



# ***ADMINISTRATIVE PACKET***

## ***The Dynamics of Climate A Teacher Professional Development Toolkit for Climate Science***

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# Introduction

The *Administrative Packet* contains templates for advertising the professional development workshop, communicating with participants, and registering participants for the workshop. The *Materials Packet* contains the originals for printing the handouts, data sets, activity materials, and assessment instruments for use in the professional development workshop. The *Presenter Guide* provides a detailed description of the workshop and PowerPoint program, highlighting the main points of each slide and providing an outline for each activity. It is designed to assist the presenter (facilitator) in implementing the workshop. The workshop activities engage participants in analyzing and interpreting climatic data sets and visualizations. Pedagogically the workshop promotes active learning and collaboration. The manual, *The Dynamics of Climate: A Teacher Professional Development Toolkit for Climate Science*, provides an overview of the toolkit, guidelines for conducting effective workshops, and a listing of available resources and background readings.

## **Administrative Materials Checklist**

- ✓ Registration form
- ✓ Sign-in sheet
- ✓ Sample workshop flyer
- ✓ Sample participant confirmation e-mail/letter
- ✓ Sample press release

**Workshop  
Registration Form**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School/Organization: \_\_\_\_\_

Grade Level Taught/Responsibilities: \_\_\_\_\_

Tell us about yourself, your interests, background and reason for participating in this workshop:

For more information contact: (Your information here)

Send registration form to: (Your information here)

Please submit you registration no later than (date). You will receive confirmation.

## Workshop Sign-in Sheet

Workshop location: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Name</b>	<b>City</b>	<b>School/Organization And e-mail address if you wish to be added to our climate education network</b>

(Sample flyer)

**FREE Climate System Workshop  
Hosted by:**

(Date)

(Location)

The (your institution) is hosting a free climate science and climate change workshop for teachers (others).

**Topics:**

Climate System  
Earth's Energy Budget and the Greenhouse Effect  
Climate Variability and Global Warming  
Climate Data  
Changes in the Climate System  
Adaptations and Mitigation  
Action and Impacts

**Benefits:**

Receive pamphlets, brochures, and fact sheets  
Become more aware of climate and climate change  
Experience interactive hands-on activities  
Gain access to instructional materials for teaching about climate and climate change  
Content is aligned with state and national standards

**Dates:** (1 or 2 days)

Date, Day 1 Emphasizes climate science and climate change content – 9:00 am – 4:00 pm

Date, Day 2 Emphasizes pedagogical approaches to teaching about climate and climate change (builds from the content covered in Day 1) – 9:00 am – 4:00 pm

**Location:** (name of agency, city, state)

Driving Directions:

**To Apply:** Complete the application form and submit no later than (date). Contact Information: (name, e-mail address, telephone and fax)

## Sample Confirmation Letter (email)

Date

Dear Participant,

Thank you for signing up for the climate system workshop on DATE. Registration will begin at 8:30 a.m. and the workshop will be held from 9:00 a.m. to 4:00 p.m.

Please dress casual as we will be doing several hands-on activities that will require moving around. Our workshop schedule will not give us the opportunity to go out to lunch. **Please bring your lunch or a lunch will be provided.** (Optional) Attached is a map and direction to our workshop location. Parking may be found at

If you have any questions regarding the workshop or if you cannot attend, please cancel your reservation, by contacting me at (email and phone#)

I look forward to working with you!

(Your Name)

Workshop Facilitator

**(Sample Press Release)**

**Climate System Workshop for Educators and General Public**

*The climate system workshop is an eight-hour workshop that provides a foundation to understanding climate.*

DATE –Lafayette, Indiana (your location); (Your Organizations) will lead a climate system workshop for educators and adults that provides a foundation to understanding climate. The workshop will be held on (DATES) from 8:30-4:30 at (LOCATION). (Your name) is (background about you) ..... . The workshop will address four general questions: What is a climate system and its components? What are causes and effects of component change? What are the impacts of these changes? What can we do about it? The workshop will actively engage participants in learning through a combination of large and small group activity and discussion that is driven by climate data and visualizations. Participants will also gain access to the Indiana Climate Education network, website, and resources and receive a certificate of completion. The workshop is appropriate for formal and informal educators and adults interested in learning about global warming, climate variability, and climate change. To register for the workshop contact (your name) at (your e-mail/phone #). (optional) The workshop is being hosted by (your organization)

For more information contact (Your name and info)



### Workshop Evaluation Form

Please circle the appropriate rating and provide a brief rationale for that rating. Date: \_\_\_\_\_

1. The icebreaker activity encouraged me to interact with other participants and to share my ideas.

Very much so      Definitely      Somewhat      Not really      Not at all

Please Explain:

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2. The welcome set a positive and professional tone for the workshop.

Very much so      Definitely      Somewhat      Not really      Not at all

Please Explain:

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3. The overview clearly stated the activities, purpose and outcomes of the workshop.

Very much so      Definitely      Somewhat      Not really      Not at all

Please Explain:

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4. The climate system activity helped me clarify my understanding of climate and to develop a better scientific understanding of climate.

Very much so      Definitely      Somewhat      Not really      Not at all

Please Explain:

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**Assessment Continues**

5. The greenhouse effect, carbon cycle, and earth's energy budget sessions helped me better understand how these phenomena impact climate.

Very much so                      Definitely                      Somewhat                      Not really                      Not at all

Please Explain:

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6. The climate data presentation was interesting and informative.

Very much so                      Definitely                      Somewhat                      Not really                      Not at all

Please Explain:

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7. The session on changes in the climate system helped me better understand how changes in the climate system impact climate and vice-versa.

Very much so                      Definitely                      Somewhat                      Not really                      Not at all

Please Explain:

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8. The adaptation and mitigation activities (wedge game) engaged me to think about how the decisions people make impacts the earth's climate system.

Very much so                      Definitely                      Somewhat                      Not really                      Not at all

Please Explain:

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**Assessment Continues**

9. The action and impacts session and scenarios was useful in engaging me to think about what I could do about climate change.

Very much so                  Definitely                  Somewhat                  Not really                  Not at all  
Please Explain:

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10. Overall, I would rate the quality of the workshop:

Excellent                  Very good                  Good                  Okay                  Poor  
Please Explain:

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11. Overall, the workshop improved my understanding of climate and climate change.

Greatly                  A lot                  Somewhat                  A little                  Not at all  
Please Explain:

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12. I would participate in an advanced workshop on climate and climate change.

Yes                  Maybe                  No  
Topic(s): \_\_\_\_\_

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**Thank you!**

**Workshop Evaluation Form**

**SHORT FORM**

Please circle the appropriate rating and provide a brief rationale for that rating. Date: \_\_\_\_\_

1. The icebreaker activity encouraged me to interact with other participants and to share my ideas.

Very much so      Definitely      Somewhat      Not really      Not at all

2. The welcome set a positive and professional tone for the workshop.

Very much so      Definitely      Somewhat      Not really      Not at all

3. The overview clearly stated the activities, purpose and outcomes of the workshop.

Very much so      Definitely      Somewhat      Not really      Not at all

4. The climate system activity helped me clarify my understanding of climate and to develop a better scientific understanding of climate.

Very much so      Definitely      Somewhat      Not really      Not at all

5. The greenhouse effect, carbon cycle, and earth's energy budget sessions helped me better understand how these phenomena impact climate.

Very much so      Definitely      Somewhat      Not really      Not at all

6. The climate data presentation was interesting and informative.

Very much so      Definitely      Somewhat      Not really      Not at all

7. The session on changes in the climate system helped me better understand how changes in the climate system impact climate and vice-versa.

Very much so      Definitely      Somewhat      Not really      Not at all

8. The adaptation and mitigation activities (wedge game) engaged me to think about how the decisions people make impacts the earth's climate system.

Very much so      Definitely      Somewhat      Not really      Not at all

**Assessment Continues**

9. The action and impacts session and scenarios was useful in engaging me to think about what I could do about climate change.

Very much so      Definitely      Somewhat      Not really      Not at all

10. Overall, I would rate the quality of the workshop:

Excellent      Very good      Good      Okay      Poor

11. Overall, the workshop improved my understanding of climate and climate change.

Greatly      A lot      Somewhat      A little      Not at all

12. I would participate in an advanced workshop on climate and climate change.

Yes      Maybe      No

Topic(s): \_\_\_\_\_

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Additional comments?

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**Thank you!**

# PHOTO CONSENT FORM

I, \_\_\_\_\_ grant permission to \_\_\_\_\_ for the use of the photograph(s) or electronic media images to be used in any presentation of any and all kind whatsoever, including PowerPoint and web site. I understand that I may revoke this authorization at any time by notifying \_\_\_\_\_ in writing. The revocation will not affect any actions taken before the receipt of this written notification. Images will be stored in a secure location and only authorized individuals (project staff) will have access to them. They will be kept as long as they are relevant and after that time destroyed or archived.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_