

STEM-CORE SEMINAR: LOGISTICS OF SUMMER OUTREACH

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**TTU STEM Center for Outreach, Research & Education
TTU Teaching, Learning & Professional Development Center**

Zenaida Aguirre-Muñoz, Jaclyn Cañas-Carrell, Jerry Dwyer & Jon Ulmer

INITIAL PLANNING

- Things to consider
 - Classrooms
 - Housing
 - Meals
 - Activities
 - Supplies
 - Program
 - Campus Exposure
- Budget

FACILITIES

- Classrooms
- Laboratories
- Dorms
- Hotels
- Cafeteria
- Student Rec Center

Facilities Requests and Info.

- Academic Support & Facilities Resources
 - <http://www.depts.ttu.edu/asfr/>
- University Student Housing – Conference Services
 - <http://housing.ttu.edu/conferences/>

CONTENT

- Needs Assessments
- Curriculum
- Targeted needs

BUDGET & FINANCE

- Calculate total expenses
- Understand economies of scale
- Housing options
- Work with ORS & SPAR
 - Depending on funding source

EXTERNAL FUNDING

- Local foundations: development offices
- Direct sponsorship: local businesses
- National agencies (e.g. NSF)
- STEM-CORE assistance & templates

RECRUITMENT

- Start early!
- Identify your target audience and seek out proper outlets and contacts for advertisement
 - Ex: K-12 -might try to go through TTU IDEAL office or STEM-CORE
- Cast a wide net to be inclusive
 - Be mindful of diversity and equity

ASSESSMENT

- Determine Expected Outcomes
 - Correspond to broad program goals
 - Identify evaluation question(s) to investigate
 - Develop/Identify Assessment Tools
- Determine Baseline Prior to Program
 - Pre-test, needed if comparison group is not available
- Determine Program Impact
 - Post-test
 - Comparison Group if available and feasible

CONTACT STEM-CORE:

STEM Center for Outreach, Research & Education

Texas Tech University

www.stem.ttu.edu

stem-core@ttu.edu

(806) 834-8368