Iowa Agriculture Literacy Foundation

Iowa Agriculture in the Classroom

Host Workshop Guide

The Complete Guide to Hosting Teacher Professional Development Workshops

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Workshop Overview

The Iowa Agriculture Literacy Foundation, in partnership with local hosts, offers two-day teacher professional development workshops for Iowa educators each year. These workshops provide teachers with an opportunity to earn license renewal credit or graduate level credit through one of two Iowa universities. To earn credit, participants must attend both days of the on-site workshop and complete the required online assignments following the workshop.

The local host is an essential partner in creating a successful and meaningful workshop. As a host, you provide knowledge and insight of your community, local educators, and agricultural resources that can help make the workshop impactful for participants.

IALF will work closely with the host throughout the planning process. IALF will:

- collaborate with the host to plan the workshop
- serve as the course instructor
- attend both days of the workshop
- submit the course proposal and participant grades to the Area Education Agency (AEA) for license renewal credit

Workshop Reimbursement

Funding is available through IALF to help offset eligible workshop expenses, including travel and meals. Reimbursement amounts vary based on available annual funding. Current reimbursement guidelines and procedures are available upon submission of the host intake form.



During the intake process, provide multiple date options to help coordinate scheduling that works best for the host and IALF.

Timeline

November:
Begin communication with IALF about interest in hosting a workshop

November-December:
Brainstorm possible themes, tour locations, and guest speakers

January:
Intake form submissions due to IALF (page 7)

Mid-February:
Receive notice of workshop dates, begin coordinating virtual planning meeting with IALF

Early March:
Submit tentative schedule of workshop to IALF

Mid-March:
Confirm offsite tours, guest speakers, and submit firm agenda to IALF

Early April:
IALF to submit course proposal to AEA

Mid- April:
AEA to accept or deny course proposals. Approved courses open for registration and advertising.

April-August:
Local host and IALF promote workshop to area educators

1 month prior to workshop:
Confirm dates and times with caterers, speakers, tour hosts, transportation, meeting space, etc.

June - August:
Workshops commence!

Choosing Workshop Content

A successful workshop introduces educators to topics, businesses, and resources that they can connect to the subjects they teach. Consider the questions below to help guide your planning.

Identify a theme

Will you focus on technology, environment, livestock, crops, specialty crops, history, or another topic meaningful to educators in your area?

What is agriculturally unique to your area?

What specific agricultural practices, businesses, products, or resources could you highlight from your community?

What can educators experience firsthand?

Are there businesses, farms, processing facilities or other agricultural operations that educators may not have the opportunity to visit or learn about?

What do educators need?

Have the teachers you work with expressed interest in learning more about topics such as the environment, STEM, economics, sustainability or another area related to agriculture?

Who can you connect with?

Consider reaching out to local farmers, organizations, and professionals who can provide expertise, resources, or tour opportunities.

Share your goals and expectations with potential tour stops or speakers so they know what to highlight and how to connect their presentation to classroom learning.



Intake Form Details

After thinking about workshop content, the next step is completing a host intake form. Have the following information planned out and ready to share:

1. Main contact information
2. Workshop location
3. Organizations partnering to host the workshop
4. Workshop theme or area of focus
5. Ideas for tour sites and guest speakers
6. Three choices of workshop dates, including at least one date in July or August

Receive the intake form by emailing Tara Tornabane (ttornabane@iowaagliteracy.org)





Sample Budget



Item	
Meeting Space	$200
Day 1 Lunch	$500
Transportation	$1000
Day 2 Lunch	$500
Snacks	$250
Misc. Extra Materials	$50
TOTAL:	**$2500**

This budget is an estimate. The total cost varies based on host location and number of participants.

Local partners appreciate opportunities to support educators. Consider reaching out to local businesses such as Farm Credit, Landus, Sukup, etc. for additional funding support.

Building a Schedule



Tour Day Tips

- Allow 20-30 minutes in the classroom at the start of the day to provide participants with a course overview, preview of the day, and prepare to load the bus
- Include plenty of travel time between stops
- Plan ahead for space limitations and group size at each tour stop
- Include time for both the tour and any sign-in or suit-up processes the facility may require
- Find out if tour sites have any specific safety or biosecurity requirements. These may include requiring a photo ID, wearing long pants and/or close-toed shoes, etc.



Classroom Day Tips

- Allow the first 20-30 minutes of the day for recap discussions of the tours and preview of the day
- Schedule up to 30 minutes for local host/AITC educators to present about their program and/or present a lesson
- Allow for 3 hours, broken up into segments throughout the day, for for IALF to present lessons and activities
- As you build guest speakers into the schedule, be mindful of learning styles. Lectures are educational, however hosts should balance presentations with opportunities for movement, discussion, or interactive activities.
- IALF will add 5-10 minute breaks into the final schedule



The AEA requires 30 minutes without instruction for lunch and 15 hours of total instruction time.

Sample Schedule Day 1

Sample Day 1

Workshop Title

Local contact: Cool County Farm Bureau

IALF contact: Designated IALF Staff

Meeting space address: 12345 Main St, Iowa Town, IA 55555

Time	Activity
8:00	Welcome, introductions, day overview, load bus
8:30	Bus leaves for Tour 1 - Dairy Farm
8:45	Arrive at Tour 1
10:15	Load bus for Tour 2 - Popcorn Farm
10:30	Arrive at Tour 2
11:45	Load bus for Tour 3
12:00	Arrive for Tour 3 - Farmers Elevator/Lunch
12:30	Tour/presentation
1:30	Load bus for Tour 4
2:00	Arrive at Tour 4 - Flower Farm
3:30	Load bus, return to Meeting Space/classroom
4:00	Dismissal

Make sure to include accurate travel times to each location/tour.



Sample Schedule Day 2

Sample Day 2

Workshop Title

Local contact: Cool County Farm Bureau

IALF contact: Designated IALF Staff

Meeting space address: 12345 Main St, Iowa Town, IA 55555

Time	Activity
8:00	Welcome, day overview, recap of day 1
8:15	Cool Co. Farm Bureau present on AITC program/sample lesson
8:45	Guest Speaker: Marge Simpson, Agronomist at Farmers Coop
9:45	IALF lesson presentation: Plant Science Lesson
10:45	Guest Speaker: Ferris Bueller, Veterinarian
11:45	Lunch
12:15	IALF lesson presentation: Dairy Lessons
1:15	Guest Speaker: Regina George, local beekeeper
2:15	IALF lesson presentation: Honey and Pollination
3:15	IALF Resources/Resource Round Up
4:00	Dismissal



Make sure to share tour/speaker addresses & contact information with IALF team!

IALF Responsibilities

Before the workshop

- [x] Provide guidance for local hosts in creating schedules, choosing tour stops, and theme
- [x] Write and submit course proposal for AEA
- [x] Promote workshops state-wide on the IALF website, social media, newsletter
- [x] Develop a pre and post workshop survey
- [x] Manage teacher registration
- [x] Communicate with local host to finalize schedule
- [x] Communicate with participants and local hosts regarding dietary restrictions, tour information, and workshop logistics

During the workshop

- [x] Create and manage the course website for participant assignments
- [x] Lead at least three hours of the in-class portion of the workshop, modeling lessons and activities
- [x] Emcee with tours and speakers as needed
- [x] Assist with time management

After the workshop

- [x] Maintain communication with participants regarding assignments and information
- [x] Respond to questions regarding assignments, credit, etc.
- [x] Grade registered teacher assignments and submit course grades
- [x] Evaluate & compile workshop data, share with hosts



IALF can meet or follow up with you during the planning process as much as you need. You will be able to share your prefered frequency of check-ins when completing the intake form.

Host Responsibilities

Before the workshop

- [ ] Develop outline and proposal for the workshops, including theme, tour stops, and guest speakers
- [ ] Create workshop schedule and include tour contact information (tentative schedule due early March)
    - [ ] Include three hours for IALF presentation time
    - [ ] Coordinate tours and confirm timing and addresses
    - [ ] Coordinate transportation
    - [ ] Coordinate lunches
    - [ ] Coordinate guest speakers
    - [ ] Collaborate with IALF staff to finalize the agenda (final schedule due mid-March)
- [ ] Line up meeting space, inquire about technology, communicate with IALF if projector and screen are needed
- [ ] Promote the workshop locally, via social media, newsletters, etc.
- [ ] Process payments for transportation, site rental fees, and food
- [ ] **Two weeks prior to workshop:** Confirm meeting space, transportation for tour day, tour stops, guest speaker times, lunches, technology needs for presentations

During the workshop

- [ ] Direct bus driver on tour stop locations
- [ ] Help introduce guest speakers
- [ ] Manage timeframes
- [ ] Provide 30 min presentation for AITC program. IALF can help with developing slides, if needed.

After the workshop

- [ ] Complete post-workshop survey sent to host
- [ ] Provide list of tour stop and guest speakers' contact info to IALF so it can be shared with teachers
- [ ] If requesting funding support, send the invoice and receipts to IALF for total costs

Promotion Checklist

- [ ] **Word of mouth - talk to the teachers you work with and encourage others to do the same!**
- [ ] **Share information on social media – IALF will provide host with graphics for social media**
- [ ] **Email teachers in your area**
- [ ] **Email principals, curriculum directors, deans of students, instructional coaches, school board members, etc. Ask them to forward information to their teachers.**

Additional Promotion Ideas

- [ ] Create a Facebook event
- [ ] Place an advertisement in a local publication
- [ ] Post flyers in local hubs - gas stations, coffee shops, co-ops, teachers' lounges, etc.
- [ ] Send teachers physical postcards
- [ ] Send teachers a basket of goodies with a note promoting the workshop
- [ ] Alert local news sources - TV, print and online news, and radio stations

Our goal for each workshop is have at least 22 participants.