



*"Dr. Eck provided me with coaching feedback and kept me growing and smiling throughout the CI."*

-ASA Lead Teacher

# Host Manual

## 2025

*"The communication between (Jesse Faber) and the LTs was very intentional. My dietary restrictions were met."*



-AFNR Participant



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# CASE Mission, Vision, and Core Value Statements

## Mission

To design industry-leading, inquiry-based curriculum, and teacher education to create lifelong learners and prepare students for the future of agriculture.

## Vision

To develop curriculum and professional development that empowers agriculture education teachers to inspire, educate, and prepare students for career success in the agricultural industry.

## 4 Core Values

### Purposeful Curriculum

Creating a flexible, ready-to-execute curriculum model of sequenced agricultural education courses that enhance the delivery of agricultural education, uphold educational core standards, and help create work-life balance for teachers.

### Fostering Connection and Growth

Building a network of agriculture educators across the nation to create unity and support and recognize achievements.

### Student-Centered Learning

Fostering a student-centered agricultural educational experience that's focused on inquiry and project-based learning.

### Teacher Training

Certifying teachers through industry-leading professional development so they can enhance the agricultural education experience for students.

## Initiative of The Council

CASE 4 Learning is an initiative of The National Council for Agricultural Education (The Council).

The National Council for Agricultural Education serves School-based agricultural education. Since its beginning in December 1983, The Council has provided leadership for stakeholders in agriculture, food, fiber, and natural resources systems education.



Figure 1. The Council Logo

The Council identifies important opportunities and needed resources for agricultural education and drives action to support the development and direction focusing on academic and career success for all students. The Council fosters collaboration for agricultural education and represents National Team Ag Ed (organizations and entities representing students, teachers, teacher educators, state leaders, alumni, industry, state and national foundations, and government).

In 2005, The Council laid the foundation for program growth in agricultural education. The goal included *The Long-Range Goal for Agricultural Education*, more commonly known as *10 x 15*. This goal was to target 10,000 new agricultural education programs by 2015. Efforts to reach this measure included eight priority council initiatives. The third initiative, *Develop Multiple Agricultural Education Designs*, included CASE as the first design priority.

All coordinators and lead teachers are contractors of The Council. Hosts act as an extension of The Council's **Vision and Mission** (<https://thecouncil.ffa.org/about-us/>).

# Minimum CASE PD Requirements

CASE PD events should provide a rigorous and meaningful experience for participants. Uniformity across sites is essential for the validity of data from program evaluations and student assessments. CASE expects every participant to have an equally challenging experience to promote enhanced classroom opportunities for agricultural education students. Ensure the quality and uniformity of professional development by meeting minimum implementation requirements.

Minimum requirements for certification of CASE PD participants include the following:

- CASE PD events must provide the required hours of instructional time prescribed by the specific course's scope and sequence.
- Hosts should have the required onsite materials and facilities for the CASE Institute or BriefCASE. Hosts use additional funding through registration fees to purchase the remaining consumables and equipment.
- ALL participants are to be present for the entire BriefCASE to attain certification. At CASE Institutes, participants may miss up to one day for unavoidable events as they arise. CASE PD Hosts must communicate and reinforce this rule in cooperation with the Lead Teachers.
- CASE-certified Lead Teachers facilitate instruction for CASE PD events. Lead Teachers have completed appropriate preparation at Lead Teacher Orientation.
- CASE PD emulates the classroom expectations of participants. The professional development facilities and instruction model CASE delivery methods. Host Site Coordinators provide the required equipment, facilities, and supplies recommended by CASE.
- Provide mentorship and guidance to Lead Teachers using the *CASE LT Coaching Guide*.
- CASE PD Host Site Coordinators, Lead Teachers, and CASE work cooperatively to ensure the operation of CASE PD events and support the growth of CASE participants.

## Definitions

**BriefCASE** – Specialized professional development for shortened CASE courses or modules (9-18 weeks). BriefCASEs range from five hours to three days. BriefCASEs do not have participant check-offs for certification.

**CASE State Leaders** – Each state has three state leaders serving on the CASE Advisory Committee, providing feedback to CASE. These partners represent state staff, post-secondary education, and secondary education.

**CASE Institute (CI)** – CASE Institutes (CIs) are specialized professional development for full-year CASE courses. Institutes are five to nine days of professional development to address the element of instruction expected by teachers of a CASE course. CIs require participant check-offs for certification.

**Check-Offs** – A list of deliverables for participants to complete at a CASE Institute to obtain certification. BriefCASEs do not have check-offs.

**Daily Plans** – A document that Lead Teachers use to prepare and implement a BriefCASE or CASE Institute. The CASE team builds the foundational plan, including materials, timing, and notes for APP delivery. Lead Teachers are expected to build upon these plans, document notes, and share them with the CASE team two weeks before the event.

**Event Finalization Form** – A form completed by Lead Teachers at the conclusion of a BriefCASE or CASE Institute. Information captured includes recommendations for future events, LT nominations, and notice of any uncertified participants.

**Host Site Coordinator** – CASE professional development events are hosted by a third-party entity, typically a teacher education institution. Hosts can be post-secondary, high school, or teacher associations supported by a teacher education institution. Because all logistics and financial responsibility is placed on the host site, a coordinator is named for each site. The Host Site Coordinator oversees all tasks related to the CASE Institute/BriefCASE.

**Host Site Coordinator Timeline** – A guide for host tasks for their events and what to do before, during, and after the event.

**Hybrid** – Hybrid events incorporate both in-person and virtual professional development. Some hybrid events have mandatory introductory or follow-up virtual meetings (AEMT, AFNR, FSS, APT), while others (ASA, ASP, NRE) do not.

**Field Test** – New CASE courses go through a field test phase the first year the course is ready for use in the classroom. A Field Test is the same experience as a regular CASE Institute and qualifies the participant for certification. However, additional expectations are placed on the participants regarding feedback of lessons and ongoing modifications to materials.

**Lead Teacher (LTs)** – Lead Teachers are CASE-certified teachers who facilitate a BriefCASE or CASE Institute. A Lead Teacher must be certified in the course and teach the curriculum as designed in their own program for at least one year. LTs annually attend a Lead Teacher Orientation for continued professional development.

**Lead Teacher Orientation (LTO)** – LTO is an annual professional development event aimed at the continual development of CASE Lead Teachers. Some time is allotted for Lead Teacher partners to plan their BriefCASE/CASE Institute. The LTO for CASE Institutes is a multi-day, in-person venue. Lead Teachers facilitating BriefCASEs attend a one-day virtual venue. LTs attending the full-day training are exempted from the virtual event.

**Lead Teaching Timeline** – A guide for LT tasks for their events and what to do before, during, and after the event.

**Master Teacher** – Master Teachers are experienced lead teachers with three or more years of lead teaching experience and two or more CASE certifications. Additional promotion and leadership experiences related to CASE are required. CASE Master Teachers are facilitators of professional development and ambassadors of CASE who serve as a resource for the promotion and implementation of CASE in their region.

**Scope and Sequence** – A framework or schedule that overviews the content of a BriefCASE or CASE Institute.

**Virtual** – Virtual PD events are facilitated via synchronous and asynchronous virtual delivery.

## CASE Contacts

### Scheduling CASE PD/General PD Questions or Issues

For general PD Questions, such as scheduling CASE, marketing your event, or solving PD issues, contact the following individuals.

- CASE Institutes – John Bergin, Curriculum Director, [john.bergin@case4learning.org](mailto:john.bergin@case4learning.org)
- BriefCASEs – Tiffany Zwegardt, CASE Coordinator, [tiffany.zwegardt@case4learning.org](mailto:tiffany.zwegardt@case4learning.org)
- Pre-Service – Jen Russell, CASE Coordinator, [jennifer.russell@case4learning.org](mailto:jennifer.russell@case4learning.org)
- Participant Issues – Carl Aakre, CASE Director, [carl.aakre@case4learning.org](mailto:carl.aakre@case4learning.org)
- Marketing – Chelsea Bowen, Events and Operations Coordinator, [chelsea.bowen@case4learning.org](mailto:chelsea.bowen@case4learning.org)

## Course/PD Specific Questions

CASE is a curriculum initiative. Each member of our small team manages the CASE 4 Learning curriculum and answers PD questions. For course-specific questions, such as material questions, contact our subject matter experts.

- Carl Aakre, CASE Director, [carl.aakre@case4learning.org](mailto:carl.aakre@case4learning.org)
  - Ag Research and Development (ARD)
- John Bergin, Curriculum Director, [john.bergin@case4learning.org](mailto:john.bergin@case4learning.org)
  - Environmental Science Issues (ESI)
  - Food Science and Safety (FSS)
- Tiffany Zwegardt, CASE Coordinator, [tiffany.zwegardt@case4learning.org](mailto:tiffany.zwegardt@case4learning.org)
  - Introduction to Ag, Food and Natural Resources (AFNR)
  - AgXplore Middle School (AgX)
  - Ag Business Foundations (ABF)
  - Animal Health and Veterinary Science (AHVS)
- Josh Day, CASE Coordinator, [josh.day@case4learning.org](mailto:josh.day@case4learning.org)
  - Natural Resources and Ecology (NRE)
  - Ag Power and Technology (APT)
  - Small Gas Engines (SGE)
  - Ag Equipment Maintenance and Technology (AEMT)
- Jen Russell, CASE Coordinator, [jennifer.russell@case4learning.org](mailto:jennifer.russell@case4learning.org)
  - Agricultural Science – Animal (ASA)
  - Agricultural Science – Plant (ASP)
  - Biotechnology Modules (revising APB)

## BriefCASE vs. CASE Institute

BriefCASEs are shorter PD windows for trimester to semester-long courses. Table 1 categorizes the courses as BriefCASE or CASE Institute. Table 2 briefly details the difference between the two events. More information on Host Site Coordinator responsibilities follow throughout this manual.

**Table 1. Delivery Method of CASE Courses**

CASE Institutes		BriefCASEs
<ul style="list-style-type: none"> <li>• Ag Equipment Maintenance and Technology (AEMT)</li> <li>• Introduction to Ag Food and Natural Resources (AFNR)</li> <li>• Ag Power and Technology (APT)</li> <li>• Animal Science (ASA)</li> </ul>	<ul style="list-style-type: none"> <li>• Plant Science (ASP)</li> <li>• Environmental Science Issues (ESI)</li> <li>• Food Science and Safety (FSS)</li> <li>• Natural Resources and Ecology (NRE)</li> </ul>	<ul style="list-style-type: none"> <li>• Ag Business Foundations (ABF)</li> <li>• AgXplore Middle School (AgX)</li> <li>• Animal Health and Vet. Science (AHVS)</li> <li>• Small Gas Engines (SGE)</li> </ul>

**Table 2. Differences Between CASE Institute or BriefCASE**

Comparison	CASE Institutes	BriefCASEs
PD Length	5–8 days	6 hours – 2.5 days
Course Length	1 year	Trimester – Semester
PD Season	June – August	Year-round
PD Design	PD is designed as stand-alone events	PD is designed to be stand-alone or implemented with other events. Some hosts stack multiple BriefCASEs together. Others



		coincide with FFA events or Ag Teacher PD.
LT Training	LTs attend in-person LTO	LTs attend a virtual LTO
Registration	Managed by CASE, Displayed on the CASE Website	Managed by the Host, Displayed on the CASE Website (optional), Participants access MyCASE during the event
Marketing	Website information is managed by CASE, Host promotes within the region	CASE does limited marketing for nationwide events. Host promotes within the region. If a private event, host does all the marketing.
Finances – Registration Fee Invoicing	CASE charges/invoices participant	Host charges/invoices participant (Host collects all money)
Finances – Host Payments	CASE pays hosts from collected registration (75% in April, remaining after CI)	Since hosts are collecting registration amounts, no money is sent from CASE.
Finances – Invoices from CASE	CASE collects PD management fees and certification fees from payments.	CASE invoice Host Site Coordinator for the certification, management fees, including travel
LT Travel Expenses	Paid by CASE through travel vouchers, invoiced to host through PD management fee (locations with higher travel expenses for LTs may be invoiced additional travel fees).	Paid by CASE through travel vouchers, invoiced to host through PD management fee (locations with higher travel expenses for LTs may be invoiced additional travel fees).

## MyCASE Dashboards

CASE uses dashboards in MyCASE. When logging into MyCASE, a series of dashboards appear for CASE Lead Teachers and Host Site Coordinators, as shown in Figure 2. Lead Teachers and Host Site Coordinators not receiving access to their appropriate dashboards should contact the *Curriculum Director*.

### Lead Teacher General Dashboard

The Lead Teacher General Dashboard contains information pertinent to all Lead Teachers, including:

- Event Finalization Form
- Travel vouchers
- Lead Teacher Timelines
- Participant contact information
- Lead teacher contact list and schedule
- Lead Teacher Orientation information
- CASE Lead and Master Teacher Manual
- Daily Plan Submission form
- Lead Teacher Nominations
- Teaching strategies

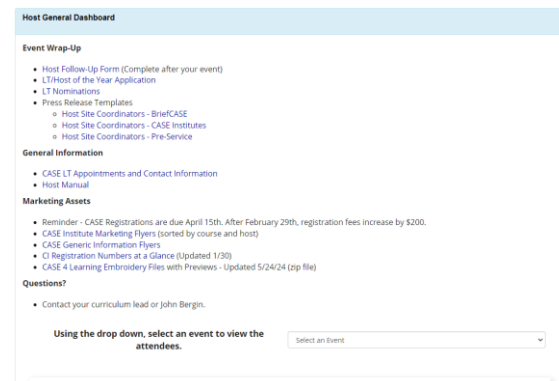


Figure 2. MyCASE Dashboards

### Content Lead Teacher and Host Dashboard

Lead Teachers and Host Site Coordinators obtain PD-specific information here. For example, ASA LTs and hosts only have access to ASA materials. All parties can view pertinent information for the specific roles of both groups.

#### Lead Teachers

- Daily Plans
- Scope and Sequence

- Materials list by APP
- Example Participant Letter
- Check-Off Requirements (for CASE Institutes Only)

### Hosts

- Print Binder
- Host Materials List and Budget
- Supplemental Printing Documents
- Ordering Forms (Virtual PD)

### Host General Dashboard

- CASE Institute Planning Checklist
- BriefCASE Planning Checklist
- Host Site Coordinator Manual
- CASE 4 Learning logos and embroidery files
- Lead Teacher nominations
- LT Appointments and Contact Information
- Participant contact information and shirt sizes

## Host Site Coordinator Application and Selection Process

Host Site Coordinators apply via the [CASE Institute Applications](#) and [BriefCASE Host Application](#). Considerations such as geographic locations, regional course demand, previous site evaluations, dates, and available facilities determine site locations for CASE PD events.

Minimum qualifications to host include:

- Ability to collect registration fees (BriefCASEs)
- Provide equipment and supplies outlined in the *Host Budgets* and have access to necessary onsite equipment.
- Facilities appropriate for the CASE event
- Location feasible for teacher travel, lodging, and availability of meal options
- Time to plan and availability during the PD event
- Communication with CASE and Lead Teachers
- College credit (CASE Institutes) – Non-postsecondary hosts can partner with a local university to offer graduate credit. Graduate credit is optional for participants and meets the fees assigned by the local university.

### BriefCASE Selection Timeline

BriefCASE events are selected on a seasonal basis. Table 3 lists the application deadline for BriefCASE events. Small Gas Engines (SGE) require additional time due to the scheduling of similar PD events.

- Summer events: For larger picture logistics, it is best to apply for summer BriefCASEs during the CI application season (August 15<sup>th</sup> - September 20<sup>th</sup>)

**Table 3. BriefCASE Application Timeline**

Events	Event Timeframe	BriefCASE Host Application Deadline	Registration Closes (Recommended)
Ag Business Foundations (ABF)	6 hours	3 months in advance	1 month in advance
AgXplore Middle School (AgX)	1.5 days	3 months in advance	1 month in advance
Animal Health and Vet. Science (AVHS)	1.5 days	3 months in advance	1 month in advance
Small Gas Engines (SGE)	2.5 days	6 months in advance	1 month in advance



## CASE Institute Selection Timeline

CASE Institutes are selected on an annual basis. Table 4 describes the timeline for CASE Institute selection, registration, and LT assignments.

**Table 4. CASE Institute Timeline**

Process	Event Timeframe	Host Site Coordinator Roles
Apply to host a CASE Institute	August 15 <sup>th</sup> – September 20 <sup>th</sup>	Complete the <b>CASE Institute Host Application</b>
CASE selects Host Site Coordinators	October	
Announcement of CASE Institutes and Host Site Coordinators	Internally – October Externally (Public) – NFFA Conv.	
Scholarship Application Period	Announced at NFFA Conv. Due December 1st	Host Site Coordinators help promote <b>CASE Institute Scholarships</b>
Registration (Early Bird)	January 5 <sup>th</sup> – February 28 <sup>th</sup>	Host Site Coordinators regionally promote their event
Registration (Standard)	March 1 <sup>st</sup> – April 30 <sup>th</sup> (June Events) March 1st – May 15th (July/Aug. Events)	
Lead Teacher Orientation (LTO)	March 24-25, 2025 Ankeny, IA	
Host Payments	75% in April 25% after the event	

## Host Site Coordinator Timeline

Refer to the *Host Checklist* in *Appendix B* or MyCASE dashboard for a complete timeline of duties as a host site coordinator.

## Event Logistics

### Lodging

The expectations for lodging have shifted to the participants to help keep accounting simplified for hosts and CASE and to reduce liability to The Council. This opens flexibility for teachers and school accounting systems.

#### Lead Teacher/Participant Lodging

Registration fees do not include lodging expenses. Participants will make room for their own reservations at a CASE Institute. Hosts can offer an add-on package with room and evening meal accommodations. The participant will purchase these packages from the host and not from CASE. CASE books lodging for Lead Teachers through the host option.

- **Option 1** – Reserve a **block of hotel rooms** for participants to make their own room reservations. The hotel should offer a free breakfast. Hosts will provide one evening meal on an evening of their choice. Host responsibilities include:
  - Reserve a rooming block at a hotel and provide CASE with a web link from the hotel to share with participants when they register for the CASE website.
  - This block is open from the day before to the day after the event.
  - Blocks will have cut-off dates, so there is no financial risk to the host.
  - Reserve one evening meal for all participants and Lead Teachers.
  - CASE will make all CASE Institute room and flight reservations for the Lead Teachers.

- **Option 2** – Set up a **room and board package** for participants to reserve with the host. This may be an optimal choice for hosts that use dormitories and campus cafeterias. Hosts will provide all evening meals.
  - Hosts will develop and manage their own room and board package.
  - Cost, package, and purchase information will be on the CASE Institute registration page.
  - Participants will need to purchase the package with the host.
  - CASE will make all CASE Institute room and transportation reservations for the Lead Teachers.

Lead Teachers are to have separate rooms unless accommodation is made with local Lead Teachers for BriefCASE events. Lead Teachers who wish to come early or stay later are the responsibility of the Lead Teacher. For CASE Institutes, LTs arrive on Sunday for events starting on Monday. For BriefCASEs, LTs arrive a day in advance.

## Meals/Snacks

### BriefCASE Meals

- BriefCASE Host Site Coordinators should provide lunches for participants and applicable evening meals for Lead Teachers.
  - *Ag Business Foundations (ABF)* – One lunch (Day 1)
  - *Animal Health and Veterinary Science (AVHS)* – Two lunches (Day 1 and 2)
  - *AgXplore Middle School (AgX)* – One lunch (Day 2 on standard schedule)
  - *Small Gas Engines (SGE)* – Two lunches (Days 1 and 2)
- Catering is an excellent option for lunches. Suggested budget is \$15/person.
- Review participant allergens via the *Host Dashboard* when selecting meals. Please contact them before the event to determine the best way to accommodate their dietary needs.
- **Allergens** – Collect allergen information from participants and Lead Teachers prior to the event.

### CASE Institute Meals

- Provide one evening meal for participants and Lead Teachers. Suggested budget is \$23/person.
- CASE Institute Host Site Coordinators should provide lunches for participants and applicable evening meals for Lead Teachers.
  - *Ag Equipment Maintenance and Technology (AEMT)* – Five lunches (Days 1–5)
  - *Ag Power and Technology (APT)* – Five lunches (Days 3–7)
  - All other events – Four lunches (Days 1–4)



*Kansas State University partnered with a local equipment manufacturer to sponsor an evening meal. This connected participants together for an evening while providing industry connections.*

**Figure 3. Sponsored Meal**

- Catering is an excellent option for lunches. Suggested budget is \$15/person.
- **Allergens** – Review participant allergens via the *Host Dashboard* when selecting meals. Contact participants and lead teachers before the event to determine the best way to accommodate their dietary needs.

## Snacks

- Provide snacks and drinks to participants and Lead Teachers throughout your event. Refreshments help keep participants' energy up during instruction. Budget \$15/participant.
- Participants take daily breaks at 10 AM and 3 PM. Snacks, such as cookies, fruit, chips, water, or soda, are great motivators for teachers who push themselves hard throughout the day.
- Some hosts select methods to show off their campus with snacks - campus ice cream, bakery science department cookies, etc.



*Washington State University provides a cheese snack to participants from their school dairy bar. This builds community while showcasing features of their land-grant institution.*

**Figure 4. Washington State Cougar Cheese**

## Travel

### Lead Teacher Travel

- CASE arranges travel for LTs to and from the host site.
- CASE makes an effort to schedule at least one (if not both) Lead Teacher within driving distance of the host site. However, this is not always easily accomplished, especially with new courses, specialized courses, or areas underrepresented by CASE Lead Teachers. When necessary, Host Site Coordinators arrange transportation between:
  - The airport and host site
  - Hotel and classroom daily



### Participant Travel

- Host Site Coordinators are not responsible for participant travel but can provide suggestions for local transportation or flights.
- Hosts are encouraged to provide options to participants from a local airport.
- Hosts are encouraged to provide transportation to participants, if needed, from the official housing block.

*Montana State University provided participants with an Uber voucher for local transportation. Participants were encouraged to carpool and to tip reasonably. The remaining funds were returned to the university.*

**Figure 5. Montana State Uber Vouchers**

## College Credit Considerations

- CASE provides electronic certificates via MyCASE to all certified participants.
- Host Site Coordinators are encouraged to provide graduate-level credits for CASE Institutes. Participants are responsible for making arrangements for graduate credits.
- Host Site Coordinators should communicate the enrollment process and credit cost to participants.
- CASE communicates college credit options for CASE PD events on the CASE website. Email the Events and Operations Coordinator if your credit is not displayed.

## CASE Polos

### BriefCASEs

SWAG is optional for BriefCASEs.

### CASE Institutes

CASE Polos are a traditional staple for CASE Institutes. Hosts must provide a CASE 4 Learning branded polo (using the new brand) for their participants. The polo is the standard. **While hosts and Lead Teachers may have many CASE polos, most of our participants do not.** Hosts may select to use their colors and logos in addition to the CASE 4 Learning logo.



Oklahoma State University provides CASE polos with Pistol Pete on the sleeve to their participants.

Figure 5. Pistol Pete CASE Polos

## Developing Community

Hosts are encouraged to provide optional events for participants to build community. Examples include:

- Providing suggestions for local dining or entertainment venues
- Providing a tour of the campus
- Participating with LTs in the CASE “graduation ceremony” on the last day of the CI
- Inviting a department head to speak during a CI lunch
- Handing out promotional freebies, such as pens or pencils, at registration
- Does your department have a grill? Elect to grill some food instead of catering in lunch one day.



Host Site Coordinators at Arkansas Tech walk into the closing remarks at their CI in full graduation regalia.

Figure 6. Arkansas Tech Graduation

## Event Facility Requirements

Host Site Coordinators select facilities for the PD event. Facilities should accommodate adult learners in the appropriate lab setting for the specific PD event. Table 5 summarizes general facility requirements, and Table 6 details facility requirements specific to each PD event. Table 7 outlines when the Lead Teachers need access to facilities.

Table 5. General Facility Requirements

Area	Requirements or Considerations
Classroom Facility	<ul style="list-style-type: none"> <li>• Projector with screen</li> <li>• Whiteboard or chalkboard with appropriate utensils available for Lead Teacher use</li> <li>• Area of lead teacher material staging (can be a separate room)</li> <li>• Water source (all courses but ABF – can be modified for AgXplore)</li> <li>• Appropriate heating and/or air conditioning</li> </ul>
Seating	<ul style="list-style-type: none"> <li>• Tables with chairs appropriate for adults of all sizes</li> <li>• Ability to group tables together for groups</li> </ul>
Participant computer needs	<ul style="list-style-type: none"> <li>• Wi-Fi internet access for participants and lead teachers</li> <li>• Power supply for participant laptops (floor power supply, power strips, extension cords, etc.)</li> </ul>
Lunch/snack area	<ul style="list-style-type: none"> <li>• To promote lab/food safety - use a separate area for lunch/snacks than the classroom facility</li> <li>• Not applicable to ABF</li> </ul>

**Table 6. General Facility Requirements**

Course(s)	Requirements or Considerations
AFNR, ASA, ASP, NRE, ESI, AHVS	<ul style="list-style-type: none"> <li>• Lab space with countertops</li> </ul>
AFNR, ASP, NRE, ESI	<ul style="list-style-type: none"> <li>• Land labs (see specific course material lists)</li> </ul>
FSS	<ul style="list-style-type: none"> <li>• Kitchen space, in addition to the classroom space, is required for this CI</li> <li>• At a minimum, there should be a kitchen station for each group of 4 participants. Each kitchen station should include an oven, stovetop, and counter space for food preparation.</li> <li>• Refrigerators – preferably two</li> </ul>
APT	<ul style="list-style-type: none"> <li>• Close access to a shop facility with a drill press, compound miter saw, chop saw, and workbenches with vises</li> </ul>
SGE	<ul style="list-style-type: none"> <li>• Shop space appropriate for engine work with an outside door for ventilation (preferably a garage door)</li> <li>• Compressed air source</li> <li>• Tables for engine teardown, assembly, starting</li> <li>• Guest speaker availability (see specific course material lists)</li> </ul>
AEMT	<ul style="list-style-type: none"> <li>• Shop space appropriate for shop work with garage doors for bringing in equipment</li> <li>• Compressed air source</li> <li>• Multiple tractors and equipment for inspection and diagnostics – participants operate equipment available (see specific course material lists)</li> <li>• Industry field trip options – tractor dealership (see specific course material lists)</li> <li>• Workbenches with vises</li> </ul>

**Table 7. Facility Access Requirements**

Course(s)	Access Requirements
ABF	<ul style="list-style-type: none"> <li>• 1-hour prior to the event</li> </ul>
SGE	<ul style="list-style-type: none"> <li>• 1-day prior to the event</li> <li>• 7 AM – 6 PM duration of the event (Day 2 may extend into the evening if participants have trouble starting engines)</li> </ul>
AgX, AHVS	<ul style="list-style-type: none"> <li>• Day before if starting in the morning</li> <li>• Day of if starting after lunch</li> <li>• 7 AM – 6 PM duration of the event</li> </ul>
All CASE Institutes	<ul style="list-style-type: none"> <li>• Day prior (usually Sunday – all day)</li> <li>• 7 AM – 6 PM duration of the event</li> </ul>

## Host Site Coordinator Finances

### PD Management Fee

The base calculation for PD Management includes the stipends for two LTs, travel expenses, lodging, and their meal stipend. The meal stipend does not include meals provided (lunches and one evening meal). PD Management Fees are summarized in Table 8. CASE books the lodging and transportation expenses for the lead teachers.

**Table 8. PD Management Fee Summary**

<b>Course</b>	<b>Event Format</b>	<b>PD Management Fee</b>
ABF	6 Hours	\$2,270
AgX, AHVS	1.5 Days	\$3,540
Small Gas Engines (SGE)	2.5 Days	\$4,610
ASA, ASP, NRE	5 Days	\$7,820
AFNR, APT, FSS	5 Days In-Person, 2 Days Virtual	\$9,420
AEMT	5 Days In-Person, 3 Days Virtual	\$10,220

## **Participant Certification Fee**

The certification fee for CASE institutes is a one-time payment that provides life-long access to the curriculum. The curriculum follows the teacher. The certification fee is built into a registration fee.

### **BriefCASE Certification Fee**

- Small Gas Engines (SGE) and Animal Health and Veterinary Sciences (AHVS) is a \$300 certification fee
- All other BriefCASEs (AgXplore Middle School and Ag Business Foundations) have a \$200 certification fee
- The pre-service rate for all BriefCASEs is \$200 (with no extra payment)

### **CASE Institute Certification Fee**

- The certification fee for all CASE Institutes is \$1,100
- The pre-service rate for CIs is \$500 (with no extra payment)

## **BriefCASE Registration and Invoicing**

- Participants register for BriefCASE events through the host
- The **Host Site Coordinator invoices the school/participant**
- CASE invoices the Host Site Coordinator at the conclusion of the event, as follows:  
total invoice = PD management fee + (# of participants x certification fee) + extra travel if necessary

### **BriefCASE Cancellation Policy**

- Hosts create and maintain their own cancellation fees for BriefCASEs

## **CASE Institute Registration and Invoicing**

### **Hosting Services and Facilities**

A host's time and facilities are expenses. Table 9 outlines suggested host expenses, as outlined in the CI budgets. These suggestions are consistent with our rate with payment to lead teachers. Hosts should expense their time and facilities using their disbursements from registration fees.



**Table 9. Hosting Services and Facilities**

Item	Budget/Day	Days	Estimate
Host Expenses	\$400	5 days	\$2,000
Facility Expenses	\$200	5 days	\$1,000

### Consistent Pricing

Registration fees are consistent across the board for 2025 CASE Institutes. Table 10 includes the registration fee for each CI. Refer to the CI budgets for your course for the breakdown for each course.

**Table 10. CI Registration Fee**

Course	Early-Bird Registration Fee Before March 1st	Standard Registration Fee Starting March 1st
ASA, ASP, NRE	\$2,250	\$2,450
AFNR, FSS	\$2,350	\$2,550
APT	\$2,450	\$2,650
AEMT	\$2,750	\$2,950

### Host Kits

Starting in 2025, CASE will provide the option for hosts to rent kits. Hosts may opt to rent a kit of specialized equipment and ship it one way. CASE covers the first round of shipments. Hosts with local supplies available can opt out of the rental option. Refer to the CI budgets for your course for the breakdown for each course.

### Invoicing

- Participants register for CASE Institutes events through MyCASE
- Participants register for any housing packages through the host and pay the host
- Registration closes on April 30th for June events and May 15th for July and August events
- Teachers paying prior to February 28th receive a \$200 discount on their early bird rate (this is the set fee in Table 9. The extra \$200 is reserved by CASE for special assistance for at-risk CIs, etc.
- **CASE invoices the school/participant** for CI registrations
- **CASE pays the Host Site Coordinator** in two installments, collecting the PD management fee and certification fee

### CASE Institute Cancellation Policy

- Participants will be reimbursed the full cost minus a \$500 administrative fee if they cancel before April 15th.
  - A 5-day grace period after registration is allowed to cancel or change CI registrations with no penalty.
- After April 15th, no refunds will be remitted unless it is an extenuating circumstance.
- Additional refunds or deferments will only be considered for extenuating circumstances that the executive committee must review and approve.

## Participant Expectations

All CASE participants digitally sign a **CASE PD Participant Expectations Agreement**. Host Site Coordinators should assist participants when they fall short of the agreement, including communications with CASE team members.

## Site Cancellation

From time to time, PD events may need to be canceled due to low participation. To cancel a PD event, refer to the guidelines below. CASE will communicate with hosts that appear to be at risk.

- Hosts must provide notice of CASE Institute cancellation to CASE staff before March 1st.
- BriefCASE cancellation must be communicated to the CASE staff three weeks before the session start date.
- CASE cancels the PD event of concern and contact registered participants to transfer registration to another host site.
- Cancelled host sites are not due any funds.

## Coaching Lead Teachers

Host Site Coordinators play a vital role in ensuring the quality of The Council's initiative. Lead Teachers are selected and trained by CASE prior to arriving at a CASE PD event. Hosts of CASE Institutes should serve as mentors to Lead Teachers when available. Ideally, this would happen on the first day of a CI.

The *CASE LT Coaching Guide* is a great tool for coaching LTs. This guide is linked in the *Host General Dashboard* in MyCASE. Suggestions for implementation of the coaching guide include:

- Ask your Lead Teachers for an APP to evaluate on Days 1 and 2.
- Ask your lead teachers to provide you with their LT notebook – they have copies of the coaching guide on the back of their book.
- Evaluate Lead Teachers and select a time to provide construction and positive feedback.
- Repeat this process on Day 2 of your CI – marking the growth of a Lead Teacher.
- If a Lead Teacher is not performing well, please contact CASE immediately.

## Appendix A – CASE LT Coaching Guide

### Facilitating Inquiry-Based Learning

Areas with Room for Improvement	Criteria	Areas that Meet or Exceed Expectations
	<p><b>Teacher Role</b> The LT models what it looks like to be genuinely curious and presents themselves as learning alongside their participants. They model the critical thinking skills of a scientist, technician, engineer, or agribusiness employee.</p>	
	<p><b>Questioning</b> The LT poses open-ended questions to help participants connect curriculum concepts to prior learning.</p>	
	<p><b>Response to Inquiry</b> The LT is flexible and attentive to participants' changing needs and interests.</p>	
	<p><b>Participant Engagement</b> Participants are engaged and actively curious. Engagement may spark additional questions for future lessons or discovery.</p>	

### Teaching Adults

Areas with Room for Improvement	Criteria	Areas that Meet or Exceed Expectations
	<p><b>Andragogy</b> Adult learners are respected and treated like adults. The LT engages self-directed learners in an environment of mutual respect and collaboration. The LT incorporates technical skill development as the foundation of their APP instruction.</p>	

## CASE Ambassador

Areas with Room for Improvement	Criteria	Areas that Meet or Exceed Expectations
	<p><b>Staying True to the CASE Model</b> The LT teaches the APPs as designed, understanding they are the main delivery model of the curriculum product. The LT also:</p> <ul style="list-style-type: none"> <li>• Models <i>Areas of Emphasis</i></li> <li>• Showcases the curricular spiraling and scaffolding of course concepts</li> <li>• Highlights scaffolding through APP modalities</li> </ul>	
	<p><b>Professionalism</b> The LT dresses appropriately for their role as a facilitator and based upon the course activities. Acceptable attire ranges from business to casual attire. CASE branding should be worn when available. Professional language and behavior are expected at all times.</p>	
	<p><b>Communication</b> The LT communicates early and often with the CASE Host Site Coordinator, CASE, and participants. Guidelines for communications are documented in the <i>LT Planning Timeline</i>.</p>	
	<p><b>Organization</b> The LT prepares before the event in accordance with the <i>LT Planning Timeline</i>. During the event, the LT prepares materials in advance and tests samples/equipment prior to the APP.</p>	
	<p><b>Safety</b> The LT models personal safety through material handling, equipment use, and wearing PPE. CIs and BriefCASEs should model a culture of safety.</p>	

### Resources

Harvard Graduate School of Education. *Inquiry-driven teaching and learning: A general rubric*. Project Zero. <http://www.pz.harvard.edu/sites/default/files/Inquiry%20Rubric%20EN%20-%20Jul2020%20FINAL.pdf>

## Appendix B – CASE Institute Planning Checklist

Hosts should use the following checklist and timeline as a guideline. Each site will have its own specific needs.

Timeline	Task	Notes
<b>Fall</b>		
August 15 <sup>th</sup> – September 20 <sup>th</sup>	Set dates for the PD event	
	Determine the course to be offered	
	Inventory local supplies and calculate breakeven	
	Submit Host Application	
October – November	Provide details for lodging options. Finalize methods for booking requests. If using the dorm option, provide CASE a PO and a website for ordering.	
	Review the website for your event, created by CASE	
	Review billing information	
	Request marketing materials	
	Reserve classrooms, laboratories, and meeting space. Resolve security and storage issues.	
	Marketing – Market your event locally. Work with local stakeholders to review scholarship deadlines in your community. Assist in promoting CASE scholarships to your region.	
<b>Early Spring</b>		
	Meet with the CASE Coordinator assigned to your CI.	
	Arrange audio-visual and internet support for classrooms	
	Reserve space for the evening meal	
	Arrange food service or a system for lunches (and meal options if included in your package).	
<b>April</b>		
April 1 <sup>st</sup>	Order according to needs using the <i>Host Budgets</i> on the <i>Host Dashboard</i> . (Do NOT use course purchase manuals for PD events)	
	OPTIONAL – Order/collect giveaways for participants (i.e., lanyards, cups, etc.)	

Timeline	Task	Notes
<b>May</b>		
By May 1	Prepare and send information packets by mail or email to participants. Add specific logistical information to your event website, including orientation and start dates. <ul style="list-style-type: none"> <li>• Greetings and host introduction – whom to contact with questions</li> <li>• Lodging information –amenities and items needed</li> <li>• Travel information – local/regional airports, recommended arrival and departure times, travel time to airports, shuttle information, maps for drivers, specific locations for orientation, registration, and class</li> <li>• Transportation to and from host site</li> <li>• Housing checklist</li> </ul>	
	Lead Teacher Communication – communicate for airport pickup, facilities, material questions, planning virtual orientation meetings, etc	
May 1 <sup>st</sup> – May 15 <sup>th</sup>	Verify the final attendee list through MyCASE	
<b>One Month Prior</b>		
	Arrange local IT support for any equipment needs; schedule help for the opening evening session.	
	Purchase/order needed classroom/office supplies.	
	Arrange for parking passes and maps	
	Communicate necessary housing information to participants. Include rooming list	
	Order CASE shirts with new CASE 4 Learning branding	
	APT – Ship virtual kit.	
	Order print binders for each participant. Spiral bound the notebook.	
	Send housing list to Housing Office/hotel – if using dorm option	
<b>One-Two Weeks Prior</b>		
	Purchase local non-perishable supplies	
	Check vendor shipments for completeness	
	Print any special printing for activities	
	Prepare/print registration check-in list for participants	
	Secure classroom/laboratory keys for Lead Teachers	
	Confirm meals	
	Confirm housing: housing list, registration, security cards - if using dorm option	
	Confirm guest Wi-Fi access and classroom projector setup	
	Compile equipment and supplies by type for Lead Teacher prep	
	Co-conduct virtual orientation meeting with Lead Teachers	
	Prepare Participant take home supply kits (AEMT, FSS)	



Timeline	Task	Notes
<b>Weekend Before CASE Institute</b>		
	Provide transportation for Lead Teachers from the airport to lodging and classroom as needed	
	Work with Lead Teachers to prepare classroom facilities and arrange supplies	
	Discuss with the Lead Teachers the schedule for purchasing perishable supplies	
	Provide Lead Teachers with keys for building and classroom access	
<b>Kickoff Day</b>		
	Set up registration	
	Check-in participants	
<b>CI</b>		
	Confer with Lead Teachers about perishable items and dates needed	
	Keep classroom snacks and drinks replenished as needed.	
	OPTIONAL – Provide class field trip information; confirm participants attending and transportation	
	Organize shirts to be given out	
	Coach Lead Teachers using the <i>CASE LT Coaching Guide</i>	
	Meet with Lead Teachers regarding cleanup and organization of PD equipment and supplies; develop a list of any consumables used up that need replenishing.	
	Take a group picture with PD event shirts.	
<b>Shut Down</b>		
	Collect any borrowed materials that need to be returned	
	Collect all class keys from Lead Teachers	
	Have Lead Teachers help move equipment and supplies to designated storage	
<b>Within One Month After</b>		
	Pay bills, file and record invoices; finalize host account statement	
	Submit Host Follow-Up Form in MyCASE Dashboard	