MEMORANDUM

List of the Participants

1. Bulgarian group
   Plovdiv University
   Dr. Raykova, Zhelyazka Dimitrova
   Assist. Professor of Methodology of Physics Education
   Dr. Dimova, Yordanka
   Methodology of Education Specialist

2. Finnish group
   1. Helsinki University
      Dr. Lampiselkä Jarkko
      Assignment Lecturer (didactics of chemistry)
      M.Sc. Valtonen Seija
      Teacher and Trainer of Physics and Chemistry
      Teacher Training School, Helsinki
   2. Jyväskylä University
      M.Sc. Parkkinen Pekka
      Teacher and Trainer of Physics and Chemistry
      Jyväskylä Teacher Training School

3. Estonian group
   University of Tartu
   Dr. Krikmann Ott
   Assistant (Didactics of Physics)
   Msc. Erkki Tempel
   Teacher and Trainer of Physics
   External evaluator
   Dr. Rannikmäe Miia
   Senior Researcher at the Center of Science Education
   ICASE Secretary

4. Polish group
   Nicolaus Copernicus University
   Dr. Jozefina Turło
   Senior Lecturer of Didactics of Physics
   Dr. Katarzyna Przegiętka
   Teaching Assistant (Didactics of Physics)
   MSc. Andrzej Karbowski
   Teaching Assistant (Didactics of Physics)
Schedule of the meeting

Friday 15.09.2006
20:30 Opening dinner

Saturday 16.09.2006
9:00 – 10:30 Opening of the meeting
Greetings from Vienna and Istanbul, J. Raykova
Greetings from Korea and Hungary, J. Lampiselkä
Visit in PDF Laboratory
10:30 – 11:00 Coffee break
11:00 – 12:30 Review of the first project year – budget, forms, dead lines, S. Valtonen
12:30 – 13:30 Lunch
13:30 – 15:00 Web page, design, documents which are there and which are still to be produced
- productive discussion, J. Lampiselkä
15:00 – 15:30 Coffee break
15:30 – 16:00 J. Turło, K. Przęgiętka
Presentation: Maria Curie lessons as an example of good practice in teaching
16:00 – 19:00 The first draft of the common curriculum for initial teacher training
- productive discussion, J. Lampiselkä
19:00 – 20:00 Free time
20:00 Dinner

Sunday 17.09.2006
9:00 – 10:30 Work in groups
1) Training program in written form
2) Information to be collected during the mobility
3) Diplomas to be given to students and trainers
10:30 – 11:00 Coffee break
11:00 – 12:30 Curriculum and the plan of the first mobility - the results of working
12:30 – 13:30 Lunch
13:30 – 16:00 Visit in the Nicolaus Copernicus Museum and the churches of Toruń
16:00 – 19:00 Writing the progress report - S. Valtonen, work in groups,
presentation of the results of working groups, discussion
19:00 – 20:00 Free time
20:00 Dinner

Monday 18.09.2006
9:00 – 11:00 9:45 Site-Visit: Lesson in the Training school IV LO
(English language lesson – 10:30 – 11:15, Teacher – Msc. Agnieszka Bandrowska)
11:30 – 12:00 Transportation
12:00 – 13:30 Site-Visit:Lesson in the Training school - Gimnazjum Akademickie
(Physics lesson - 12:30-13:15, Teacher – MSc. Mariusz Kamiński)
13:30 – 14:00 Lunch at school
14:00 – 14:30 Transportation
14:30 – 15:00 Site-Visit: Dormitory
15:00 – 15:30 Coffee break
15:30 – 17:00 Allocation of tasks, agreement of deadlines, closing of the meeting
17:00 – 19:30 Free time
19:30 Dinner

Tuesday 19.09.2006
6:00 – 10:00 Transportation from Toruń to Warsaw
10:00 - 11:30 Leaving of the Participants
**Agenda**

1. Opening of the meeting
2. Dissemination of the Project results during the first year
3. Evaluation of the Project after the first year
4. Review of the first year of the Project and the Progress Report preparation
5. Project Web Page design and its content
6. Mobility action preparation (documents, forms, applications)
7. Common curriculum for initial teacher training
8. Site-Visits
9. Allocation of tasks and agreement of deadlines

**1. Opening of the meeting**
During a short opening talks on 15.09.2006 Dr. Józefina Turło (Polish National Coordinator of the Project) and Dr. Jarkko Lampiselkä (Project Leader) welcomed the participants wishing them successful work and pleasant stay in Toruń and opened the meeting.

**2. Dissemination of the Project during the first year**

Dr. Jana Raykova told about the results of the visit in Istanbul where she has had the oral presentation and contributed the paper: *European Project (EU TRAIN - NO 226518-CP-1-2005-F-COMENIUS-C21) on Comenius 2.1 Programme for a better teaching practice of students in Physics and Chemistry*. She recommended to look at the page: [http://proceedings.aip.org/proceedings/](http://proceedings.aip.org/proceedings/)

She has also told shortly about her scholarship visit in Vienna this year.

Dr. Jarkko Lampiselkä was talking about two conferences: 19th International Conference on Chemical Education in Seul, Korea and 8th European Conference on Research in Chemistry Education where he had the presentations and discussed the Project issues.

Participants of our meeting were interested in the most frequently questions of the audience given to the presenter during the conference, eg: how the language problem will be solved during the mobility actions?

**3. Evaluation of the Project after the first year**

Dr. Miia Rannikmäe, the external evaluator of the Project, has presented a few remarks connected with the evaluation of the Project after the first year. As main resource of the information about the project she has been used the Web site, the documents sent to her by Coordinator and Internet discussion with the members of the working group. She has taken into account the following aspects of the Project:
- How the Project is managed?
- How the work is organised?
- Are the deadlines reasonable and not exceeded?
- How the results are disseminated?

She has emphasised and listed the strong sides of the Project:
- a good coordination work (visible as a fast Project’s progress due to good understanding of goals and friendly atmosphere among the members of the workgroup),
big progress of the Project and the possibility to achieve a new outcomes, because the Project is flexible and the Partners are opened to discussion about the problems which appeared during the first year,
good collaboration between the Partners (members of physics and chemistry groups) and Institutions involved to the Project,
impressive dissemination material already after the first year of the Project, it was a good idea to use the Project found also for sending People to attend other conferences.
good organisation of work - the scheduling and deadlines were respected so far.

As she appreciate the topic of the Project very much Dr. Miia Rannikmäe has also given some recommendations to take into account during the future work. She proposed to think about the collection of the information from the students involved in the mobility action not only during their stay abroad, but also after the mobility. It could be very valuable to create the platform (maybe the Internet forum) for students and other staff for exchange the ideas and conclusions. She has also recommended to include to the Project applying of ICT by teacher students during the mobility periods, if it will be possible. She has noticed also that the Science Teacher Associations’ Meetings and Journals could be the very valuable for us as an area for dissemination of the Project results.

4. Review of the first year of the Project and the Progress Report preparation

MSc. Seija Valtonen talked over the problems related to the interim and final report preparation. She asked Participants for the detailed preparation of the documents connected to the reports before 10th of October 2006:
- Internal progress report,
- Staff costs report,
- Time sheets (with the position number of activities in the Work Plan),
- Internal reports (personnel costs, equipment and material costs, subcontracting costs, travel and subsistence costs, other costs),
- All the bills and documents connected with the expenses of the Partner institution,
- Documents connected with the Final Report:
  1. Description of the activities already done by the Partner institution during the first year of the Project (special forms added to the Review of the of Project Workplan - p. 22 should be used),
  2. Checked or/and filled tables 2.3, 2.4, 2.5, 2.8, 2.9, 3.1 from the Final Report.

During work in groups the shorter and improved version of the Project basic information (description, dissemination plan and evaluation plan) was elaborated.

5. Project Web Page design and content

Dr. Jarkko Lampiselkä has presented the progress in work on the Web page design and materials published there. All the groups have to complete and send before the 1st of December the materials about the national resources in teacher training, national/institutional curricula of teacher training and information connected with the mobility action, the short introduction to the Project translated to the languages of the Partners, if they are not already published them on the Web page.
External evaluator, Dr. Miia Rannikmäe, has noticed that it will be useful and appropriate to add some information about the Staff involved in the Project (photos and short description of area of interest).

6. Mobility action preparation (documents, forms, applications)

MSc. Pekka Parkinnen has presented the model documents (student application form, registration form, survival information). The documents were accepted by other groups and should be used as an example for others). The information about the name of Contact Persons responsible for the mobility organisation in every Institution was collected.

Participants have decided that the following information should be also included to the Web page:
- the links to the Web pages of the partner schools involved in the mobility action,
- the information on the students participating in the mobility.

During the discussion a new idea has appeared - there was organisation of the final meeting for all the students, which have taken part in the mobility actions.

7. Common curriculum for initial teacher training

Dr. Jarkko Lampiselkä underlined the importance of school practice of future teachers and presented the first draft of the common curriculum for initial teacher training. He has presented shortly the aims of the project and analysed the data already collected (the content of the practice in each Partner country, the system of ECTS credit points etc.). For instance the structure of the pedagogical studies in Poland has been changed since last academic year and new data should be taken into account. The structure of the teaching practice has been not significantly changed. On the base of this comparison the draft of the common curriculum was presented (Annex 1).

8. Site –Visits

On Saturday 15.09.2006 the Education of Physics Laboratory Group from Toruń have presented for the Participants the area of its professional activity and examples of ICT use in teaching of physics.

On Monday 18.09.2006 the Participants have been visiting two Partner Schools located in Toruń, which will be involved to the Project as a Teacher Training schools during the mobility actions.

In the first one, the IVth Lyceum in Toruń, Participants visited classrooms and observed a lesson of English Language given by the teacher MSc. Agnieszka Bandrowska. The Headmaster of the school MSc. Małgorzata Bialek told shortly about the school profile and students achievements.

At the second school - the Academic Gymnasium and Lyceum - education is profiled to work with gifted pupils. After the lunch in the school canteen, the Participants had an occasion to see the Physics lesson, given by MSc. Mariusz Kamiński. The group also visited the school Library and discussed with the Headmaster of the school, MSc. Edward Maliszewski.
9. Allocation of tasks, agreement of deadlines

Dr. Jarkko Lampiselkä presented the allocation of tasks as well as the final agreement of deadlines and closed the meeting.

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<tr>
<th>Task</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>1. Descriptions of national resources for the Web page</td>
<td>1.12.06</td>
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<td>2. Student mobility:</td>
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<td>– checking the correctness of Contact Person information,</td>
<td>1.10.06</td>
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<td>– registration form information (if it needed when and to whom it</td>
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<td>should be sent etc.),</td>
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<td>– survival kit information,</td>
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<td>– students personal application form for the grant,</td>
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<td>– information form for the Socrates National Agency</td>
<td>15.11.06</td>
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<td>3. Information collection forms for the mobility:</td>
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<td>– drafts should be sent to Seija</td>
<td>1.10.06</td>
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<td>– documents are ready to use</td>
<td>15.11.06</td>
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<td>4. All documents connected to the progress or the interim report:</td>
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<td>– posted</td>
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<td>– e-mailed</td>
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Annex 1

Student mobility in EU TRAIN project

Aims
Orientation to a teacher’s work and working environment in the visiting country, comparing the practical part of the training and finding out the best practices

Work load
16 + 20 hours work per week The 16 hours of guided school work per week may comprehend observing lessons for 2 hours per day, discussions for 1-2 hours per day and giving lessons for 1 hour per week. The 20 hours of student’s independent school work per week may comprehend participating the local student teachers’ lesson preparation or prepare own lessons, personal reflections of the teachers’ and student teacher’s work and writing reports.

Activities
The student teacher is supposed to do
- job shadowing,
- observing lessons and
- giving lessons

The student teacher is supposed to take part to the
- preparative discussions before a lesson in order to teach,
- reflective discussion after the given lesson,
- reflective group discussions of other lessons and
- the group discussions concerning teachers’ profession

The student teacher is expected to
- collect information
- analyse data
- write a report

Evaluation
Accepted/needs to be full filled

Mobility practice is accepted if the student teacher has delivered the site-visit report and has taken part to the interview after the mobility.
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<td>8:00-8:45</td>
<td>Breakfast in the hotel</td>
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<td>9:00-9:30</td>
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<td>10:00-10:30</td>
<td>General issues (1,5h)</td>
<td>Work in groups (1,5h)</td>
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<td>Site-Visit: Lesson in the Training school – IV LO</td>
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<td>10:30-11:00</td>
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<td>Leaving of the participants</td>
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<tr>
<td>11:00-11:30</td>
<td>Finnish group arriving</td>
<td>General issues (1,5h)</td>
<td>Work in groups (1,5h)</td>
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<td>11:30-12:30</td>
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<td>Lunch in the restaurant Zajazd Staropolski</td>
<td>Lunch in the restaurant U Darmoki</td>
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<td>12:30-13:30</td>
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<td>13:30-14:00</td>
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<td>Presentation of the detailed practice programs for foreign students (Jyvaskyla, Helsinki, Torun, Plovdiv) (1,5h)</td>
<td>Presentation of the results of working – the model documents which will be used during the mobility (1,5h)</td>
<td>Lunch at school</td>
<td>Site-Visit Dormitory</td>
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<td>14:00-15:00</td>
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<td>15:00-15:30</td>
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<td>Other participants arriving</td>
<td>coffee break</td>
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<td>15:30-16:30</td>
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<td>Transportation from Warsaw to Toruń (train from Central station : depart. 17:00 arriv. 19:42 )</td>
<td>J. Turlo, K. Przegiętka</td>
<td>Prentation: Maria Curie lessons as an example of good practice in teaching</td>
<td>Discussion, elaborating of the final, unified questionnaires (1,0h)</td>
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<td>16:30-17:00</td>
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<td>17:00-18:30</td>
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<td>General discussion about the information which should be collected during the mobility (presentation of every Partner group point of view) (2,0h)</td>
<td>Visit in the Nicolaus Copernicus Museum and the churches of Toruń</td>
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<td>Closing of the meeting (0,5h)</td>
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<td>Free time/walk</td>
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<td>20:00-20:30</td>
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<td>Accommodation in the hotel Zajazd Staropolski</td>
<td>Conference Dinner in the restaurant La Petit Fleur</td>
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<td>20:30-22:00</td>
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<td>Opening of the meeting and dinner in the hotel restaurant Zajazd Staropolski</td>
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