Agency Name
Title of Project

Teacher In-service Date
Agenda

Date and Place for First Half Day

Purposes:
• to begin building a team
• to provide an orientation to Name of Agency and Title of Project
• to begin to explore how you might use core content
• to insert other purposes

Insert time Welcome from Project Director and overview of the workshop
Logistics
Content to be covered
Team building activities

Insert time Introduction of Agency Officials
Welcome Comments by Name of Official

Insert time Orientation to the Agency and its work

Insert time Overview of the core content for the project
Brainstorming activity—How might the content be used in a school?

Insert time Team building activity

Insert time Wrap-up and plans for tomorrow
**Date and Place for Second Day**

**Purposes:**
- to discuss our agreement and expectations
- to clarify administrative requirements for teachers
- to review and understand the content resources
- to review the content curriculum standards and discuss how they should be used
- to work in pairs to draft a standards-based Internet learning unit

**Insert time**
- Introductions
- Reviewing the agenda

**Insert time**
- “Administrivia” 101
  - How to work within the federal government system

**Insert time**
- A look at our agreement
  - Who does what?
  - When?
  - How?

**Insert time**
- Break

**Insert time**
- Our Content/Our Vision
  - Insert points that you want to cover

**Insert time**
- The curriculum standards
  - The standards
  - The benchmarks

**Insert time**
- Practice using the content with the standards—working in pairs

**Insert time**
- Break for lunch

**Insert time**
- Share the work you and your partner completed
  - Feedback from the group

**Insert time**
- Continue working in pairs or start a unit on your own
Evaluation of the workshop

Did you get the information that you needed?
Did you get the feedback that you needed?
Do you feel prepared to work on your lessons when you leave here?
What other comments do you have?

Evaluation Form

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Agree</th>
<th>No Comment</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

The presenters were prepared.

The presenters were knowledgeable.

The agenda was appropriate.

The team-building activities were effective.

Reviewing the content assisted me to understand how to teach it.

Discussing the curriculum standards clarified their use for me.

Working in with a partner helped me.

Feedback was given appropriately.

I am confident about what I am to do when I leave.

Overall this workshop was helpful.

Additional comments: