

NASA and New York State 21st Century Community Learning Centers Timeline (July 2019-June 2020)

Month	Tasks/Activities
July 2019- September 2019	• Register and attend <i>required</i> Face to Face Professional Development (7/8-7/12) • Update Site Profiles on Y4Y website no later than 9/27 • Provide evaluation consent and Superintendent contact information to NYSED by 9/6 • Ensure that required site forms are completed (i.e. Student/Educator and Intellectual Property Release Form (English/Spanish), and evaluation items, and etc.) • Register for <u>one</u> mandatory Evaluation webinar (8/13, 9/18 or 10/9@10 AM or 3 PM) • View Virtual Connections webinar (9/25 or 10/9) • Plan program weekly schedules (<i>indicate when NASA projects are occurring</i>) • Select a design challenge and download materials needed • Reach out to You for Youth (Y4Y) if site coordinators/facilitators need ID numbers • Assign students their Unique Identification Numbers (UINs) (see Evaluation page)
October 2019	• Project Startup, no later than 10/28 (<i>recommended to create a calendar noting non-program days, vacations, program times etc. to ensure enough time for completion</i>) • Document the process (i.e. photos, videos, reflection, etc.) (<i>ongoing</i>) • Distribute Parental Consent Notices (Note: Active and Passive versions and PDF) • Distribute Parent Survey (available in PDF and Spanish) • Contact building principals and/or appropriate district staff for approval to attend State Showcase in Spring 2020 (<i>HOLD on June 9</i>) • Email program weekly schedule <u>and</u> school bus transportation estimate on official company's letterhead with POC information to NYSED by 10/18 • Check Y4Y Event Calendar and register for Monthly Planning calls with NASA trainers • Plan/register for Virtual Connections on NASA Event Calendar; view Making the Most of Your Scientist and Engineer Connections Webinar (10/9) • Utilize Media Tool kits to inform local and regional stakeholders about site activities • Complete Administrative Check-ins via on Survey Monkey (<i>bi-monthly</i>) • Keep own attendance logs (<i>NASA will provide Google Form; ongoing</i>) • Monitor student progress (<i>NASA will provide a Survey Monkey link; ongoing</i>)
November 2019- December 2019	• Name NASA's Mars 2020 Rover due 11/1 (<i>optional</i>) • "Test" out technology prior to Virtual Connections with NASA experts • Engage in Virtual Connections with NASA scientists and engineers (<i>required; available till 2/7/20</i>) • Support students in final video creations using Y4Y resources (<i>due 1/24/20</i>) • Coordinate evaluation requirements (attend webinars/calls, submit forms etc.)
January- February 2020	• Submit videos to Y4Y no later than Friday, 2/14/20 (<i>can submit for each student team</i>) • Scan and submit Student/Educator Release forms to Y4Y along with videos • Administer Post-Facilitator Confidence Survey after implementation (available in PDF) • Administer Retrospective Survey to students after implementation (available in Spanish and PDF) • Submit Post-PD Culminating Survey (PDF is available) • Submit Showcase Registration/Attendance Status to NYSED via Survey Monkey no later than 2/28/20
March- May 2020	• Begin student visual/trifold presentations for State Showcase (<i>details to come</i>) • Send few photos and/or video clips to NYSED (for State Showcase) by 3/2/20 • Submit media reminders about video submissions and upcoming Stateshowcase
June 2020	• State Culminating Showcase on June 9, 2020 at NYSED Building (Albany, NY) • Submit media releases about State Showcase

February 7, 2020 (subject to change)