

Requirements For Training 10 Additional Teachers

Requirements

1. Each participating teacher must train at least 10 additional teachers.
2. Training must take place before December, 1998.
3. Participating teachers should work with their school administrators to formulate the training program for the 10 additional teachers.
4. The 10 teachers may be teachers in the local school district; however, if a teacher is unable to find 10 people within their school district to train, they may select from a list of teachers within the respective AEA who applied for the Iowa/U S WEST project.
5. The summer training program that participating teachers attend will last three days; therefore, the training program for the 10 teachers should also last approximately the same amount of time.
6. Participating teachers are expected to train the 10 teachers with the software which they learned during the summer workshop - basic computer concepts, word processing, and accessing and using the Internet.
7. Participating teachers may use the laptop they received during the summer workshop or a computer lab in their school if it has comparable software to that which was taught during the summer workshop.
8. Participating teachers will be required to complete reports which lists the names and school districts for the 10 additional teachers, lists the dates of the training, and outlines the training program used for the 10 teachers.
9. Evaluation forms will be completed in a timely manner.

Questions to consider when designing the training program for the 10 additional teachers:

1. When will you conduct the training (In-service days, before or after school hours, on Saturdays, during the summer months)?
2. Will you train one-on-one or a group of teachers?
3. Will you use the laptop or a computer lab for the training?
4. Will you give assignments to the 10 teachers?
5. Will you conduct the training in conjunction with your school's computer training program?
6. How will you get your school administrators involved in your project?

Notes for Trainers

1. Have the teachers turn to the "Requirements" page in their notebook.
2. Review with the teachers the computer presentation about the training program for the 10 additional teachers. They may take additional notes on the "Requirements" page.
3. Ask if they have questions about the requirements for training 10 additional teachers.
4. Divide the group into teams of 3-4. Don't team teachers from the same schools.
5. Ask the teams to brainstorm ways teachers in Iowa may design the training programs for the 10 additional teachers. Tell them not to limit themselves to ideas for their schools only. This is to be brainstorming for anyone involved in the project. Try to get the teachers to think in broad terms.
6. Ask each team to share their ideas with the entire group.
7. Ask questions of the teams; clarify the ideas; expand on the ideas.
8. Record the ideas and send them to Doreen Hayek at UNI for inclusion in an overall idea-sharing document that will be sent to all participating teachers.

Suggested Ideas for Training 10 Additional Teachers

- Use the ICN for part of the training.
- Pair with another teacher and co-train 20 teachers.
- Require assignments from the 10 teachers to ensure that learning is taking place.
- Set up a project through or with the AEA.
- Use Phase 3 money.
- Host a 3-day workshop during the summer months.
- Hold the training in conjunction with the school's technology training program.
- Get on the calendar for the school's inservice-days programs.
- Meet the first Saturday of every month for 6 months, with assignments in between.
- Meet after school every Tuesday for the semester.
- Prepare a demonstration for the teachers; then they use the labs to complete assignments; reconvene the group and discuss answers. Repeat as many times as needed to cover all topics.