

# Classroom Visit Checklist

- A week before**, make sure you have all the supplies, hand-outs, or equipment that you will need.
  - Call CRS if you need help with this!
  - Feel free to take along a digital camera and ask the teacher to take pictures.
- A few days in advance**, call and/or e-mail the teacher to confirm your visit and ask any questions you have about your presentation.
  - The confirmation e-mail that you receive will contain the teacher's contact information.
  - The other side of this checklist has a list of questions you may want to ask.
- When you arrive at the school**, check in at the office and get directions to your classroom.
  - Parking near schools can sometimes be confusing, so you may want to double check with the office to be sure you are parked legally.
- Before/during your presentation**, ask the teacher for help if you need it!
  - Teachers need to stay in the classroom during your visit; they can help with anything from handing out materials to classroom management.
- Before you leave**, give the teacher a copy of your lesson plan, any follow-up activity ideas, and remind her to fill out the evaluation at <http://www.surveymonkey.com/s/CICteachers>.
  - Feel free to suggest that the students send CRS letters or pictures about your visit.
- When you get home**, complete the evaluation form at <http://www.surveymonkey.com/s/CICEvaluation>.
  - We value your feedback - and funders require it!
- At any time**, contact CRS with comments, concerns, or to sign up for more presentation dates: [teach@crscience.org](mailto:teach@crscience.org).



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Questions you may want to ask the teacher before your presentation:

## ***About the class:***

- What, if anything, have your students already learned about \_\_\_\_\_ [your presentation topic]?
- Do you have a special technique for quieting the students down and/or getting their attention?
- How are students normally seated in the classroom? In groups? If not, do you have a special technique for getting them into groups?
- Do you have special needs students and/or English language learners in your class? If so, what is the best way to ensure they're included in the presentation?
- Do any of your students have allergies that we should be aware of?



## ***Arriving at the school:***

- What is the procedure for visitors to your school? Do I need to check in at the office when I arrive?
- What is the best way to get to your classroom?
- Where is parking available near your school?

## ***Presentation requirements:***

- Does your classroom have ready access to water?
  - Can the lights be dimmed in your classroom (or completely darkened)?
  - Would it be possible for the students to wear nametags during the presentation? [CRS can supply you with nametags if you'd like some for your presentation - just let us know!]
- Is there anything else we should know in advance about your students or classroom?