



Planning Guide Highlights: Institute Components

Regardless of which Institute model you select, your Institute must include the following elements:

- ◆ A **minimum** of 100 participants. In recent years, several sites have been averaging only 75-80 participants. It is **IMPERATIVE**—especially in light of our current funding status--that you have **AT LEAST** 100 participants, so that we can keep the national project's numbers up. If you do not have 100 participants at your Institute, you may need to host a smaller, follow-up workshop for another group of participants to make up your numbers.
- ◆ An Overview Session, addressing your station's educational resources, ITV programming, online components, and the National NTTI Web site.
- ◆ Breakout Sessions that are team-taught by the Master Teachers. These sessions must focus on the NTTI methodology, and utilize video and Internet. 50% of an Institute's breakout sessions **MUST** be math or science lessons; the other 50% can focus on other subject areas or technology integration. Each participant **MUST** attend **AT LEAST** three NTTI Methodology workshops.
- ◆ Pre-Institute Surveys to be completed online prior to the Institute, and Institute Evaluations to be completed and collected during the course of the Institute.
- ◆ NTTI Classroom Resource materials (binder or CD-Rom) should be distributed to all participants.
- ◆ Certificates for Master Teachers and Participants.
- ◆ Keynote Speaker Presentation (optional but recommended).
- ◆ Door Prizes, and an efficient, creative, and exciting way to distribute them.