VIRTUAL FIELD TRIPS

Pre-Program Checklist

We are very excited to share our Virtual Field Trip program with you! **The following information will help you prepare for an engaging STEM program with your learners.** Questions? Email edprograms@pacsci.org

A Pacific Science Center educator will log onto the platform 15 minutes before the scheduled program time. To best prepare your group of learners, please do the following prior to program start time:

☐ **Send Out the Invite:** It is up to your organization to send out the program meeting link to all participants. This includes sharing this Pre-program Checklist and the Guiding Materials found in your confirmation email with all adult facilitators.

☐ **Review Guiding Materials:** An optional resource that includes prompting questions and extension activities to be used either within the learning space or shared with participants to do at home with their families, before and/or after the program.

☐ **Audio and Video Equipment Check:** Test your audio/visual equipment in the classroom setting if in person, or virtually with your student group if remote. Make sure that the video, audio, and internet access is working properly for all participants. Please make sure all other browsers, apps, and programs are closed for all participants during the lesson to optimize computer and internet usage.

☐ **Set Up the Space (physical learning spaces only):** If in person, we recommend a single device per group, connected to a larger screen and speaker set up, for all participants to watch and listen together. The webcam should be placed to face the students if possible. Alternatively, students can join from individual devices in the same room, but be aware of potential sound interference if students unmute when in this configuration.

☐ **Materials Prep:** Review the confirmation email to check if there are any required or optional materials needed for your program. If so, have materials prepared by the program start time.

PACIFIC SCIENCE CENTER

VIRTUAL FIELD TRIPS

☐ **Review Expectations:** Review any expectations with your students before the lesson starts, including the following participant guidelines:

- Video is highly encouraged for optimal interaction, but optional.
- Keep microphone on mute unless it's your turn to share.
- Ask questions and share your ideas by raising a hand, using the chat, or using hand signals such as thumbs up or down.
- Be focused and ready to learn by closing other browser windows and minimizing distractions in your physical space.

☐ **Log-On Early:** Log on to the platform **at least 15 minutes** before the program start to test the connection, adjust user names, and set user permissions as needed.

☐ **Facilitator Presence:** An adult facilitator must be present at all times during the program and may be asked to help call on students, monitor chat, or otherwise assist in facilitation. Thank you for your support during the program.

☐ Get ready for a fun and engaging STEM lesson from Pacific Science Center!

After the Program

☐ **Feedback:** You will receive an email with a survey link the week of your program. We appreciate your feedback to help us improve our programs!

☐ **Student Notes:** We are happy to receive student comments or notes, in any virtual platform or by mail. We may share anonymized thank you notes with financial supporters including granting agencies who have helped to make our programs possible. Student comments, art, and thank you notes can be sent to **edprograms@pacsci.org** or:

Pacific Science Center
200 2nd Ave N.,
Seattle, WA 98109.

PACIFIC SCIENCE CENTER