whenever possible, communicate only in the language of the host country
- Participating students and host families are encouraged to submit evaluation reports.

## 6. FINANCIAL SUPPORT

If the above-mentioned program criteria are met, both American and German accompanying teachers, as well as their students, qualify for subsidies.

- American and German accompanying teachers receive airfare subsidies from funds of the German Foreign Ministry, calculated as a flat rate depending on the average regional fare. Groups of ten students receive two teacher grants, groups of twenty-one students receive three teacher grants.
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- American and German students receive airfare subsidies depending on their region of departure, respectively arrival.
- Additional funds for projects based on the specific topic the schools have agreed upon have to be applied for separately with the PAD, Bonn.