

WASHINGTON STATE CAPITOL



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DES Visitor Services Program

**guided
virtual tour
planning
document**



Overview

This tour enables students and teachers to interface, in real time, with a tour guide as they lead students through a virtual experience of the Washington State Capitol, exploring the historic and legislative locations where government happens!

Utilizing augmented reality and 360° panoramic views, students will learn about the three branches of government and the importance of voting and public participation in the law making process. Total tour time is 60 minutes and includes opportunities for Q and A with the tour guide.

Virtual sites that will be explored include the capitol building's main entrance, legislative chambers of the Senate and House of Representatives, Governor's Office, State Reception Room, Rotunda, and State Supreme Court.

Guided Virtual Tours are available to 4th-12th grade students. The Department of Enterprise Services Visitor Services Program accepts requests for Guided Virtual Tours throughout the year, but we suggest that you sign up as early as possible to secure your preferred date. To request a tour, please fill out the Guided Virtual Tour reservation form at <https://apps.des.wa.gov/tours/VirtualTour.aspx>. For questions, contact us at (360) 902-8880 or email us at tours@des.wa.gov.

Groups with fewer than 20 or younger students are encouraged to contact the State Capitol Tour Office at (360) 902-8880 to discuss other Guided Virtual Tour options that might be available.



Logistics for teachers

Requirements and parameters

- The Guided Virtual Tour is available Mon - Fri, between 9 a.m. – 2 p.m.
- Length of tour – 60 minutes
- Minimum number of students - 20
- Maximum number of students - 60. We can schedule multiple tour dates and times if you have more than 60 students.
- We prefer that participating schools or groups utilize the Zoom platform. If you utilize a different platform but are still interested in a tour, please call us at 360-902-8880 or e-mail us at tours@des.wa.gov. We will be happy to work with you to accommodate your platform needs.
- The teacher will set up the meeting invite and serve as host.

At least 2 days prior to the Guided Virtual Tour...

E-mail your meeting invite to tours@des.wa.gov and notify us of the following as needed:

- Any changes to your approved reservation
- Any special needs that require accommodation (visual, hearing, assistance devices)
- Any questions you have about how the Guided Virtual Tour will work
- Names of any additional teachers who will be joining you for the tour
- If you would like to have a pre-tour test run of your platform link. We suggest doing this more than 2 days out so that scheduling can be accommodated.

Pre-tour reminders for teachers

- We ask that the lead teacher monitor and facilitate student questions by whatever method currently used in your distance learning classroom setting.
- Please let the tour guide know at the beginning of the tour what method for asking questions the students will use.
- Students will have the opportunity to ask questions both during and after the tour as time allows.
- Please review with students the Best Practices for a Successful Guided Virtual Tour.



Students knowledge

Be able to name the three branches of government and know the basics of what each branch does

Understand the layers of government-federal, state and local

Understand the basics of voting

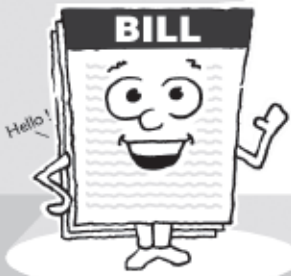
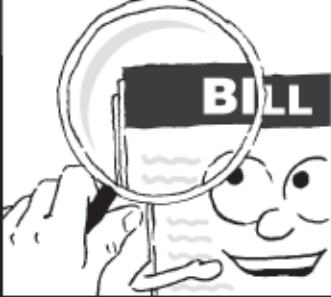

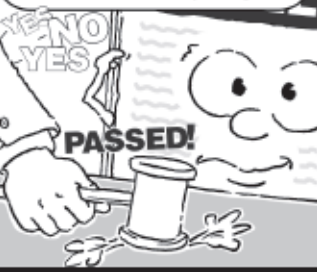


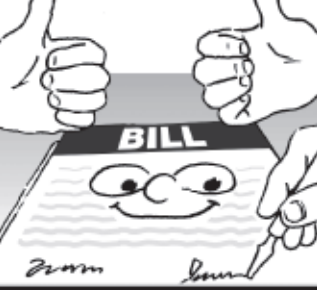


Know what year Washington became a state and after what historical person our state was named

Know the name of our current Governor

Know the names of the legislators from your school's legislative district

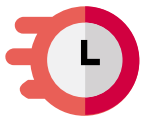
Understand the basic process of how a bill becomes a law in the Washington State Legislature

How a bill becomes a law

<p>A bill may be introduced in either the Senate or House of Representatives.</p> 	<p>A committee studies the bill and often holds public hearings on it.</p> 	<p>A committee report is read in open session of the House or Senate, and the bill is then referred to the Rules Committee.</p>  <p>The rules committee decides which bills will be sent to the floor for further consideration and which bills won't.</p>
<p>At the second reading a bill is subject to debate and amendment before being placed on the third reading calendar for final passage.</p> 	<p>After passing one house, the bill goes through the same procedure in the other house.</p> 	<p>If amendments are made in one house, the other house must concur.</p> 
<p>When the bill is accepted in both houses, it is signed by the respective leaders and sent to the Governor.</p> 	<p>The Governor signs the bill into law or may veto all or part of it. If the Governor fails to act on the bill, it may become law without a signature.</p> 	



Guided Virtual Tour Best Practices



Be on time. Please be on time for your Guided Virtual Tour. Entering the Guided Virtual Tour late can be distracting to the group and your tour guide, and we don't want you to miss out on anything!



Learn the web conference platform used by your school. Learn how to enter the Guided Virtual Tour, mute and unmute yourself, turn off your camera and use chat.



Stay in one spot during the tour. It's distracting to your classmates to see you moving around during the tour. Find a quiet spot where you will be comfortable so you can enjoy the entire tour.



Eliminate distractions and background noise.

Turn off the music or the TV in the background. If you need to use the restroom, try to do that before the tour starts. Don't text or play on your cell phone during the tour. Please also mute your microphone feature to decrease background noise as well.



Wait for your turn. Follow your teacher's instructions for asking and responding to questions. Please don't blurt out a question until you are called on by the tour guide or your teacher.



Remember, this is a school activity. While it might be exciting to see your friends, this is not the time or place to visit with them. Your Guided Virtual Tour has a chat feature, so please use it only to ask questions or respond to a question from your guide or teacher.



Respect your Tour Guide! For all the work they have done to offer you this tour of the Washington State Capitol. Make sure they know how much you appreciate them. The best way to do this is with good behavior during your Guided Virtual Tour.



Learning online resources

- [Washington State Capitol online virtual tour](#)
- [Capitol facts & history](#)
- [Washington State Legislature](#)
- [Legislature Students' page](#)
- [Senate page program](#)
- [House page program](#)
- [Who, what, when, where and how of state courts](#)
- [Washington Sate research](#)
- [Washington State Historical Society](#)
- [I'm just a bill - SchoolTube](#)
- [Ben's guide to U.S. Government for kids](#)
- [Teach with TVW.org](#)
- [Financial education information: How to manage money](#)
- [iCivics](#)