

# **INSTITUTE ACTIVITIES**

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## NTTI OVERVIEW SESSION

Regardless of which model your site will be pursuing this season, it is IMPERATIVE that your Institute participants fully understand how to access your station's programming and online resources. Do not assume that every teacher attending your event knows how to obtain videos for classroom instruction. Likewise, do not assume that every teacher attending your event knows that NTTI is hosted by their public television station. Experience shows that many teachers are unfamiliar with the station's ITV schedule and programming guides. Participants need to understand how to access instructional programming, online resources, and print support before attending breakout sessions.

At Thirteen/WNET's Institute Overview session, participants receive the station's ITV and VOD Resource Guide, a list of resources available via our Educational Services department, and any other material pertinent to our local ITV programming and online services. During the Overview session, participants have an opportunity to practice locating specific series schedules and topics in the curriculum index.

The overview session can be conducted by station staff in several small group settings, or can be held as a general session at the beginning of the first day. This session focuses on using the station Web site, Video on Demand services, ITV program schedule book, recording/accessing programs, and the use of ancillary materials such as teacher guides and curriculum correlations. The presentation is also a good time to focus the participants on the mission and content of the Institute, make general announcements, and promote a station's education services and initiatives.

## **RECRUITING AND COORDINATING VOLUNTEERS**

There are many tasks involved in NTTI requiring lots of extra hands. Everything from collating registration materials, hanging directional signs, unloading boxes, and directing hallway traffic into workshop sessions can be conducted by volunteers. Some sites may need people to help with meals and refreshments. A pre-Institute meeting with volunteers to assign roles and responsibilities will lead to less chaos the day of the Institute. Volunteers can include college interns, PTA members, PBS station volunteers, station employees, etc.

Don't forget to call and confirm with your volunteers the day before your event. . .especially if you "booked" them weeks before it was set to take place.

## INSTITUTE AGENDA

If you are holding a one or two day Institute, your agenda should include:

- Registration
- Continental breakfast
- Welcoming remarks
- ITV Overview presentation (in general session or as part of the first breakout session)
- Breakout sessions
- Session breaks
- Lunch
- Keynote speaker(s)
- NTTI Teacher Award ceremony (if applicable)
- Closing/certificate ceremony (if applicable)
- Resource Area (this can occur during registration and breaks)
- Special workshops conducted by ITV, education, or media professionals

Each site must tailor its agenda according to location, number of participants, and a variety of factors including length and order of the events. As mentioned earlier, we strongly suggest scheduling an initial overview session to acquaint participants with the breadth and nature of available ITV resources and to familiarize them with local schedule and curriculum correlation guides. We also suggest having no more than twenty participants attend each breakout session; more than twenty limits a workshop's brainstorming and hands-on intensity.

Agendas from sites must be approved by Marsha Drummond, the National Project Director, at least **four** weeks **prior** to the Institute.

Remember, your agenda and all collateral materials (name tags, directional signs, etc.) should prominently feature the NTTI logo.

## REGISTRATION

(For One and Two-Day Institutes)

Registration will typically last thirty to sixty minutes; this allows teachers the time to sign in, explore the Resource Room, get refreshments, address questions regarding inservice or graduate credit, and find their bearings (it also allows for late-comers and prevents traffic jams at the registration table). Registration materials include the Classroom Resource Binder or CD-Rom, general information, the Institute agenda, a room location map with breakout session titles and room numbers, each participant's schedule, and an ITV and/or primetime schedule book with curriculum correlations.

Some stations have come up with a clever way to ensure that participants who sign up for NTTI actually attend by asking each participant to send in a check for twenty or thirty dollars (made out to the station) which *can be returned* to the participant upon registration or close of the NTTI. This will result in fewer "no-shows" at your Institute and reinforce the commitment and professionalism associated with NTTI attendance. If time allows, staff may want to call or e-mail participants a week ahead of time to confirm attendance.

Participants should complete Pre-Institute surveys online prior to registration. The New York NTTI office will no longer accept hard copies of Pre-Institute surveys; if your participants complete paper evaluations, it will be your responsibility to enter the data into the NTTI Web site.

As teachers are notoriously early risers, be sure to have your registration table set-up and staffed well before registration is "officially" set to begin. Remember, registration is your participants' first impression of the Institute.

Thirteen/WNET NTTI staff also strongly advises that Institute participants are assigned to breakout sessions. This will prevent overcrowding at some sessions and poor attendance at others.

## BREAKOUT ROOMS

The breakout rooms are where the workshops take place, and are set-up prior to the Institute in accordance with presenters' needs. Presenters (mostly Master Teacher teams) should notify NTTI staff in advance what sort of seating arrangements and materials their sessions will require. (For example, some sessions may require access to a water source.) Each room should have a chalkboard, whiteboard, or chart paper, and be equipped with a VCR, television monitor, a remote control for the VCR, and a computer with Internet access. **It is important to check equipment prior to the first breakout session to ensure it is in perfect working order.** Master Teachers should bookmark all of the Web sites used in their lesson prior to the Institute. The teaching team should also acquaint themselves with their room's equipment so they feel comfortable using it during their breakout sessions. It is also critical to check all Web sites utilized in workshops to be certain that they are up and active, that necessary plug-ins have been loaded, and that firewalls and filters will not impede the workshops.

NTTI staff should work out any storage and security procedures ahead of time when storing material or equipment in the rooms over a weekend or overnight.

## WORKSHOP PRESENTATION EQUIPMENT

In addition to the VCRs, monitors, remote controls, computers, and projectors in each workshop room, other equipment might include overhead projectors, slide projectors, computers, LCD panels, etc. The main hall where the keynote address occurs will require a public address system, and possibly a VCR and monitors or an overhead projector. The set-up and testing of this equipment must occur prior to the Institute. Be sure there will be someone on hand who knows how to work the hall's lights, address system, projectors, etc. Anticipate all your audio/visual needs before the event and then test them to ensure fewer glitches in the presentations. Extension cords, power strips, and electrical outlets are needed in various rooms, and an Institute facility should be chosen with this power demand in mind.

You should also suggest that your Master Teachers think about a "Plan B," and how they will handle their workshops if Internet access goes down.

\* As mentioned earlier, breakout rooms should comfortably accommodate at least twenty people.

## EDUCATIONAL RESOURCES & TECHNOLOGY AT YOUR NTTI

The Resource Room provides participants with useful information related to technology in the classroom, education, ITV, public television resources, and pertinent hardware and software for teachers. During Institute planning, site managers contact organizations with appropriate educational resources to solicit printed materials for display and distribution at the Institute. Organizations include companies that provide educational or technological products, public and government agencies, ITV producers, educational associations, and museums. They are usually eager to offer available lesson plans, activity resources, guides, books, posters, catalogs, brochures, fact sheets, etc. to educators. The resource area can include station information on services available to schools, a display of ITV teacher guides, and perhaps a monitor where ITV samplers or programming can be screened.

While video and the Internet remain the focus of NTTI, many educators are eager to learn about the wealth of instructional media available for classroom use. While a session on these technologies may not be appropriate, the resource area is an excellent opportunity to include these exciting new technologies in your Institute. Many media and technology vendors will welcome the opportunity to set up a booth in the resource area - *some may even pay for the privilege!* This is an excellent source of income for NTTI and a wonderful way to provide participants with hands-on exploration of new technologies. In the past, some sites have provided resource area space to textbook, educational product, and multimedia vendors in exchange for funds or equipment.

## MEALS

In many ways, meals set the tone for an Institute. We have found that participants notice the touches that make them feel they are being treated like valued professionals. When possible, try not to skimp on meals. In addition to good food, several sites have been creative about providing participants with a festive, often elegant dining atmosphere. At KNPB's NTTI in Reno, teachers dined off china and linen tablecloths in a room festooned with silver and blue balloons.

Meals can be arranged through the host site or through a private catering company. Many sites investigate getting meals underwritten or donated. NTTI staff meets with the appropriate food specialist to plan meals, keeping in mind location, clean-up, food service, and special dietary considerations, such as kosher or vegetarian meals. Break times between sessions may also include refreshments.

## SURVEYS AND EVALUATIONS

Evaluation is a key component to NTTI. Surveys assess the effectiveness of both media's effectiveness as a teaching tool and the Institute's strengths and weaknesses. These evaluations provided feedback not only on the success of individual NTTIs, but assess teachers' perceptions of the efficacy of our resources and utilization strategies in the classroom. Thirteen/WNET provides stations with several evaluation instruments to assess teachers' prior knowledge of ITV, the effectiveness of the Institute training, and the *outcome* of that training. In this way, NTTI can continue to hone its model, training, and materials to best meet teachers' needs. All sites are responsible for administering the evaluation component.

Sites are responsible for distribution and collection of the following evaluative materials: the Pre-Institute Survey (completed online BEFORE the Institute), the Institute Evaluation (completed in hard copy at the end of an Institute's activities), and the Post-Institute Survey (to be completed online several months AFTER the Institute).

**The Pre-Institute Survey** should be completed online prior to the first day of the Institute. The Pre-Institute Survey is available at NTTI Online <http://www.thirteen.org/edonline/ntti/getinvolved/pre-eval.html>. Information from the surveys will be immediately available to you as a spreadsheet as you request it from Lara Garvilla in the New York NTTI Office. If your participants DO NOT complete the Pre-Institute Survey online, they MUST complete a hard copy prior during your registration period. It will then be your responsibility to enter pre-Institute information into the national NTTI Web site. ALL PARTICIPANTS MUST SUBMIT A PRE-INSTITUTE SURVEY. Please alert the national NTTI office of your Institute and workshop dates at least three weeks prior to an event for inclusion on the evaluation Web site.

An **Institute Evaluation** should be distributed and collected at the end of your Institute's activities. Many sites give participants the Classroom Resource Binder in exchange for the Institute Evaluation, to ensure that it is received from all participants.

Participants should complete an additional **Post-Institute Evaluation** several weeks after the actual Institute. The Post-Institute Survey is available online at <http://www.thirteen.org/edonline/ntti/getinvolved/post-eval.html>. Information from the surveys will be immediately available to you as a database or spreadsheet as you request it from Lara Garvilla in the New York NTTI Office.

Please note: in order for your participants to enter evaluation data online, it is essential that you let the New York NTTI office know the dates and locations of your Institutes and workshops as soon as possible, so that they can be included in the drop-down menus on the Web site.

All hard copy evaluations should be sent to your New York NTTI site liaison for project-wide statistical analysis as soon as they are available. Results of your evaluations will be available to you after the national data has been compiled in New York. ***If you***

***would like immediate information from your evaluations, please copy them before sending them to the New York office.***

## AUGMENTING NTTI's TURNKEY TRAINING

An integral aspect of the NTTI model is to encourage and support Institute participants to become turnkey trainers. To prepare teachers to effectively share NTTI training and materials, a station might choose to conduct a "Share the Wealth" or "How to Conduct a Mini-NTTI" breakout session at their Institute. This session could be conducted by station staff, a master teacher (or master teacher team), or by Thirteen/WNET's NTTI professionals. The session can focus on:

- the importance of turnkey training
- the preparation and organization of teacher workshops
- an *ITV 101* overview for teachers to share with colleagues (this would include local-specifics like a station's Web site, broadcast schedule, print support, and other resources available to area teachers)
- presentation skills
- key strategies for using instructional video technologies effectively, like segmented viewing, providing a focus, pausing for analysis and discourse, and eliminating audio/video.

In addition to the workshop at the Institute, stations may choose to provide participants with an ongoing support system for training regional educators. Sites may want to offer these trainers/station liaisons periodic focus groups/meetings, a newsletter, a special online forum, and materials for use in their turnkey training initiatives. In addition to serving as resource people and mentors for local teachers, these NTTI graduates can prove to be a valuable resource for the station as they enhance awareness of the station's resources and services and act as goodwill ambassadors and links for stations' education constituencies.

Sites may also want to include a "Planning Your Own NTTI Workshop" section in their Institute materials. (See attached sample materials.) Whatever course of action stations choose to pursue, sites need to be aware of the importance of (to both the model and individual affiliates) this turnkey training aspect of NTTI. With this natural extension of the Institute's *teachers teaching teachers* model, the project can exponentially reach **thousands** of area educators.

## **NTTI CLOSURE SESSION & FOLLOW-UP SUPPORT FOR ONE AND TWO DAY INSTITUTES**

NTTI sites may wish to include closure sessions at the end of their Institutes. A closure session might include certificate distribution, closing thoughts, and information pertaining to participants' own workshops and follow-up back in their schools and districts. Sites may also set up procedures to collect all Institute surveys at this time. (We suggest asking that participants hand in their Institute survey in order to obtain their NTTI certificate.)

Thirteen/WNET conducts small group closure sessions on the second day of the Institutes. This forty-minute session reviews video and Internet utilization strategies and station services. Participants view a short ITV segment and then outline embryonic media-rich lessons of their own, brainstorming with other teachers what topics and activities might go well with the "clip" and where they might provide a focus or pause the tape for enhanced student comprehension and learning. The session might also detail a station's plans for supporting follow-up workshops and future Institutes.