

Service-Learning Two-Day Institute Agenda

Taiwan, November 25-26, 2019

Objectives:

During the Educator Institute training, participants will...

- Develop an academically-aligned service-learning unit plan including rigorous assessments
- Experience activities that are replicable in the classroom
- Understand how to incorporate students into the development and implementation of service-learning units
- Receive tools and templates to use during the training and in their own practice

Agenda:

Time	Day 1	Materials (with links to documents)
8:30 – 9:00	<p>Check-in, pick up Day 1 materials</p> <p><i>FACILITATOR MATERIALS:</i></p> <ul style="list-style-type: none"> • Presentation clicker • Dongle • Business cards 	<ul style="list-style-type: none"> • PowerPoint for Educator Institute • Sign-in sheet • Cover page for facilitator binder (1 copy) • Cover page for participant binders (1/attendee) • Blank paper (in binders) • Name tags • Flip chart paper • Smelly markers • Blue tape • Bag of pens to put on tables • Post-its for tables
9:00 – 9:30	<p>Opening</p> <p>Meet other educators, understand the goals for the day, and review the schedule.</p> <ul style="list-style-type: none"> • Activity: Collaborative Face Drawing 	<p>FACILITATOR: (1 copy)</p> <ul style="list-style-type: none"> • Facilitation Guide, Day 1 Opening
9:30 – 10:30	<p>Service-Learning Overview</p> <p>Become grounded in the basics of service-learning that we will use throughout the training</p> <ul style="list-style-type: none"> • Activity: Service-Learning Continuum • Activity: Group Definition & Consensus Map 	<p>FACILITATOR: (1 copy)</p> <ul style="list-style-type: none"> • Service-Learning Overview Facilitation Guide • Print-outs of NYLC's Definition of Service-Learning (3 copies printed; these do NOT go into binders) • Signs for Continuum Activity (1 copy printed; does NOT go into binders) <p>PARTICIPANTS: (1copy per attendee)</p> <ul style="list-style-type: none"> • Service-Learning Definition & Continuum Scenarios Worksheet (updated 7-6-17)
10:30 – 11:30	<p>Service-Learning in Your Classroom</p> <p>How will service-learning change the way that you approach teaching and how will it support your goals</p> <ul style="list-style-type: none"> • Activity: What's your Why? • Activity: Impacts in The Classroom: Readings 	<p>FACILITATOR: (1 copy)</p> <ul style="list-style-type: none"> • Facilitation Guide, Service-Learning in Your Classroom <p>PARTICIPANTS: (1/ attendee)</p> <ul style="list-style-type: none"> • What's Your Why Handout (updated 7-7-17) • Article: Why Service Matters Reading

		<ul style="list-style-type: none"> Article: Service Learning: What Motivates K-12 Teachers to Participate In and Sustain Service-Learning Projects (Focus on pages 4-8 for this article) Article: Service-Learning Leadership Development for Youths
11:30 – 12:15	Lunch Break	
12:15 – 1:45	<p>Youth and Adult Partnerships in the Classroom Examine how you work with young people in the classroom and better understand how authentic youth and adult partnerships support high quality service-learning.</p> <ul style="list-style-type: none"> Activity: Hart's Ladder Matching Activity: Criteria for Successful Youth/Adult Partnerships 	<p>FACILITATOR: (1 copy)</p> <ul style="list-style-type: none"> Facilitation Guide, Youth and Adult Partnerships in the Classroom <p>PARTICIPANTS: (1/attendee)</p> <ul style="list-style-type: none"> Matching Activity Document #1: Hart's Ladder without scenarios (updated 7-6-17) Matching Activity Document #2: Scenarios (updated 7-6-17) Hart's Ladder Classroom Youth/Adult Partnership Criteria Activity Handout Youth4Ed toolkit excerpt
1:45 – 2:15	Introduction to the Service-Learning Planning Process	<p>PARTICIPANTS: (1/attendee)</p> <ul style="list-style-type: none"> Four Stages Document Service-Learning Unit Plan Organizer updated 7-7-17 (TWO copies per binder) GOOGLE DOC VERSION of the Service-Learning Unit Plan Template
2:15 – 3:00	BREAK	
3:00 – 4:30	<p>Stage 1 Identifying Desired Results Use your own content standards in the first step of the planning process and experience activities that can be replicated with students in your classroom</p>	<p>PARTICIPANTS: (1/attendee)</p> <ul style="list-style-type: none"> Essential Questions Big Ideas
4:30 – 5:00	<p>Reflection Reflect on what you experienced today with reflection techniques that are replicated in your classroom.</p> <ul style="list-style-type: none"> Reading: "Let it Marinate" Activity: Reflections from above article 	<p>FACILITATOR: (1 copy)</p> <ul style="list-style-type: none"> Day 1 Reflection Facilitation Guide <p>PARTICIPANTS: (10 copies)</p> <ul style="list-style-type: none"> Article: "Let it Marinate: The Importance of Reflection and Closing"

Time	Day 2			
8:45	Sign-in			
9:00 – 9:45	Opening Answer lingering questions and practice skills learned the previous day. <ul style="list-style-type: none"> Activity: Affirmations Activity: Comfort Zones 	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Facilitation Guide - Day 2 Opening Signs for Comfort Zones activity 		
9:45 – 11:00	Stage 2: Determine Acceptable Evidence Develop summative and formative assessments that will assess student learning in service-learning process.	PARTICIPANTS: (1/attendee) <ul style="list-style-type: none"> Standards, Evidence, and Assessment Alignment Blank Rubric Development Template 		
Around 11am	BREAK			
11:15 – 11:45	Introduction to Stage 3: Introduction to Student Centered Inquiry Process Discover how IPARD (Investigation, Planning, Action, Reflection, Demonstration) supports the service-learning process	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Full IPARD Facilitation Guide (for introduction AND all steps listed individually below) Introduction to Stage 3 & How to Introduce IPARD to Students Facilitation Guide PARTICIPANTS: (1/attendee) <ul style="list-style-type: none"> IPARD Packet updated 7-17-17 		
11:45 – 12:30	Lunch Break			
12:30 – 1:15	IPARD: Investigation Learn the steps of the process and experience activities that can be replicated in the classroom.	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Investigation Facilitation Guide PARTICIPANTS: (1/attendee) <ul style="list-style-type: none"> Inquiry Organizer 		
1:15 - 1:25	IPARD: Planning & Preparation	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Planning & Preparation Facilitation Guide 		
1:25 - 1:30	IPARD: Action	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Action Facilitation Guide 		
1:30 – 1:45	Progress Monitoring Activity	FACILITATOR: (1 copy) <ul style="list-style-type: none"> Progress Monitoring Session Facilitation Guide PARTICIPANTS: (1/attendee) <ul style="list-style-type: none"> PM Status Report Tool TEMPLATE updated 12-22-16 		

		<ul style="list-style-type: none"> • PM Status Report Tool updated 12-22-16 • Progress Monitoring - Four Scenarios (updated 7-6-17) 		
1:45 – 2:45	IPARD: Reflection	FACILITATOR: (1 copy) <ul style="list-style-type: none"> • Reflection Facilitation Guide 		
2:45 – 3:05	IPARD: Demonstration	FACILITATOR: (1 copy) <ul style="list-style-type: none"> • Demonstration Facilitation Guide 		
3:05 - 3:25	IPARD Wrap-Up Activity: Round Robin Reflection	FACILITATOR: (1 copy) <ul style="list-style-type: none"> • Round Robin Reflection 		
Around 3:30	BREAK			
3:45 – 4:15	Individual Planning Time Spend time planning what service-learning will look like in your classroom using NYLC resources and the support of NYLC staff.			
4:15 – 4:45	Stage 4: Self - Assessment Complete the final stage of the service-learning planning process to ensure that the outcomes and goals that were set for students were met.	<ul style="list-style-type: none"> • Stage 4: Self-Assessment worksheet (for teacher use with students) • Training Evaluation Inspired by Stage 4 		
4:45 – 5:00	Closing <ul style="list-style-type: none"> • Activity: Head, Heart, Hands • Activity: Snap Circle 	<ul style="list-style-type: none"> • Facilitation Guide - Day 2 Closing 		