Anschut – District 8 event process check list

Requesting workshop

☐ Review workshop master list (found on the uccs.edu/pipes/student-programs/d8-in-class-program.html) and decide on which class you would like to present, noting lead time. NOTE: Due to budgetary restrictions, only the workshops that are less than $5 per student are available for non-building coordinator to run.

☐ Go to the Anschutz-District 8 main page and click on the request link in the menu bar at the top (see original instructions) Fill out the online workshop request form.

☐ UCCS will review your request get back to you within 3 days.

Prior to workshop (approximately 1 week)

☐ One week before your workshop begins, familiarize yourself with the curriculum material available on the found on the website: uccs.edu/pipes/student-programs/d8-in-class-program.html Contact Caleb for any questions.

☐ Caleb will contact you to establish a delivery date for the materials. He will also confirm the date of material pick up, ensuring that it is available for the next workshop.

After your workshop is completed

☐ Make sure the materials are packaged and available for pick up in the agreed upon time.

☐ Instruct students to take the Post Event Student Survey online at www.psychdata.com directly after the last day of the workshop or within a few days. The survey number is 158736. You can either click the link to PsychData on the Anschutz - District 8 webpage and enter this number, or you can eliminate this step by going to the direct survey link: https://www.psychdata.com/s.asp?SID=158736

☐ Complete the Teacher Post Event Survey online at psychdata.com. The survey number is 158732. Direct survey link: https://www.psychdata.com/s.asp?SID=158732