

Planning Your Own NTTI Workshop

This checklist is designed to assist in the preparation of a successful NTTI workshop.

- ❑ Determine the focus of your workshop (ITV and/or PBS primetime; the Internet; Curriculum Specific Workshop).
- ❑ Identify your audience.
- ❑ Promote/advertise your workshop through memos, school newsletters, school calendars, bulletin boards, etc.
- ❑ Contact Thirteen/WNET staff to inform them of the workshop and to request any needed materials: e.g., participant and Master Teacher applications for NTTI and ITV handbooks.
- ❑ Assess previous experience of participants.
- ❑ Assess participants' familiarity with ITV and other PBS prime-time programs and associated resources and/or the Internet.
- ❑ Choose ITV and PBS prime-time programs to highlight in workshop.
- ❑ Plan agenda. Include ample interaction time and several samples of programming to engage participants.
- ❑ Obtain any necessary clearances from administration (and invite an administrator to participate).
- ❑ Select and prepare site with special regard to room size, availability of outlets for audio-visual equipment, and possible seating arrangements.
- ❑ Reserve audio-visual equipment. If Internet instruction will be included in the workshop, make sure that computer monitor can be displayed on large screen.
- ❑ If you are including Internet instruction, check to make sure phone line, modem, and necessary software is in working order.
- ❑ Prepare a short agenda for participants.
- ❑ Organize all handouts ahead of time.
- ❑ Obtain supplies for hands-on activities.
- ❑ Cue all videotapes to the exact spot where participants will begin viewing.

Conduct Your Own NTTI Workshop and Keep Us Posted!

Dear NTTI staff,

I'm holding a workshop for my colleagues. Information is listed below. Let me know if you can join us.

Name of NTTI Participant (print) _____

NTTI Participant (circle) 2002-03 2001-02 2000-01 1999-2000
1998-99 1997-98 1996-97 1995-96 1994-95

Title _____

School _____

Location of workshop _____

Street address _____

City/State/Zip _____

Daytime phone number _____

Evening phone number _____

What kind of workshop are you conducting? (circle one)

- Instructional Television*
- Primetime*
- Internet*
- EdOnline*
- Other*

Date of workshop _____

Time _____

How can Thirteen staff assist you in planning the workshop?

Please inform Thirteen's Educational Services Department when you plan workshops and in-service training for your school or district. Mail the form below to Thirteen's NTTI staff. We'd like to know what you're doing and perhaps take the opportunity to come to see you in action.

Please return to:

CJ Catanese
Training Specialist, NTTI
Thirteen/WNET
Educational Services/NTTI Follow-up
450 West 33rd Street
New York, NY 10001
catanese@thirteen.org

Curriculum Standards and Educational Reform Initiatives

These Web sites detail current reform initiatives and learning standards that have been proposed at the state, national, and local levels of government. When constructing Media-Rich Lessons in the NTTI methodology, please consult these sites to maximize the reach and potential of your efforts.

Additional information on Education Reform Initiatives, as well as links to national and state standards, can be found on the NTTI Web site at:

www.thirteen.org/edonline/ntti/index.html.

UNITED STATES DEPARTMENT OF EDUCATION

www.ed.gov/pubs/index.html

NEW YORK STATE EDUCATION DEPARTMENT: LEARNING STANDARDS

www.nysatl.nysed.gov:80/standards.html

NEW YORK CITY BOARD OF EDUCATION: STRATEGIC LEARNING PLAN

www1.k12.nycenet.edu/info/stratplan/content.html

PERFORMANCE STANDARDS FOR NEW YORK CITY

www.nycusi.org

NEW JERSEY STATE EDUCATION DEPARTMENT: LEARNING STANDARDS:

www.state.nj.us/njded/stass/

NEW JERSEY DEPARTMENT OF EDUCATION STRATEGIC PLAN FOR INFORMATION TECHNOLOGY

www.state.nj.us/njded/techno/

CONNECTICUT STATEWIDE EDUCATIONAL TECHNOLOGY PLAN

www.csde.state.ct.us/public/der/ta/teacher_admin_eval/standards_for_school_ldrs.pdf

NATIONAL SCIENCE TEACHERS ASSOCIATION

www.NSTA.org/

NATIONAL COUNCIL OF TEACHERS OF MATHEMATICS

www.NCTM.org/

INTERNATIONAL SOCIETY FOR TECHNOLOGY IN EDUCATION

www.iste.org/

NATIONAL RESEARCH COUNCIL: NATIONAL SCIENCE EDUCATION STANDARDS

www.nap.edu/readingroom/books/intronses/p1.html

NATIONAL COUNCIL OF TEACHERS OF ENGLISH

www.NCTE.org/

NATIONAL CENTER FOR HISTORY IN THE SCHOOLS

www.sscnet.ucla.edu/nchs/standards/