

## SwISTEM Workshop Guidelines

### For Workshop Organizers/Presenters

- For summer workshops, an outline of a proposed workshop must be submitted to the Office of the Dean by December 1. Workshop expenses including compensation for presenters and stipends for teachers should be detailed in the proposal.
- If a workshop is to be held during the academic year, an outline of a proposed workshop should be submitted to the Office of the Dean six months prior to the start of the workshop.
- All workshop expenditures must be approved by the Office of the Dean. A STEM Activity Expenditure Request must be submitted.
- Attendance (including number of hours participated) must be taken each day of the workshop.
- A Summary Report of the workshop must be submitted to the Office of the Dean within one month of workshop completion.
- STEM Evaluation Forms must be completed at the end of the workshop, and copies of the forms must be sent to the Office of the Dean with the Summary Report.
- Under normal circumstances, a workshop will be canceled if it does not have a minimum of 10 participants.
- For week-long workshops, meals will not be provided for workshop participants.
- 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 needs to be informed of all workshop information, including names of contact persons, dates, times, and location.

### Compensation

- Persons presenting at a workshop will be compensated \$50.00 per presentation hour.
- Workshop presenters may be compensated \$50.00 per hour for developing workshop material. However, development time cannot exceed presentation time. (i.e. if a person presents 6 hours of material, then s/he can receive no more than 6 hours of compensation for development time.)
- 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 are available on the website.
- If a person receives workshop items of monetary value for presenting (i.e. graphing calculators, Lego™ sets, etc.) , then s/he may not receive compensation for presenting. In these situations, the Dean of the Pott College of Science and Engineering will decide on compensation for the presenter.
- If the workshop is also 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 \$50.00 per presentation hour.
- If the workshop presenter is a USI faculty member on a twelve-month contract, that presenter will not receive compensation for workshop development or for presenting at a workshop.
- 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 \$50.00 per half-day or \$100 per full 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, the workshop may pay for the substitute teachers.