



# APS/NIDDK K-12 Minority Outreach Fellow Classroom Visit Planner

Use the following checklist and “fill in the blanks” form to discuss and finalize your plans for your classroom visit. **Please return to APS Education Office at least 6 weeks before your scheduled visit.**

Contact Information - Outreach Fellow	
Name	
Institution/Dept.	
Mailing address	
City	
State	
Zip	
Phone	
Fax	
Email	
Cell phone	

Contact Information - K-12 Teacher	
Name	
School	
Mailing address	
City	
State	
Zip	
Phone	
Fax	
Email	
Cell phone	

Will other physiologists or scientists be presenting with you? If so, list their names, departments, and emails here.	
Name	
Department	
Email	
Name	
Department	
Email	
Name	
Department	
Email	

<b>Visit Details</b>	
Date(s) of Visit	
Time of visit (am/pm)	
Student grade level(s)	
Total number of students	Please note expected number at each grade level.
Type of presentation (Auditorium, Discussion, Laboratory, etc)	

<b>Visit Structure</b>			
Indicate how the your visit and presentation will be structured. Check off the activities that you are planning (it is NOT required to do all of the activities listed below). Together with the teacher, decide the timing and the order (1st, 2nd, etc.) of the activities:			
<input checked="" type="checkbox"/>	<b>Segment</b>	<b>Time (min.)</b>	<b>Order</b>
	APS Careers PowerPoint presentation (recommend 15 min. max.)		
	Hands-on activity <i>Which one?</i>		
	Large group activity <i>Which one?</i>		
	Group Q & A		
	Equipment demonstration <i>Describe</i>		
	Other <i>Describe</i>		

## Visit Budget

APS may have funds available for materials to be used during your classroom visit. Please include a budget for equipment, supplies and resources below. Do not purchase items prior to approval, as funds are limited. Thank you.

<input checked="" type="checkbox"/>	Item	Funds requested
	<b>Other</b> Describe how these materials will benefit the students and enhance your presentation:	

### \* To Do:

#### Physiologist

- At least 6 weeks before your visit, fax/email this Planner back to [bbruthers@the-aps.org](mailto:bbruthers@the-aps.org). Keep a copy for yourself and for the teacher.
- Review activities and handouts.
- Gather materials. APS Education Office will send out materials kits within 4 weeks of receiving your planner.
- If you need to purchase materials, please first submit budget.
- Discuss student learning goals with teacher.

#### Teacher

- Discuss visit with principal. Notify about activities and upcoming visit.
- Review activities and handouts
- Gather materials. APS Education Office will send out materials kits within 4 weeks of receiving the planner.
- Discuss appropriate grade-level terminology, students' prior knowledge, desired outcomes with physiologist(s).

**Contact: Brooke Bruthers**, APS Minority Programs Coordinator

Phone: (301) 634-7226, Fax: (301) 634-7098, Email: [bbruthers@the-aps.org](mailto:bbruthers@the-aps.org).