

TEXAS MOBILE STEM LAB: “Welcome Packet” Outline

Thank you for confirming your Texas Mobile STEM Lab visit. The Texas Education Agency is excited to bring the mobile laboratory to your school. To maximize the student learning experiences aboard the lab, the following requirements have been established. Please read and review the directions below to prepare for your visit. The team is excited to have you on board for our seventh year of classes aboard the Texas Mobile STEM lab. Please feel free to reach out any time with questions or concerns.

+ PRE-VISIT MEETING

A pre-visit is a 45-minute virtual meeting to discuss logistics and the documents included in the welcome packet. All educators participating in the Texas Mobile STEM Lab visit should attend the pre-visit. If not everyone can attend, the main contact is responsible for ensuring that 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 the Texas Mobile STEM Lab instructors. Educators should come prepared with all questions and concerns.

Please schedule a pre-visit meeting within six weeks of the lab’s arrival date. Failure to schedule a pre-visit within six weeks of the lab’s arrival will result in **forfeiture of the visit**.

Please note: The Texas Mobile STEM lab parking space must be at least 75 feet long and 20 feet wide and be 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 using the program should attend the pre-visit.

Preparedness—Educators should identify Texas mobile STEM lab activities of interest prior to the pre-visit.

Collaboration—Educators will need to collaborate to create a unique schedule before the visit.

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

+ CLASS SCHEDULE

The Texas Mobile STEM lab can accommodate up to 24 students and is wheelchair accessible. A district or campus employee must always remain on board with students. Class schedules should be co-developed by educators. All activities require at least 1 hour to complete; this isn't negotiable. Schools will have to create a unique schedule for the mobile lab visit. Please include a scheduled one-hour lunch break each day for Texas Mobile STEM Lab staff, and 10 minutes between classes to reset. If a school visit concludes on a Friday, classes may only be scheduled until 12 PM that day, which allows time for packing up the lab.

Completed class schedules must be received by a Learning Undeclared team member **at least four weeks prior to the visit date**, allowing time to order materials. Every effort will be made to accommodate changes to the class schedule after it has been received; however, there is no guarantee that requests will be met. When developing the class schedules, please only include students from the awarded campus. Busing students from other campuses is not allowed.

+ TEACHER CONTACT SHEET

This document provides the Learning Undeclared team with contact information for all teachers participating in the Mobile Lab Program.

+ MOBILE LABORATORY ACTIVITIES

The Texas Education Agency provides activities for the Texas Mobile STEM Labs that focus on cross-curricular STEM experiences. These activities will introduce STEM to students from kindergarten through grade 8 and enable them to engage in the engineering design process. The Texas Education Agency will provide all 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 on the Texas Mobile STEM Laboratory web page on TEA's website. Please review the lesson plan before choosing an activity.

+ EDUCATOR SUPPORT AND LEARNING OPPORTUNITY

The Texas Mobile STEM Laboratory models high-quality engineering design challenges for educators to strengthen instruction aligned with the science Texas Essential Knowledge and Skills (TEKS). During the visit, the instructors will model how to facilitate an engineering design challenge. Campus administration should consider which educators on the campus would benefit from observing the facilitation of an engineering design challenge. To maximize the impact of the visit, circulating a new teacher in the lab for each class time will enhance the professional development opportunity for the campus. Educators on the lab are encouraged to:

- > Observe instructional strategies and record key insights.
- > Minimize distractions and remain actively engaged.
- > Ask questions during non-instructional moments.
- > Listen to students' conversations and their problem-solving skills.

+ Program Contacts

Please direct questions or concerns related to Learning Undeclared Staff to Joe Wilkerson, Vice President, Learning Undeclared, joe@learningundefeated.org.

Please direct questions or concerns related to the Texas Mobile STEM Laboratory program to Michelle Sedberry, Statewide STEM Coordinator, Texas Education Agency, michelle.sedberry@tea.texas.gov.