

# Investigating Earth Systems (IES) Training Workshops Planning Questions for Staff Developers



## **Background of Participants**

1. How many participants/teachers will there be?
2. Who are the participants attending the workshop?
3. What is their experience teaching science? Earth science?
4. What is their experience teaching science through an inquiry-based approach?
5. What training have they received in the Earth sciences? In other sciences?
6. What curricula have they been using in the past?
7. What is their experience teaching IES?
8. How many classes will they be teaching IES?
9. How many students do they have per class?
10. Which IES modules will they be using?

## **Classroom Needs**

1. What are the main issues/difficulties participants face in the classroom?
2. How many of their students require special needs?
3. How many of their students are English language learners?
4. What are the professional development expectations of the participants?

## **Workshop Facilities**

1. Who is the site contact person?
2. Where is the site located?
3. Will there be easy access to the site?
4. Is water available at the site for doing water-based investigations?
5. Are there weather considerations that will hinder outdoor investigations?
6. Is there table space for participants to conduct investigations?
7. Is electricity available for presentations and investigations?
8. Does the site have a whiteboard to facilitate workshop presentations?
9. Is there an internet connection available at the site?
10. Does the site have bathroom facilities available to participants?
11. When does the facility open for business? Close?
12. Is there a place close by where participants can purchase snacks or meals?
13. Are there entrance and security precautions that need to be considered?

### **Workshop Agenda**

1. How much time has been scheduled for the workshop? (e.g. half-day, full day, multiple days)
2. Do the workshop objectives meet the needs and expectations of the participants?
3. Which module(s) or investigation(s) should be presented at the workshop?
4. Is lunch scheduled?
5. Are breaks scheduled?
6. Is time for an evaluation scheduled?

### **Workshop Materials**

1. What type of audio-visual equipment will be available for the workshop?
2. Will the site provide an extension cord and power strip?
3. Will there be books available for participants to use? (Students editions and Teachers Editions)
4. Will the site provide materials (kit) for conducting investigations?
5. Are there materials that will need to be brought in or bought for the workshop?
6. Have photocopies been made of handouts? (e.g. agenda and evaluations)