



K-12 Partnership Program

Recommendations for Successful Site Visits

Each participating K-12 Partnership school is entitled to two full-day site visits. Site visits may be used for:

- In-service training for staff and/or assisting the K-12 Partnership participating teacher to provide such training;
- Curriculum Integration Planning; and/or
- Team Teaching

Based on previous experience, the majority of schools select in-service training for their site visits. Attached is a list of “*Site Visit Professional Development Workshops*” that you may choose for your site visits. Each of these workshops (except #1, The Internet: A Powerful Tool for Classroom Teachers) is recommended as a full-day, hands-on session.

In order for participants to benefit the most out of these sessions, it is recommended that:

1. Hands-on sessions take place in a computer lab with a fast Internet connection (see attachment entitled “Lab Requirements”)
2. There be no more than one person per computer
3. There be no more than 25 teachers per session for a hands-on workshop (larger groups may require two trainers, which would count as two site visits)
4. Participants have a primary interest in science and mathematics or are interested in interdisciplinary projects incorporated science and mathematics

Should schools request one of the other options for their site visits, i.e., Curriculum Integration Planning or Team Teaching, it may be necessary for CIESE trainers to prepare a special lesson or do research to fulfill this request. If that is the case, this preparation day will count as one day of the two days of site visits. (Example: one partner school wanted help with identifying Internet applications in its “Discovery Works” science curriculum. This required a full-day of reviewing the curriculum in use, and further research to identify applications that could be integrated with this series. Then, the trainer presented the workshop to the elementary science department in a one-day workshop.)

Guidelines for Scheduling Site Visits:

To schedule a site visit, please contact Ronit Ehrlich at (201) 216-8066 at **least four weeks** before the requested date of the site visit and be prepared to discuss the following information:

1. Requested date(s) of site visit
2. Time allotted for workshop or presentation
3. Size of audience
4. Hands-on or demonstration
5. Capacity of facility available (computer lab w/ Internet access, number of sessions, etc.)
6. Goal of session
7. Proficiency level of audience (see Skills Assessment Questionnaire)
8. Grade level and subject(s) taught by participants
9. Type of workshop or other presentation requested
10. Point of contact for logistical, technical arrangements

If you do not have answers to all of these questions, we can work with you to make suggestions about what might be most productive to accomplish your goals for the session. It is most important to contact us as far in advance of the site visit as possible, so that we can reserve the date and begin to plan the session with you.

Once these issues have been satisfactorily addressed, you will receive a call and letter of confirmation stating the name of the trainer and the date, time, title, and location of the workshop. Following this confirmation, the trainer will call and/or email the point of contact (#10 above) to get directions to the facility, inquire about the details of the computer lab or classroom, and work out any remaining logistical issues.

Note: **Due to travel time and the number of site visits being made, site visits must be full-day sessions and cannot be divided into, for example, four half-day sessions.** If school scheduling precludes a full-day workshop, administrators may consider other alternatives for making use of a full-day, such as meeting with a small group of teachers for a targeted session on a certain topic.

Site visits must be completed by June 30, 2001.

Computer Lab Requirements:

In order to conduct an effective workshop the training facilities should meet or exceed the following:

- Computers need to be networked AND connected to the Internet.
- Internet access into the computer network needs to be through high speed digital connections. The **MINIMUM** acceptable connection is a T1 line (1.5 Mbps Bandwidth). If you are using a Frame Relay, 56 K connection or an ISDN router for Internet access into your computer lab network, you will need to contact Josh Baron at (201) 216-8070 or jbaron@stevens-tech.edu to discuss the use of your lab for training. Please make sure to contact Josh well before the four week deadline for the site visit scheduling.
- If using PC Computers, they must meet the following **minimum** requirements:
 - Pentium or Celeron Processor 133 Mhz
 - 32 Mb of RAM
 - Software: Netscape Navigator 3.0 or higher (if you have Internet Explorer, please indicate this when you arrange for the site visit) and Windows 95
- If using Macs, they must meet the following **minimum** requirements:
 - PowerMac or better
 - 32 Mb of RAM
 - Software: Netscape Navigator 3.0 or higher (if you have Internet Explorer please, indicate this when you arrange for the site visit)
- The lab needs to be relatively reliable and free of technical bugs. If you are experiencing technical problems with the lab and/or Internet access please inform your Stevens contact as well as the trainers so that we can assess how to best deal with the situation.
- None of the computers should be "locked" with security software such as At-Easy, Fortress , or other desktop security programs. If these programs are installed on the lab computers, they will need to be de-activated during training.
- If Internet safety software is in place or firewalls have been installed, the lab will need to be tested to determine how these will impact on the ability to conduct the training session.
- A technical support person should be available on the day of the workshop to deal with any last minute technical problems. This person does not need to be at the training site but should be reachable by phone.

NOTE: The success of our in-service training hinges on the facilities we will be using. If you feel that your training facilities may not meet the above requirements, please raise your concerns when you schedule your site visit.