STEM-CORE SEMINAR: LOGISTICS OF SUMMER OUTREACH

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

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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

• University Student Housing – Conference Services
  – [http://housing.ttu.edu/conferences/](http://housing.ttu.edu/conferences/)
• 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
• 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:

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