

2010-2011 SwISTEM Workshop Guidelines

For Workshop Organizers/Presenters

- For summer workshops, an outline of the proposed workshop must be submitted to the Southwest Indiana STEM (SwISTEM) Resource Center by December 1. The proposal must include the following: a STEM Activity Expenditure Request Approval Form, a budget with detailed workshop expenses (i.e. compensation for presenters, compensation for participants, and material expenses), and an outline of planned activities.
- All workshop expenditures must be approved by the Office of the Dean and workshop materials must be ordered through the Office of the Dean *no less than three weeks prior to the start of the workshop*. It is the responsibility of the workshop leader(s) to work with the Office of the Dean to ensure timely purchase of workshop materials. Extra charges will not be incurred by the Pott College of Science and Engineering or the SwISTEM Resource Center in order to expedite shipping on workshop resources. Make it a priority to plan ahead.
- Once the Office of the Dean approves a budget for the workshop, all workshop leaders will be required to sign a “Workshop Budget Approval Contract” indicating their willingness to proceed with workshop preparation and execution under the parameters set forth within the approved budget.
- All paperwork must be returned to the SwISTEM Resource Center by due dates indicated in paperwork.
- If a workshop is to be held during the academic year, an outline of the proposed workshop must be submitted to the SwISTEM Resource Center six months prior to the start of the workshop.
- Attendance (including number of hours participated) must be taken each session (morning and afternoon) of the workshop. Participants must sign a sign-in sheet.
- A Summary Report of the workshop must be submitted to the SwISTEM Resource Center within one month of workshop completion.
- STEM Evaluation Forms must be completed by each participant at the conclusion of the workshop, and these forms must be sent to the SwISTEM Resource Center with the Summary Report.
- Under normal circumstances, workshops without a minimum of ten participants enrolled one week before the starting date of the workshop will be cancelled.
- Meals and/or snacks will not be provided for workshop participants.
- All university chemical hygiene protocol and laboratory rules must be followed. For example, food and drinks are not allowed to be ingested in any USI laboratory setting.
- The Pott College of Science and Engineering and the SwISTEM Resource Center must be acknowledged as sponsors of the workshop on all correspondence and literature.
- The Office of the Dean must be informed of all workshop information, including names of contact persons, dates, times, and locations.

Compensation

- For workshops with 5 or more hours per day of instructional time, a workshop leader will be compensated \$300.00 per day. If more than one person is leading a workshop, the compensation of \$300.00 per day will be split among all workshop leaders.
- For workshops meeting less than 5 hours per day, workshop leaders will be compensated \$60.00 per hour. If more than one person is leading a workshop, the compensation of \$60.00 per hour will be split among all workshop leaders.
- Workshop presenters will not be compensated during normal university business hours during the academic year.
- If a person is being compensated, a contract must be signed by the person being compensated. The contract must include the amount of compensation, dates for compensation, number of hours participated, and number

of sessions attended. The contract should include name, address, and social security number of the person being compensated. Contracts for participants and for presenters will be provided by the SwiSTEM Resource Center.

- If a workshop presenter receives workshop items of monetary value (i.e. graphing calculators, Lego™ sets, etc.), then s/he may not receive compensation. In these situations, the Dean of the Pott College of Science and Engineering will decide on compensation for the presenter.
- If the workshop is being offered as a course for credit during a summer session, the workshop presenter cannot receive university summer pay for teaching that course. The presenter will be compensated according to the rates outlined above.
- If the workshop leader is a USI faculty member on a twelve-month contract, that person is not eligible for compensation.
- Persons who are licensed and teaching in the state of Indiana are eligible to receive stipends to attend professional development workshops for teachers. The stipend will be \$20.00 per hour (with a maximum of \$100 per day).
- Participants who receive workshop materials of monetary value (i.e. graphing calculators, Lego™ sets, etc.) may not receive stipends to attend professional development workshops. In these situations, the Dean of the Pott College of Science and Engineering will decide on compensation for the participants.
- If a teacher workshop is held during the academic school year, stipends will not be paid to participants. Instead, pay for the substitute teachers may be available.