

Texas Mobile STEM Lab “Welcome Packet” Outline

Thank you for confirming your Texas Mobile STEM Lab visit, we are excited to bring our mobile laboratory to your school! To maximize the student learning experiences aboard the lab, we have compiled a few policies. Please read and review the directions below to prepare for your visit. We are looking forward to the first year of classes aboard the Texas Mobile STEM lab and are excited to have you on board. We are looking forward to visiting your school! Please feel free to reach out any time with questions or concerns.

+ PRE-VISIT

A pre-visit is a 45-minute virtual meeting to discuss logistics and documents sent within the welcome packet. All educators who will be participating in the Texas Mobile STEM Lab visit should attend the pre-visit. If everyone can't attend, the main contact is responsible for ensuring all information is relayed. **During this meeting, the school's main contact should be ready to show pictures of the proposed mobile lab parking space to Learning Undeclared staff.** Educators should come prepared with all questions and concerns. ***Failure to schedule a pre-visit within 6 weeks of the lab's arrival will result in forfeiture of the visit.***

*Please note: The Texas Mobile STEM lab parking space needs to be at least 75 feet long and 20 feet wide on a **hard, level surface**. Learning Undeclared staff will work with you to find the best solution for your school.*

Pre-visit Expectations:

Attendance – All educators utilizing the program should be in attendance to the pre-visit.

Preparedness – Educators should identify activities of interest prior to the pre-visit.

Collaboration – Educators will need to collaborate to create a unique schedule.

Proactiveness – Lead contact should print or share all important documents with each educator prior to pre-visit.

+ CLASS SCHEDULE

The Texas Mobile STEM lab can accommodate up to 24 students and is wheelchair accessible. **A teacher/school official is required to always remain onboard with students.** Class schedules should be co-developed by educators. All activities require a minimum of 1 hour to complete. Schools will have to create a unique schedule for the mobile lab visit. ***Please include a scheduled, 1 hour lunch break each day for Learning Undeclared staff and 10-minutes in between each class to reset.***

Completed class schedules must be received by Learning Undeclared team member 4 weeks prior to the visit date, this allows time to order materials. Every effort will be made to accommodate changes in the class schedule after the schedule has been received; however, there is no guarantee that requests will be met.

+ PERMISSION SLIPS

Each student participating in Learning Undefeated programs will be required to submit a parent/guardian signed permission slip. Permission slips should be returned as students enter the lab. Permission slips also grant the rights for photo release. If a parent or guardian does not want his/her child to be photographed, please inform a Learning Undefeated team member. The student can participate but will be excluded from photos. Students with incomplete permission slips will not be able to participate and should be provided an alternative location inside the school.

+ TEACHER CONTACT SHEET

This document provides the Learning Undefeated team with the contact information for all teachers who will participate in the Mobile Lab Program.

+ MOBILE LABORATORY ACTIVITIES

Learning Undefeated is providing activities for the Texas Mobile STEM Labs centered around cross-curricular STEM experiences. These activities will introduce STEM to students from Kindergarten through Grade 8 and allow students to engage with the engineering design process. Learning Undefeated will provide the materials needed to complete engineering design challenges focused on brainstorming, designing, and testing. All activities focus on students designing solutions to problems and allow for collaboration and exploration of the content. All Lesson plans for these activities can be found at <https://www.learningundefeated.org/project/txcurriculum/>. We highly suggest for educators to review the lesson plan before choosing an activity.

+ PROGRAM PARTICIPANT AGREEMENT

This document is an agreement stating that the school administration, teachers, and students will complete a survey to provide feedback on the Mobile Lab visit. This document will need to be signed by an administrator. Failure to complete surveys could result in the campus becoming ineligible for a mobile lab visit in the future.