



## Teacher Enrichment Initiatives Science Night Needs Assessment Building Sustainable Programs

<b>Teacher/s Name</b>		
<b>Contact Information</b>	Phone:	Email:
<b>School Name</b>		
<b>School Address</b>		
<b>Anticipated Date(s) for Science Night (date &amp;/or month)</b>		

Have you or your campus previously hosted a science night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure
Will your school colleagues assist with the science night?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Sure

General Information
Briefly describe the purpose of the science night: target specific community or school health initiatives, engage parents with students in science activities, prepare for STAAR (state assessment), highlight science careers, etc.
What types of activities would you like to have at the science night? (informational, hands-on, discovery, experimental, etc.) You may select more than one type of activity.
Briefly describe any specific activities you would like to include for the Science Night.
Describe why students and parents should attend the Science Night. What is in it for them? Will the student receive credit of some sort for participating? How will it address campus goals?

Considering the information describe above, create learning objectives for the Science Night. These will be useful as you move forward with preparations.
<p>Science Night Learning Objectives</p> <p>1.</p> <p>2.</p> <p>3.</p>

<b>Recruiting Your Team</b>
Coordinating a Science Night can be a challenge. Assembling a team to organize and support the Science Night will lighten the planning load and improve the Science Night experience for the school community.
<p>1. Discuss Science Night idea with several colleagues to gauge interest. Discuss and tweak objectives and theme, brainstorm challenges and solutions, begin working on logistics, etc.</p> <p>Colleagues:</p> <p>Challenges/Solutions:</p> <p>Logistics:</p>
<p>2. Schedule a meeting to discuss the Science Night with the Department Chair/Academic Dean.</p> <p>Meeting Date/Time:</p>
<p>3. Present Science Night plan to Science Department or grade level team. Present objectives and theme and answer questions.</p> <p>Support Materials (Objectives, themes):</p> <p>Concerns:</p> <p>Solutions:</p>

<b>Campus Considerations Checklist</b>
<p><b>Master Calendar:</b> consult the master calendar when selecting potential dates for the science night. Unless the Science Night is STAAR prep focused, avoid scheduling it near STAAR testing dates. Consider sporting events, concerts, theatrical performances, UIL competitions, and club activities. Select several options for the Science Night to present to administration.</p>
<p><b>Science Night Options:</b></p> <p>1. Proposed Date &amp; Time: _____</p> <p>2. Proposed Date &amp; Time: _____</p> <p>3. Proposed Date &amp; Time: _____</p>
<p><b>Presenting the idea</b> – it is important to discuss the Science Night idea with your <b>department chair</b> and <b>science department colleagues</b> first. Their support will be instrumental for a successful event. Discuss your rationale for wanting to host a Science Night at your school. Discuss the benefits and challenges. Together, brainstorm solutions for the challenges. Share the proposed dates and times. Be prepared to have multiple discussions with colleagues. Some may be reluctant to participate. Be sure to highlight the support you will receive from the TELA and the UTHSA.</p>
<p><b>Permissions</b> - before a Science Night can be implemented permission must be obtained from the principal and science department chair. From both individuals, you will need to secure the date (principal will need to consult campus calendar) and use of school facilities.</p> <p>The more information you can provide to the administration, the better. Present a clear plan for the Science Night, including the objectives, types of activities, and specific facilities that will be used.</p>
<p><b>Building use</b> – the following personnel will need to be at the event. The number of specific personnel needed may depend on the number of participants. Please consult with your school administration.</p>
<p><input type="checkbox"/> Administrator/s (list names/contact information below)</p> <p style="margin-left: 20px;">○ _____</p> <p style="margin-left: 20px;">○ _____</p> <p><input type="checkbox"/> Security</p> <p style="margin-left: 20px;">○ _____</p> <p style="margin-left: 20px;">○ _____</p> <p><input type="checkbox"/> Custodial Staff</p> <p style="margin-left: 20px;">○ _____</p> <p style="margin-left: 20px;">○ _____</p> <p><input type="checkbox"/> Other (as required by school)</p> <p style="margin-left: 20px;">○ _____</p>
<b>Science Night Format</b>

What types of spaces do you plan to utilize for the science night (classrooms with labs, traditional classrooms, gym, cafeteria)? Things to consider:

- Will these spaces lend themselves well to the types of activities you would like to provide?
- Can furniture or desks be moved to accommodate activities?
- Are rooms close together or will participants move from one area of the school to another?

Consider the format that would best meet the needs of your campus/community, such as: stations, demos, guest speakers, student led demos/activities, etc. Please consider the spaces you plan to utilize for the science night (classrooms with labs, traditional classrooms, gym, cafeteria) when deciding on the format. It may be helpful to sketch out the format.

What types of resources will your campus provide for the science night? These could include science equipment, experiment supplies, etc.

**Community Support** – access community resources to support the Science Night. Reach out to local businesses to provide refreshments or supplies for the event. In return, their business will be included in the Science Night program. Contact local universities to provide activities to support the learning objectives.

### **UTHSA/TELA**

The TELA, in collaboration with the Office of Career Development (OCD), can provide TEKS aligned activities *AND* scientists for the Science Night. The TELA provides activities developed by San Antonio area teachers and UTHSA faculty. Using health related topics the activities connect the TEKS to real-world applications. Activities can be adapted to every grade level.

The TELA will help you select activities based on the Science Night objectives. To access activities, go to TEIteachers.org (<http://TEIteachers.org>). The TELA provides all activity supplies at no cost to teachers or schools. TELA teachers from area schools and scientists from the UTHSA will run the activities. However, if students who would like to facilitate these activities, that can certainly be arranged.

### **PTO/Booster Clubs**

Some area Science Nights provide refreshments for participants (soda, popcorn, etc.). PTO and booster clubs are excellent partners for Science Nights. Whether the refreshments are provided free of charge or for a fee should be left up to the PTO or booster club.

PTO Contact:

### **Community Sponsorships**

Area businesses are often excellent resources for school functions. Check with your administration **BEFORE** contacting area businesses. Items that may be supported by area businesses may include:

- T-shirts for volunteers
- Refreshments
- Marketing expenses
- Supplies

Area businesses:

### **Marketing**

Determine how you can promote the Science Night. Is it only for students at your school, students and parents, or the entire community? Marketing ideas include:

- Students design and distribute promotional flyer
- Promote through daily school announcements and school website
- Send announcements home with students
- Provide promotional flyers for area businesses