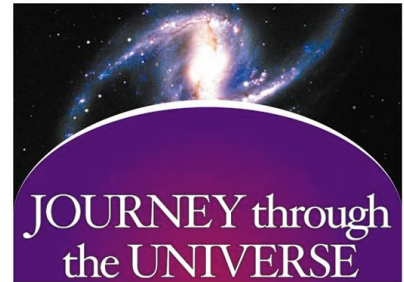


Journey through the Universe
Professional Development Workshop
Roles and Responsibilities



I. In Advance of the Workshop (including the Master Teacher Workshop if needed)

Joint National and Local Team Responsibilities

- Collaboratively complete an 'Educator Workshop Profile', which includes: attendee information; presenter bios; details of lessons and the associated hands-on activities to be conducted; a final agenda; venue set-up requirements including table locations, attendees per table, and number of attendees per hands-on activity; and AV requirements.

National Team Responsibilities

- Provide to Local Team the section of the *Journey through the Universe* How-To Manual for professional development workshops that includes advertising flyer templates, and a logistics timeline with milestones to allow for efficient coordination and delivery of the workshop.
- Ship donated educational materials (if available) to the Local Team.
- Provide to Local Team PDF files of the workshop curriculum package, required worksheets, and assessment questionnaires for duplication, and a list of needed supplies for the hands-on activities. **The Local Team can opt to have the National Team do all the duplication, and ship all copies to the community at cost, as well as gather and ship the supplies for the hands-on activities.**

Local Team Responsibilities

- Secure a workshop venue with the following characteristics:
 - big enough to seat the audience and accommodate workshop facilitators (Master Teachers) if needed, with 4-6 educators per table.
 - a room where lights can be turned off and on quickly, and is reasonably dark when lights are off.
 - a room with good acoustics, and good climate controls.
- Obtain AV equipment for the workshop as specified in the Educator Workshop Profile provided by the National Team. Equipment could include: a large screen, LCD projector, overhead projector, extension cords, lavalier (hands-free and wireless) microphone, a CD player, and possibly other items.
- If the National Team is not charged with this responsibility, duplicate, for each workshop attendee, the workshop curriculum package, required worksheets, agenda, and assessment questionnaires.
- If the National Team is not charged with this responsibility, gather all supplies for the hands-on activities well in advance of workshop.
- If needed as part of the workshop agenda: identify representatives of local area science education organizations that can describe program opportunities during a Local Area Networking portion of the workshop (representatives from museums, science centers, local astronomy clubs, etc.).
- Arrange for food services if appropriate.
- Assemble a package of donated educational materials, for each school or other organization represented by the attendees at the workshop, from the donated materials sent in advance by the National Team and any other materials the Local Team wants to include.

Note: any costs for venue and AV equipment rental, food for attendees, and advertising done by the Local Team is the responsibility of the Client, and is not covered by the funds provided to NCESSSE to conduct the workshop.

II. During the Workshop (Site Prep, Workshop Delivery, and Breakdown)

Site Prep

Local Team Responsibilities

- Transport the donated educational materials packages, all materials shipped by NCESSSE, and any materials duplicated by the Local Team to the workshop site.
- Transport all needed AV equipment to workshop site.
- Set up all tables and chairs for attendees, presenters, sign-in area, staging area for activity supplies, and food services (if needed), as per the venue layout specified in the Educator Workshop Profile.

Joint National and Local Team Responsibilities

NOTE: The tasks below will need to be completed by members of the Local Team and the National Team presenters, with oversight by the presenters. National Team presenters and Local Team members will need to arrive at the workshop site typically 3 hours before workshop start to ensure the tasks are completed. Better yet is to complete the tasks the night before, depending on the presenters' travel schedule, or as part of the Master Teacher Workshop if one is held.

- Assess placement of tables and chairs, and survey materials transported to site; identify any problems, and define solutions.
- Set up attendee sign-in station; station for the donated education materials; staging area for supplies for hands-on activities, and presenter station.
- Distribute educator workshop curriculum package, worksheets, agenda, and assessment questionnaires to attendee and presenters tables.
- Distribute supplies for hands-on activities to attendee and presenters tables, or set up at a designated staging area.
- Set up AV equipment.

Workshop Delivery

Local Team Responsibilities

- Sign in attendees at the door.
- Sign out the donated educational materials to ensure one package for each participating school or other organization represented by the attendees.
- Responsible for food delivery (if needed) and set up of food station.
- As liaison to facility staff, responsible for any facility issues that arise.
- If included in agenda, introduce representatives of local science education organizations during the Local Area Networking portion of the workshop.
- Assist presenters if needed to keep on schedule.

Joint National and Local Team Responsibilities

- Introduce the entire team (Local and National) to attendees during welcome.
- If a Master Teacher Workshop was conducted, a Master Teacher should sit at each table to help facilitate dialog and an understanding of the activities, but **not** take the lead in doing the activities.

National Team Responsibilities

- Conduct pre- and post-assessment with attendees.
- Conduct workshop.

Breakdown

Joint National and Local Team Responsibilities

- Conduct a short Team debriefing at the conclusion of the workshop to identify strengths and weaknesses, and define any required post-workshop follow-up.
- Pack up materials and clean up workshop site. National Team is responsible for presenter's area. Local Team is responsible for the rest of the workshop venue.

III. After the Workshop

National Team Responsibilities

- Database assessment data, generate an assessment report, and send report to Local Team.

Joint National and Local Team Responsibilities

- Conduct a teleconference to discuss assessment report and any program afterthoughts, and to define any new directions for partnership.