

Scientists & Engineers in the Classroom

Procedure for Classroom Visits

Step 1—Teachers initiate the process by contacting ASN and providing information on the topic, grades, number of classes and students and approximate date required for the visit. Please allow 4-6 weeks' notice.

Step 2—ASN staff match the request with an available volunteer and give the teacher's contact information to the volunteer. The teacher is contacted by ASN to indicate that a volunteer has been matched with their request and to expect a call or email from them.

Step 3—Volunteers contact the teacher to plan the presentation and the visit. Teachers provide the volunteer with the request details and expectations. The discussion that occurs at this stage is essential to ensure that the visit is successful for everyone involved. More than one phone call/email may be needed.

- **Confirm** the date, time, age/grade, number of students, number of presentations.
- **Confirm** the topic. Detailed curriculum information can be obtained from ASN, the teacher, and/or the Alberta Education website <http://education.alberta.ca/teachers/program/science/programs.aspx>
- **Understand** the teacher's expectations (e.g. hands-on activities, career information, special needs adaptations, vocabulary to use, how the visit fits into the science unit).
- **Clarify** the volunteer's requirements (e.g. classroom set-up and time, a/v needs, lab supplies, display table).
- **Understand** the school's protocol for volunteers – most schools ask volunteers to report to the main office. Students may escort volunteers to the classroom.
- ASN volunteers will be **identified** by their nametag which is to be worn throughout the school visit. According to school board policy, **teachers must remain in the classroom at all times** during the visit.

Step 5—When arranged inform ASN of the date and details of the planned visit. If a communication breakdown occurs, contact ASN for help.

Step 6—Teachers should thank the volunteer. Notes from students are always appreciated and can be sent through the ASN office in your region.

Step 7—ASN staff will contact the teacher for feedback and evaluation. Volunteers will also be contacted for feedback. The statistics are used in reporting to our partners and funders to ensure that our science outreach programs continue to run at no cost to the schools. Your feedback is extremely valuable and is used to make improvements to the program.

Note: Future requests for scientist visits must be made to ASN out of respect for the time and privacy of our busy volunteers even if you have booked a particular scientist before.

Thank you for your cooperation!