



MIDDLE SCHOOL STEM MATCH PROGRAM WELCOME LETTER

Greetings from the Maryland STEM Festival!

Welcome to the team! By hosting a STEM Professional (Professional) in your classroom as part of the Middle School STEM Match program, you are joining the Maryland STEM Festival in celebrating and showcasing STEM across the state. We are delighted to have your participation and thrilled to see so many middle school teachers deeply committed to excellence in STEM education. With your help, we will be able to reach thousands of students throughout Maryland.

Middle school has been shown to be an age where students tend to opt in or out of STEM as a career choice. With your help, we hope to encourage them to opt in. The goal of the program is to expose middle school students to careers in the fields of science, technology, engineering, and math by introducing them to a real-life Professional from those fields. We have recruited a team of professionals who are eager to visit Maryland classrooms to speak with students about their work and their lives. Visiting Professionals are ready to provide informal, hands-on, and engaging presentations that share their passion for their subject, details about their current projects and information on how your students can make the leap from the classroom to an exciting, rewarding science-based career.

We also want to make your life a little easier. Hosting a successful program visit takes some work, and we know you're busy! This planning guide is designed to take most of the guesswork out of preparing for and hosting your Professional's visit. Please make use of the resources in this guide, and don't hesitate to contact us with questions or concerns.

Thank you for joining the Maryland STEM Festival in our mission to engage everyone in science, technology, engineering and mathematics while inspiring future generations. We're glad to have you on board!

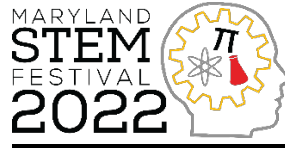
Sincerely,

Phil Rogofsky
Director



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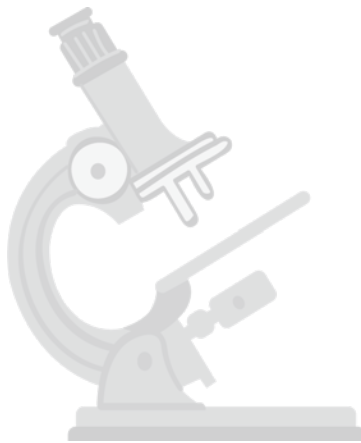
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OBJECTIVES

The Middle School STEM Match program provides “Ambassadors of STEM” by recruiting STEM Professionals to visit schools and interact with middle school students. Through informal presentation and discussion, the visiting STEM Professional talks to the students about their work and how they became a STEM Professional, while demonstrating exciting and rewarding careers. The STEM Professional also discusses the skills, practice and knowledge needed to pursue a STEM career.

Specifically, the main objective of this program is to increase students’ knowledge and understanding of who STEM Professionals are and to address misconceptions or stereotypical images of STEM Professionals.





EXPECTATIONS

HERE'S A LIST OF EVERYONE'S RESPONSIBILITIES, WHICH WILL HELP MAKE YOUR MATCH VISIT A SUCCESS!

MARYLAND STEM FESTIVAL TEAM WILL...

- Pair teachers with a STEM professional.
- Facilitate introductions.
- Help coordinate successful classroom visits.
- Compile and analyze evaluation data and provide upon request.

WE ASK THAT PROFESSIONALS:

- Take time for pre-visit planning with your teacher. Call, e-mail or meet with the teacher. Please make every effort to respond to the teacher within 2 days, even if it is just to make arrangements for a later conversation.
- Complete the Professional Background Document and send to your teacher.
- Communicate with your teacher as you begin planning for your visit. If you're not sure how to approach your topic, speak with your teacher to get his or her opinion.
- Interactive or hands-on activities that relate to your work are encouraged. Provide your teacher with an outline of your presentation and any activities you plan to conduct during your visit.
- Treat all students courteously and respectfully.
- Encourage students to consider STEM careers.
- Complete an online survey describing your experience within 2 weeks of your visit.
- Have fun!

WE ASK THAT TEACHERS:

- Take time for pre-visit planning with your Professional. Call, e-mail or meet with the presenter. Please make every effort to respond to your STEM Professional within 2 days, even if it is just to plan for a later conversation.
- Complete the Teacher Background Document and send to your Professional. Please include any necessary details about your classroom and school. This information will help your Professional prepare for the visit.
- Support the visit:
 - Remain in the room during the entire visit.
 - Manage any disruptive students.
 - Help your Professional keep the conversation within the students' level of understanding.
- Participate in the activity along with the class. (As students follow the lead of their teacher, it is important that you be engaged and interested in the presentation.)
- Complete an online survey describing your experience by November 22nd.
- Have fun!

PLANNING

AS YOU BEGIN PLANNING YOUR VISIT, HERE'S A LIST OF THINGS TO CONSIDER.

CONTENT

- Your Professional visit should follow general format of introduction, presentation, discussion or questions and hands-on activity (if one will be conducted)
- Work with your Professional to understand his or her areas of expertise and communicate your class's current topics to pick the best topic for your students.

TIME

- Coordinate with your Professional via phone and/or email to select a time for a visit that will work within each of your schedules.
- Once you have determined a time for your visit, please contact us. Contact information is listed on page 9.

TIME, LENGTH AND SIZE

- Be sure to communicate with your Professional regarding the number of classes and students to visit.
- Professionals are prepared to speak with up to 3 individual classes during the visit, with an average presentation length of 45 minutes.

- If you teach more than 2 classes per day or teach on a block schedule, work with your Professional to develop a schedule that maximizes time with your students.
- MS Match visits work best with single classes, but Professionals may be able to provide presentations for larger classes or combined classes. Work with your STEM Professional to develop a schedule and format that works for everyone.

LOCATION AND LAYOUT

- Your Professional will need a clean, accessible space to speak where all the students will be able to see and participate in the presentation.
- Once you have spoken with your Professional and determined any activity or technology needs during the visit, select and schedule an appropriate space.

ADDITIONAL MATERIALS

- Please discuss any supplies the Professional may be bringing—your Professional may need you to provide some basic items to be used during the visit.



TIMELINE

HERE'S OUR SUGGESTED TIMELINE FOR MAKING SURE YOUR VISIT IS A SUCCESS!

SIX WEEKS

- Complete the Teacher Background Document (sent to you via email, or downloadable from the website; see page 8 for details) and send to your Professional.
- Review the Professional's Background Document and contact your Professional to begin planning.
- Discuss potential dates.
- Share presentation ideas and class information that should be considered while developing the presentations.

FOUR WEEKS

- Set a time with your Professional for the visit.
- Work with your Professional to determine specific learning standards that could be addressed during the visit and how his or her work may correspond to what students are studying.
- Be sure to inform your Professional of the approximate level and interests of your students so that there is sufficient time to develop and adjust the presentation and activities to the appropriate level.

TWO WEEKS

- Touch base with your Professional. If not already finalized, determine whether your Professional will be bringing a hands-on activity to conduct with your students, and what space and materials you will need to provide.
- If the Professional is bringing a presentation, consider asking for a copy to test on your school's system. Reviewing in advance will also give you the chance to ask for clarifications, or to prepare your students for new material.
- Begin gathering any additional materials the Professional needs for their visit.





TIMELINE (CONTINUED)

ONE WEEK

- Confirm any final details with your Professional.
- Be sure to provide adequate instructions to your Professional regarding directions to the school, parking, office check-in procedures, etc.

DAY BEFORE

- Remind your students that there will be a guest visiting their class tomorrow. We recommend your students read the Professional's bio and ask your students to form a list of questions for the visit.

DURING VISIT

- Help your visiting Professional frame the presentation and language in terms and concepts that are familiar to your students. Help connect the presentation with what you have been teaching.
- Circulate around the room during your Professional's presentation. This helps to keep students on task.
- Take photographs. We want to see your Professional's visit in action!

AT END OF VISIT

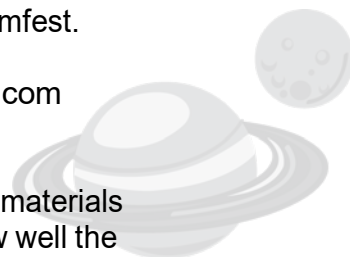
- Thank your Professional for visiting.
- Pass out Festival giveaways to students.
- Encourage your students to visit the Maryland STEM Festival website to find events happening in your area.

AFTER VISIT

- Get feedback from your students on the Professional's visit. Would they consider entering the Professional's field? Why or why not?
- Post your photos to social media! Tag us on Twitter, Facebook or Instagram using @mdstemfest. You can also use #mdstemfest. Email photos to mdstemfest@gmail.com

BY MAY 22nd

- Complete evaluation materials so we can gauge how well the MS Match visits are being received. These evaluations will help us improve the program for next year's Festival. See details on page 8





EVALUATION

WE NEED YOUR FEEDBACK. HERE'S WHAT WE'RE ASKING YOU TO DO.

WHY

The Maryland STEM Festival is committed to growing and improving each year. The data we compile also helps our generous sponsors see the value of the programs we provide. To those ends, we are evaluating several initiatives, including the Middle School Match program. We will use the results to help guide our future planning.

WHAT

After your Middle School STEM Match visit, we will contact you to collect informal evaluation information, including number of students that participated in your event. You may be selected to fill out an online survey evaluating the materials and your experience. Survey invitations will go out on November 11th. The email will come from mdstemfest@gmail.com.

WHEN

Please complete your informal evaluation and online survey by November 22nd.





CONTACTS

QUESTIONS? CONCERNS? SUGGESTIONS? **CALL US! WE WANT TO HELP!**

Visit www.marylandstemfestival.org for all the information on the program.

In addition, be sure to check out the Festival calendar to find awesome events in your area:
<http://www.marylandstemfestival.org>

CONTACT

If you can't find what you're looking for on the website, give us a shout!

Phil Rogofsky

Executive Director

mdstemfest@gmail.com

410-627-1074

