**POD Teacher Workshop Planning Checklist**

**Logistics**

* Have you scheduled your 2016-2017 workshop? If so, when and where will it be held? Does it have appropriate seating, computer access, projection?
* How will you structure the delivery of the 35 hours of the workshop (e.g. weekends, week-long, etc.)?
* How will you recruit teachers (at least 8 science, total of 15 maximum) for your 2016-2017 workshop?
* Will teachers complete an application?
* How will you select teachers?
* How will you obtain district and administrative permission for research participation and support of project?
* How will you obtain IT support of project?
* Are there any considerations you need to make given your particular context?
* How will you offer follow-up support to teachers after the workshop and as they implement lessons?
* What is your plan for ensuring teachers collect and submit data for the research project?
* How will you inform teachers you are coming to videotape their lessons?

**Materials**

* Have you referenced the materials section of the Facilitation Guide to determine what materials you may need to collect and prepare prior to the workshop?
* Will you need to charge a fee to cover the cost of offering the POD Teacher Workshop? If so, how much and how will you collect it?

**Concerns and/or Needs**

1. What supports do you anticipate needing from the POD team as you implement your workshop?

1. What lingering concerns do you have for implementation of your workshop?