

CASE Institute Host Site Planning Guide

CASE

*Curriculum for Agricultural
Science Education*

Summer 2011

CASE Institute Host Site Planning Guide

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Minimum CASE Institute Requirements

CASE is a system of developing teacher skills and providing teachers with excellent resources to facilitate powerful teaching. The key to CASE effectiveness is intense professional development specifically related to the materials CASE designed for classroom instruction. Each CASE course requires a specific CASE Institute as course content for each course is thoroughly examined and practiced.

CASE requires that every site offering CASE Institutes provide a rigorous and meaningful experience for participants. To ensure quality and uniformity of professional development, CASE has the following minimum requirements that must be met by the host site. Uniformity in terms of quality across training sites is extremely important as validity of data from program evaluations and student assessment will depend upon consistency of the professional development process. CASE expects every participant to have an equally challenging experience to promote enhanced classroom opportunities for students of agricultural education.

Minimum requirements for certification of CASE Institute (CI) participants:

- **CASE Institutes must provide 80 hours of instructional time.** Host sites can pick from a variety of schedule formats as listed in a subsequent sections of this guide.
- **ALL participants MUST be present for the entire CI – NO EXCEPTIONS.** This is the important rule you must communicate as a host site. CASE has made special considerations for attendees in the past such as remedial sessions for those who miss a couple of hours of instruction. Please understand that this kind of remedial plan puts a hardship on our already stretched Lead Teachers and creates more management for you as a host. It is strongly encouraged to not make exceptions for anyone as once the door is open you have more work on your plate as a host. CASE will not grant certification to any participant that does not complete the full 80 hours of professional development.

- **Instruction for CASE Institutes will be facilitated by two CASE certified Lead Teachers.** Certified instructors are important to ensure quality of instruction. Two Lead Teachers are required due to the intense nature of this event. The rigors of the face-to-face training and the intense preparation required warrant a minimum of two qualified instructors.
- **Professional development will emulate classroom expectations of participants.** Meaning, the facilities and instruction will model for the participants what CASE expects them to do and use in their classrooms. It will be important for the host site to provide the equipment, facilities, and supplies as recommended to give participants the richest experience possible.

Host sites, Lead Teachers, and CASE personnel ensure the integrity of CASE Institute training programs. Full cooperation and unified support for CASE Institute protocols is important to ensure quality of experiences across the country.

CASE Role and Responsibilities

The primary role of CASE staff is to provide host sites management support for hosting CASE Institutes. Our role is to administer guidelines to ensure consistency across institutes. Consistency is extremely important for validity concerns regarding CASE assessment data. Our staff will also provide on-going teacher services to help with daily implementation of materials. Without consistency of training experiences, our ability to manage support systems later will be impaired.

CASE also has a responsibility to provide assurances to school administrators and state supervisors that CASE certified teachers have met the professional development criterion that will enable those certified teachers to utilize CASE materials effectively to promote higher quality learning experiences for students. Schools and states make a large investment in the teachers who become CASE certified. It is our responsibility to these entities to ensure quality experiences are provided.

Lead Teachers and Master Teachers

CASE prepares classroom teachers to provide CASE Institute (CI) instruction. This model is an excellent approach because peer teaching provides an opportunity for CI instructors and participants to share common experiences and barriers for implementation of CASE curriculum. CASE instructors will mentor participants during the two-week CI and continue to maintain discussion boards to provide on-going support as the participant begins using CASE in practice.

CASE provides our instructors with training prior to each summer's CI schedule. The Spring Orientation allows new Lead Teachers to learn the expectations and protocols for facilitating the instruction of a CI. Time is also spent on coordinating common

themes to be taught in each course of our CIs. Teachers are paired up and provided assignments for the upcoming CI schedule.

Once the spring orientation meeting is completed, host sites are notified of their assigned instructors and dialog among the CI instructors and host site coordinator should be frequent to ensure all needs are communicated by both sides.

An operational definition of “Lead Teacher” is a certified (attended spring orientation) CASE Institute teacher that has successfully completed a CI for the specific course they intend to facilitate and has taught the course according to design for a full year. CASE staff will make every effort to provide a CI host site with one Lead Teacher paired with a Master Teacher. The CASE “Master Teacher” are teacher trainers who have attended a CASE Institute for a specific course, provided instruction to secondary students in that course for at least two years, and conducted a CASE Institute as a Lead Teacher for at least one year.

For more information regarding the roles and responsibilities of CASE Lead Teachers (and Master Teachers), refer to Appendix A.

New CASE Institute Host Sites

For first time institute hosts the CASE staff role is to help new host site coordinators facilitate their first CASE Institute. Our staff will provide support at the host site by arriving a day before the scheduled start date. Our CI Instructors are typically arriving this day also. Our role is to help make sure the CI instructors have all necessary materials and equipment. We will work with the host site coordinator with solving problems and making sure our CI instructors are prepared. CASE staff will provide the opening remarks and philosophy regarding CASE design discussion. CASE staff will typically stay through the first few days and monitor the progress of the sessions so we can provide feedback to the host site coordinator for future institutes.

Host Site Role and Responsibilities

Your role as a host site is to facilitate the instruction of a CASE Institute meeting the minimum requirements outlined in this document. CASE instructors will facilitate all of the actual teaching for the CI, however they will be dependent upon the facilities, equipment, supplies, and logistical support that the host site provides.

The following outlines the specific expectations required from host sites. Please be aware that participants at a CI are exposed to 175 days of classroom instruction in just 80 hours of sessions. The goal of CIs is to model proper teaching of the curriculum as it was designed to maximize the effectiveness of the training. Keep in mind that CASE expects a host site to provide facilities and equipment that model the ideal teaching environment for CASE programs within reason.

Classroom and Laboratory Facilities

Recommendations for facility and amenities:

- Need to provide adequate accommodations for a CI enrollment of 16-22 participants
- Classroom with **table-style** classroom seating
 - Tables are extremely important because the curriculum involves several projects and mini-laboratory exercises. Participants need adequate space to spread out their equipment, supplies, computers, and notebooks.
- Wet laboratory including sinks
 - A full biology or chemistry laboratory is ideal because laboratory equipment is readily available. CASE curriculum uses chemicals and other activities involving water. Please note that a wet laboratory is not required everyday of a CI, however it is extremely important that CASE curriculum is taught in sequential order according to the design. Therefore, it is best to have a wet laboratory available at all times throughout the CI. If this is not possible, your host site coordinator and CI instructors will need to work out a very detailed schedule to adjust instruction of wet activities.
- Projectors
 - Each room used for instruction must have projection capabilities. Lead Teachers will have their own laptop computers if needed for projection purposes.
- Field and Farm
 - Although many CASE activities are enhanced with teaching in real life settings such as a greenhouse or land laboratory farm, the CASE curriculum has been designed to accommodate classroom facilities. Your host site coordinator and CI instructors may decide to utilize outside amenities that your campus provides. This is encouraged but caution is expressed regarding loss of time for transportation to offsite facilities and relevance to teaching goals.

Equipment and Supplies

Specific requirements related to equipment and supplies will be dependent upon the teaching goals of the CI instructors. A dedicated section regarding ordering equipment and supplies for each specific course is provided in a subsequent section of this document. The following is an overview of general requirements to assist you in making planning decisions prior to communication with CI instructors.

Basic Equipment Requirements

- Compound **and** dissecting microscopes
- Glassware, such as beakers, graduated cylinders, and test tubes
- Heating devices, such as burners, hot plates, and microwave
- Electrical access for 110 volt power
- Power strips for participant laptop computers
- Measurement instruments, such as electronic balances

- Specialty equipment required for instruction of specific course content
 - CASE courses utilize LabQuest interfaces and sensors from Vernier, Inc. CASE has sets for rent that can be shipped to your host site location, however, it is strongly encouraged that a host site plan to purchase their own set for future CIs. CASE will not guarantee availability and each host site location must have access to LabQuest equipment.

Staffing Requirements

CASE recommends dedicated staff for logistical support to assist CASE Lead Teachers during the sessions. Site coordinators should also maintain refreshments during daily instruction and be available to obtain needed supplies. Staff can be graduate or work study students if available. The host site coordinator should be present for the beginning and final days of the CI as long as other staff are available to provide materials and support to the lead teachers in the coordinator's absence.

Technology Support Staff

All participants and CI Instructors will need access to the internet on their personal laptop computers. This requirement offers many challenges with connectivity because of security codes and configuring laptops with administrative rights. All participants are informed that the computer they bring must have administrative rights provided to be able to configure systems for outside internet connectivity. It is the host site responsibility to coordinate internet access for all participants and lead teachers with their IT department. It is recommended to have a IT staff member attend the opening day's session to set up participant's computers and be on call throughout the CI to address problems.

Participants and Lead Teachers will need access to a computer printer to produce materials for projects. Please plan to accommodate this requirement prior to the start of the CI.

It is also recommended to have access to back up computers in a lab in case laptop connectivity is troublesome. Participants will be downloading free software trial to use during the CI. Reliable connectivity to the internet is important.

Policing Role of Host Site Coordinator

Because CASE certification is a strict quality control measure and is typically the basis for college credit and other benefits to the participants, the host site coordinator has a role in assisting Lead Teachers with intervening in problems between instructors and participants. Lead Teachers are prepared for push back from participants and will have strategies to defuse and resolve problems. However, in worst case situations, the host site coordinator may be called on to assist lead teachers with the enforcement of the protocols. It is the host site coordinators responsibility to intervene to correct problems with participants and be ready to remove participants from a CI if they are disruptive to the learning environment.

If a participant is removed from the institute or the participant fails to meet the requirements for certification, the host site coordinator must contact the sponsoring school district of the participant and inform them that the participant did not complete the training or did not complete it satisfactory for certification. If this situation arises, the host site coordinator must contact CASE staff prior to action. CASE staff will be available for consulting on matters that are serious in nature such as this.

Accounting – Collection of Registration and Paying of Expenses

There are important transactions involving funds that must be completed to facilitate a CASE Institute. The budgeting tools provided in a subsequent section of this guide will assist you with planning for specific numbers. This section will explain the logistics of receiving funds and paying expenses related to CIs. The following is a list of transactions that must be accounted for either by host or CASE:

- Billing participants and receiving funds from participant school districts
- Payment of stipends for two CASE Lead Teachers
- Reimbursement of travel expenses for two CASE Lead Teachers
- Payment of CASE Administration Fee of \$500 per participant
- Ordering and payment of invoices related to equipment and supply purchases

CASE proposes two options for handling accounts receivable and payable. The host site has the choice of which option works best for their system. Regardless of the choice of the option, it is the responsibility of the host site to communicate billing and receiving of funds with the participants at the time of registration.

Accounting Option #1 – Local Institution Management

Accounting Option #1 assigns all financial responsibilities to the host site. CASE will manage the registration process as indicated in subsequent sections of this guide, however, CASE will not receive funds on behalf of the host site or pay any expenses for the host site institution.

The following is a list of the responsibilities of the host site if they choose Accounting Option #1:

- Invoice school districts for participant registration fee
- Provide school districts documentation to establish them as a vendor
- Receive and deposit checks
- Provide contact to answer billing questions related to participant's invoice
- Order and pay for all equipment and supply purchases related to CI instruction
- Pay for facility fees
- Pay for lodging and meal services

- Pay for staff salary or other personnel costs
- Pay each Lead Teacher a stipend of \$3500 (handle requirements for tax reporting)
- Reimburse Lead Teachers for travel expenses
- Pay CASE Administrative Fee of \$500 per participant

Advantage to host site for using Option #1 is the host site retains any residual revenue from the institute. This benefit is variable depending upon enrollment, expenses, and other costs specific to the institution.

Accounting Option #2 – CASE Management

If an institution does not have the staffing or system allowances for collecting funds and paying expenses, CASE will provide these services. With Option #2 CASE collects registration fees directly from school districts and will order and pay for all necessary equipment and supplies.

The following is a list of the responsibilities of the host site if they choose Accounting Option #2:

- Invoice CASE for consumable supplies used for the CI hosted **ONLY** if purchased locally using institutional funds
- Invoice CASE for lodging and meal expenses if coordinated through campus facilities

Please note:

- CASE will not reimburse for equipment purchases held by the local institution
- CASE will not pay for salary or reimburse for staff time using option #2
- CASE will not pay for facility use fees
- CASE will provide advance payment to institution for lodging or meal deposits
- CASE will retain all residue revenue from CI

Affiliate Professor Designation

CASE encourages post-secondary instructors and professors to participate as a student during a CASE Institute. This is a great experience to enrich personal teaching strategies for inquiry-based instruction using activity-, project-, and problem-based modes of delivery. After completing the CASE Institute training, post-secondary staff will assume the title of Affiliate Professor. This entitles them to become a Lead Teacher for CASE Institutes and use the CASE curriculum in their subject area courses or teacher education courses. Affiliate Professors will also be a critical link later in the development of the CASE project when certification of programs happens.

A strong affiliate institution provides all of the opportunities as mentioned above. As competition grows to become host sites and provide leadership within the regions of the country, CASE staff will give preference to host sites that offer credit to students and teachers and that have affiliate professors on staff.

Affiliate Professors are expected to complete the entire 80-hour CASE Institute training to be certified.

Alternative Schedule Formats for CASE Institutes

Because unique situations present the need for alternative schedules, CASE has developed some possible options for the delivery of the 80 hours of instruction. The host site has the choice of which schedule best fits their institution and local participant needs.

Please note that as decisions are made about schedules CASE recommends respecting the health of our Lead Teachers and participants. CASE Institutes are extremely intense and taxing on both participants and Lead Teachers. Host sites should recognize the need for time for reflection and rest to re-energize participants and Lead Teachers minds.

CASE mandates that the instruction be both sequential and be conducted in consecutive days. Long periods in between days of instruction will be detrimental to flow of the professional development and management of participants and Lead Teachers will be problematic. CASE curriculum uses spiral design to lead students through the lessons while building on previous knowledge. CASE Institutes models this instructional strategy during the CI. Therefore, it is very important to provide 80-hours of sequential instruction in consecutive days.

CASE also believes face-to-face instruction is the most effective mode of professional development when involving educational development. The social aspect of education cannot be replaced by electronic media and alternative forms of professional development. CASE identifies the time constraints of participants but our policy is to provide career-changing professional development and excellent resources that will save participants hundreds of hours of development. The face-to-face format ensures quality and effectiveness.

Traditional Schedule

- Sunday evening kickoff
- 10 weekdays of class
- Classes Monday through Friday, 8:00am to 5:00pm
- Lunch is 1½ hours (11:30am-1:00pm) – recommended for sites that use cafeteria lunches that require a walk to and from the classroom
- Ends second Friday at 12:00pm

Short-Lunch Schedule

- Sunday evening kickoff
- 9 weekdays of class
- Class 8:00am to 5:00pm everyday
- Week 1 – Monday through Friday
- Week 2 – Monday through Thursday
- Lunch is 1 hour (12:00pm-1:00pm) – recommended for sites that have lunch catered to class area
- Ends second Thursday at 5:00pm

Saturday Special Schedule*

(Saturday Special can be amended for a late start and finish on second Friday)

- Sunday evening kickoff
- Class 8:00am to 5:00pm everyday
- Week 1 – Monday through Saturday
- Week 2 – Monday through Thursday
- Lunch is 1½ hours (11:30am-1:00pm) – recommended for sites that use cafeteria lunches that require a walk to and from the classroom
- Ends at 12:00pm on second Thursday

Saturday Special Short Lunch Schedule*

- Sunday evening kickoff
- Class 8:00am to 5:00pm everyday
- Week 1 – Monday through Saturday
- Week 2 – Monday through Wednesday
- Lunch is 1 hour (12:00pm-1:00pm) – recommended for sites that have lunch catered to class area
- Ends at 5:00pm on second Wednesday

*Please note that alternative schedules will have increased amounts of homework required for the participants.

Budgeting Guidelines for CASE Institutes

Host site institutions are encouraged to keep the total cost of the CASE Institute at approximately \$2500.00 per participant. The fixed and variable costs are outlined below. Each Lead Teacher will receive \$3500.00 for the duration of the institute. Affiliate institutions will also be responsible for the cost of travel, lodging, and meals for each Lead Teacher as reflected in the budget. Therefore, a minimum enrollment of 12-13 participants is required to stay near the \$2500.00 cost for the training. A maximum of 20

participants is encouraged to facilitate the optimal student-teacher ratio required for this type of intense laboratory-based instruction.

The following table reflects the estimated fixed costs that a host site will be responsible for regardless of participant enrollment.

	AFNR	ASA	ASP	
Fixed Costs (per CASE Institute)				
CASE Equipment Lease	\$600	\$325	\$550	LabQuest Equipment
Lead Teacher Expenses	\$900*	\$900*	\$900*	Estimate
Lead Teacher Stipends	\$7,000	\$7,000	\$7,000	2 @ \$3500
Total Fixed Costs	\$8,500	\$8,225	\$8,450	

The following table expands the explanation of expenses by including estimates for variable costs. These variable costs reflect per participant estimates.

	AFNR	ASA	ASP	
Variable Costs per Participant (Remember to Budget for two Lead Teachers)				
CASE Admin Fee	\$500	\$500	\$500	
Food/Meals	\$238*	\$238*	\$238*	*2010 Average
Lodging	\$250-\$875	\$250-\$875	\$250-\$875	Dorms Average \$250 Hotel Average \$875
Postage/Shipping	\$15*	\$15*	\$15*	*2010 Average
Printing	\$18*	\$18*	\$18*	*2010 Average
Shirts	\$25	\$25	\$25	
Supplies	\$138*	\$180*	\$113*	*2010 Average
a) Total Per Person	\$1,184	\$1,226	\$1,159	Dorm Lodging
b) Total Per Person	\$1,809	\$1,851	\$1,784	Hotel Lodging
Estimated Breakeven Enrollment	13	12	12	Assuming \$2500 Registration Fee (fixed costs factored in)

Please note that no allowances are made for institution facility fees or staff salaries. These are not encouraged as CASE focuses on keeping the registration fee for participants as low as possible and consistent among various CI host sites. Each host site must develop a budget that protects their needs. Each host site will set their own registration fee and report this to CASE staff for registration purposes.

For specifics related to equipment, supplies, meals, and lodging refer to subsequent sections in this planning guide.

College Credit Options and Considerations

Teachers have various requirements for licensing including professional development credits. CASE will provide certificates to each participant that successfully completes an institute that will indicate they received 80 hours of professional development. However, many teachers require credits transcribed through an accredited institution.

CASE recommends that a host site provide participants an opportunity to earn graduate level credits for their participation in a CASE Institute. The range of credit hour offering is determined by the institution but previously institutions offered 3-6 graduate level credits. Participants are required to pay for the costs of these credits and are not required to enroll in graduate courses unless they desire to do so.

If the host site intends to offer credit to participants they are responsible for communication to the participants regarding how and when to complete the enrollment process. The host site can also impose their own requirements for earning the credit, however CASE has an assessment protocol that is used to verify certification of participants already in place.

Equipment and Supplies

As stated in the planning guide previously, the host site will be responsible for providing all necessary equipment and supplies for facilitating each CI. The following outlines suggestions and recommendations for specific equipment and supplies.

Equipment Disclosure

Because of the nature of equipment being long-term items and held as inventory at an institution, CASE will not reimburse or purchase equipment for a host site. CI instructors will provide a detailed list of required equipment according to the lessons and activities they have included in their scope and sequence. Host site coordinators can expect CI instructors' scope and sequence documentation in May.

To assist with planning purposes prior to this documentation, host site coordinators can access a list of equipment recommended for the instruction of a complete secondary course described in the purchase manual for secondary teachers. CASE Purchase Manuals can be found at <http://case4learning.org/purchase-manuals.html> - select the appropriate course for your CI offering.

LabQuest Equipment Requirement

Each CASE course has been designed utilizing LabQuest equipment from Vernier, Inc. CASE recommends each host site purchases a set of ten LabQuest interfaces and ten of each sensor required for the specific course offered. Note that AFNR contains most

all of the sensors needed for any of the current course offerings (AFNR, ASA, and ASP).

CASE currently has three loaner sets that are available for host sites to rent (one for each course). The fee for using this equipment covers repair and replacement costs, as shipping is rough on this kind of equipment. Rental fees do not cover shipping of the equipment to and from the host site. Shipping costs are the responsibility of the host site and may include overnight rates to guarantee on-time delivery to the next site. CASE does not guarantee the availability of the sets to any host site. CASE staff will try to schedule common CIs in an effort to prevent conflicts in order to maximize options for participants' registration and provide opportunities to share this kind of equipment among sites.

For specific costs related to LabQuest equipment purchasing please refer to the CASE Purchase Manual and select the Vernier tab.

Supplies

CASE courses use a good quantity of consumable supplies. Again, the CASE Purchase Manual will outline what is needed to facilitate classroom instruction for the whole course, but your CI instructors will provide a specific list for the institute. The list will include items that should be purchased locally and are time sensitive, meaning some items are perishable.

CASE has negotiated packages and special deals with vendors for some supplies. It is recommended to use CASE vendors (as provided in the purchase manuals), however a host site is not required to purchase items through CASE recognized vendors. Regardless, CASE requires the appropriate supplies be available on site the day before the CI is scheduled to start. This allows the Lead Teachers to sort and prepare materials for instruction. The host site coordinator must plan accordingly to ensure the delivery of all necessary supplies. If CASE handles the ordering of supplies for the host site (Accounting Option #2), only items supplied through vendors will be purchased. The host site will still have items that must be purchased locally.

Participant Shirts

Each participant should receive a polo shirt with the CASE emblem embroidered on the front left lapel. The host site will be responsible for ordering the correct amount and sizes for the participants and Lead Teachers. CASE will arrange the vendor for CASE polo shirts unless the host site chooses to opt for their own vendor. If the host chooses to use their own vendor for the polo shirts, the host site coordinator must contact CASE staff for CASE logo. It is recommended that the host site logo is included on the shirts in this situation.

Please refer to the case website for shirt ordering instructions and vendor contact information in May.

Printing

The host site is in charge of printing for the participant binders. There is a significant amount of printing required and can typically be done economically through institution print shops. CASE staff will provide a cd or download that includes the printing required for each CI. This package will include all necessary printing for the binder documents and scope and sequences. In addition, both limited photocopy and computer printing will be needed throughout the duration of the institute.

Host Site Selection

A submitted application (application found at www.case4learning.org) does not guarantee CASE will select a potential site to host an institute. CASE staff factors in geographic locations and other determining factors before allowing a site to host an institute. The limitations imposed are because the pool of qualified Lead Teachers are not large enough to handle open offerings of CASE Institutes.

The following are criterion used to make final determinations regarding host site selection:

1. Affiliate Professor on staff
2. **Minimum of 10 students enrolled from service area (home state or 200 mile radius from campus) – based on projections**
3. Previous hosting of a CI
4. Access to required equipment and supplies – including Vernier LabQuest
5. CI Host Site should provide no ground transportation to participants – therefore close proximity to airports and lodging is required
6. Fair cost for participants

Lodging for Participants and Lead Teachers

The host site must arrange for lodging for all participants and Lead Teachers. Lead Teachers will be arriving at least one day prior to the beginning of the CI, and all participants will be checking in the day of the opening session (unless out of state travel requires additional nights).

CASE strongly recommends that all participants, regardless of home proximity, plan to stay in lodging provided by the institution. This aspect is important to maintain professional learning communities that are created during the course of the CI. Each participant has homework every night that sometimes involve group projects and other collaborative brainstorming. CASE encourages environments that keep participants focused on the institute instruction to maximize the benefits to the participants.

CASE recommends that a host site does not discount registration fee for participants to opt out of staying in arranged housing. The value of the collaborative experiences is too valuable and separation from the cohort should not be encouraged or facilitated.

Dormitories

The nature of the CI experience is very stressful and taxing on participants and Lead Teachers. Ideally, it is recommended that each participant have their own hotel room to escape and have some personal time during the long two-week period. However, this option is cost prohibitive in most settings. Many institutions in the past has used dormitory facilities and this has worked well.

Host sites should ensure that dormitory facilities are in very good condition, including clean, air-conditioned, and nearby the teaching facilities. If using dorms it is recommended to provide a room for each participant unless the dorm rooms are apartment style with multiple bedrooms for privacy. Participants are not students – these are professionals and should be treated as professionals.

Lead Teachers must have their own dorm rooms to provide for personal space. These individuals will be with each other for several hours each day and need proper space to recharge.

Hotel Accommodations

If a hotel is a feasible option to provide lodging it is recommended. Hotel rooms offer more comfort to the guest than most dormitories. Participants from previous institutes have reported that hotel accommodations were appreciated because of the long duration of the CI.

It is recommended to allow participants a choice to have their own hotel room if they choose to pay the difference of sharing a room. This option should be communicated to participants prior to the CI via your host site website.

Please note that Lead Teachers should have their own hotel room for the duration of their stay.

Meals for Participants and Lead Teachers

Host site will need to provide meals for participants and Lead Teachers. It is suggested to utilize campus food service if available. Meal cards allow flexibility in menu choices and typically are very economical. Catering is an option but could be cost prohibitive.

It is recommended to consider a group meal hosted off site for a couple of the evenings to get participants out of familiar surroundings. Weekend meals are optional depending upon your services. If weekend meals are unavailable, the host site must communicate this to participants at registration so they can make arrangements.

Host sites must also provide snacks and drinks during the days of instruction. Refreshments are important to keep the energy of the participants during the long hours of instruction.

Lead Teachers must be provided meals for the duration of their stay. If Lead Teachers are provided meal cards for their entire stay, they should not be compensated for meals purchased from other sources. If your institution is unable to provide meal service for days that Lead Teachers are on campus, the host site must reimburse the Lead Teachers for meal expenses according to institution policy.

Registration

CASE will process all participant registrations online through our website. Each host site coordinator will be provided an updated list of participants to send official communications. Each participant submits a signed agreement from their school administration in addition to an information page including contact information, shirt size, and dietary requirements.

It is essential that a host site provides registration fee information and a link to their CASE website page prior to the start of registration. It is expected to have registration open by February 15, 2011.

Participant Expectations

All participants at CASE Institute are expected to:

- Arrive on opening day with a laptop;
- Arrive on time at all daily class sessions (attendance will be taken);
- Actively participate in classroom instruction;
- Complete all required assignments and to assemble an Agriscience Notebook;
- Attend evening sessions, if necessary;
- Turn all cell phones and pagers off during class instruction;
- Treat all participants and instructors professionally and with respect;
- Continue to review and become familiar with all curriculum material and work toward mastery after leaving the institute.

Website Recommendations

Host sites are required to have a webpage prepared communicating important information about their institute. The following are suggested items to include on your webpage:

- CI Schedule
 - Clearly indicate when participants need to arrive and indicate the **EARLIEST** departure time to avoid missing any of the determined scheduled events. You must be clear about these times to avoid participants scheduling flights or travel and later realizing they need to leave prior to the conclusion of the sessions
- Maps of campus and local community
- Map to and from the nearest airport
- Lodging requirements
 - Linen and pillow requirements if not provided
 - Check in times and contact numbers for late check in
- Ground transportation options
- Parking policies and parking pass requirements
- College credit information and enrollment
- Host site coordinator contact information and emergency numbers
- Payment submission process if host site will be facilitating this process

Weekend Activities for Participants and Lead Teachers

It is encouraged to provide options or schedule activities for the weekend. Many out of state guests will be interested in seeing your local community and will need help with ideas and logistics to do so. CASE Lead Teachers will appreciate the opportunity to get off campus and spend a few hours unwinding at your local attractions.

Appendix A – Lead Teacher Roles and Responsibilities

General Overview: CASE Institute Instructors must possess a rich understanding of the CASE curriculum they teach and demonstrate solid teaching practice. Lead teachers model the standard of excellence expected for all CASE teachers. Besides providing instruction to CASE Institute participants, Lead Teachers serve as a resource for these teachers throughout the school year. They may be called upon to develop curricula, instructional support materials, and course assessments or to facilitate ongoing aspects of CASE development.

Lead Teacher Roles and Responsibilities: The following offers an overview of the roles and responsibilities that Lead Teachers fulfill, and is not inclusive of all of the expectations of these individuals.

Professional Development related:

- Participate in ongoing professional development
- Remain current with curriculum updates and revisions
- Remain current with course-related software and hardware updates

Program Quality related:

- Test and evaluate hardware and software as needed
- Pilot and submit comments on new programs or curricula when requested
- Work in collaboration with other professionals to develop and implement instructional material, curricula and staff development opportunities

Core Training related:

- Attend all CASE Lead Teacher Orientation sessions
- Be available as a resource for teacher support during the school year
- Work collaboratively with an assigned teaching partner to develop an effective instructional strategy for the specific CASE Institute (CI) agreed to teach:
- Share equally in the preparation of course material for the CASE Institute
- Share equally in the teaching responsibilities during the CASE Institute
- Share equally in offering evening enrichment sessions for participants
- Demonstrate in-depth understanding of the full scope and breadth of the specific CASE course curricula
- Treat teachers professionally, recognizing individual differences that distinguish one teacher from another, so that instruction can be modified when appropriate
- Have subject area expertise and demonstrate excellent communication and instructional methodology skills
- Create an instructional atmosphere that is conducive to all learners
- Serve as an instructional role model for all CASE teachers

Appendix B – CASE Institute Planning Check List

The following is a checklist and timeline that host site coordinators can use as a guideline. Each site will have its own specific needs. Dates will need to be modified and adjusted according to specific CASE Institute dates.

Time Line	Task	Notes
Fall Semester / Quarter		
	Set dates for CASE Institute	
	Determine courses to be offered at CASE Institute	
	Submit CASE Institute fees and housing information to Curriculum for Agricultural Science Education by January 1	
6 months prior	{Fill in Date}	
	Work with CASE to identify affiliate professors and technical support staff that will work at the CASE Institute	
	Reserve classrooms, laboratory and meeting space. Resolve any security and storage issues.	
	Arrange housing needs for participants	
	Arrange for audio-visual devices for classrooms	
	Reserve location for opening day orientation and final closing	
	Arrange food service or system for meals (i.e. campus debit card)	
	Develop CASE Institute Website to provide specific participant information for your institute be posted on the CASE and local websites: <ul style="list-style-type: none"> • Dates • Registration Fee • Housing Information • Other information specific to local CASE Institute 	
4 months prior	{Fill in Date}	
	Inventory existing class equipment and supplies. Compare list with CASE Institute equipment list to determine what will need to be ordered.	

Time Line	Task	Notes
Optional	Schedule weekend excursion for participants staying through connecting weekend	
Optional	Order freebies for participants (i.e. lanyards, cups, etc.)	
3 months prior	{Fill in Date}	
	Prepare information packets to be mailed to participants; Information may also be posted to a local website	
	Order any needed equipment and supplies	
	Mail information packets to participants as registrations are received	
2 months prior	{Fill in Date}	
	Determine travel arrangements for lead teachers	
	Prepare Lead Teacher contracts (sample available from CASE)	
	Arrange with local Tech Support for any equipment needs: schedule help for Day 1	
Optional	Arrange class field trips: schedule buses if needed	
1 month prior	{Fill in Date}	
	Order any needed classroom/office supplies	
	Arrange for parking passes and maps	
	Arrange opening day meal	
	Send email with items to bring housing information to participants	
	Send housing list to Housing Office	
	Order CASE shirts	
	Sort out supplies, equipment and textbooks	
1 week prior	{Fill in Date}	
	Print name badges	
	Plan orientation agenda	
	Print Scope and Sequences for each class	
	Print and compile notebooks for each class	
	Print class list for Lead Teachers/ sign in sheets	

Time Line	Task	Notes
	Prepare and print a registration check-in list for participants	
	Secure keys for classrooms	
	Confirm opening day meal	
	Confirm with housing: housing list, registration, security cards	
	Confirm with tech support set-up date and time	
	Organize participants' folders	
1 Day Prior	Saturday before kickoff	
	Work with Lead Teachers to prepare classroom facilities and arrange supplies	
	Provide Lead Teachers with keys for building and classroom access	
Day 1	{Fill in Date} – typically Sunday evening	
	Set up registration	
	Check participants in	
	Conduct Orientation meeting	
	Conduct Lead Teacher meeting	
1st week of CASE Institute	{Fill in Date}	
	Contact schools for invoicing and/or payments not received	
Optional	Prepare class field trip information; confirm participants and transportation	
2nd week of CASE Institute	{Fill in Date}	
	Print certificates for completion – these may be mailed to you from CASE	
	Organize shirts and certificates to be given out	
	Plan closing agenda	
Last Day	{Fill in Date}	
	Collect all participant portfolio check sheets and retain for your records. It is suggested that you scan and retain these records for five years. Also photocopy a set and mail to CASE.	

Time Line	Task	Notes
	Collect sign-in sheets and retain for your records. It is suggested that you scan and retain these records for five years	
	Have classes complete evaluations on-line	
	Collect tech support supplies	
	Collect meal cards	
Shut Down		
	Collect all class keys from Lead Teachers	
	Have Lead Teachers help move equipment and supplies to designated storage	
1 week after	{Fill in Date}	
	Complete CASE Institute Participant Completion Report and mail to Curriculum for Agricultural Science Education (ASAP)	
	Process lead teacher contracts	
Within 1 month after	{Fill in Date}	
	Pay bills, file and record invoices	
	Compile CASE Institute financial report	
	Create list of discussion items for Curriculum for Agricultural Science Education affiliate meeting	