



## Memorandum of Understanding

NMOST's OST STEM Workshop Series - Fall 2017

This Memorandum of Understanding (MOU) is between the New Mexico Out-of-School Time Network, herein referred to as NMOST, and  herein referred to as the OST PROVIDER.

### **BACKGROUND AND WORKSHOP DESCRIPTION:**

The New Mexico Out-of-School Time Network (NMOST)—with funding and technical support from the New Mexico Public Education Department, C.S. Mott Foundation, STEM Next, Sandia National Labs, Afterschool Alliance, and Harvard's Program in Education and Resilience (PEAR) Institute—is offering a no-cost hands-on workshop series and additional resources to help out-of-school time (OST) providers in New Mexico increase the quantity and quality of science, technology, engineering and math (STEM) programming at their sites.

NMOST is partnering with two experienced OST STEM professional development (PD) providers—the Explora Science Center and Children's Museum for the central and northern regions and with the NMSU STEM Outreach Center for the southern region—to facilitate two OST STEM workshops for each region. **Up to two staff from the participating OST PROVIDER can attend those two workshops.** Selected staff should choose the location that works best for them (Albuquerque **OR** Las Cruces). See below for the dates/times of those regional workshops.

#### **Albuquerque - at the Explora Science Center and Children's Museum:**

1<sup>st</sup> workshop                      Friday, October 27<sup>th</sup>, 2017 from 10:00 AM – 3:00PM  
2<sup>nd</sup> workshop                      Friday, November 10<sup>th</sup>, 2017 from 10:00 AM – 3:00 PM

**OR**

#### **Las Cruces - at the New Mexico State University STEM Outreach Center:**

1<sup>st</sup> workshop                      Thursday, October 26<sup>th</sup>, 2017 from 10:00 AM – 3:00PM  
2<sup>nd</sup> workshop                      Wednesday, November 8<sup>th</sup>, 2017 from 10:00 AM – 3:00 PM

**The two (2) no-cost workshops offer different PD modules that build on each other and participating staff from the OST PROVIDER need to attend both workshops.** The first workshop focuses on the inquiry process, curriculum adaptation, and OST STEM program quality dimensions. The second workshop focuses on facilitation and questioning skills, quality assessment, and staff training tools. The participating OST PROVIDER will receive at the workshops two (2) no-cost OST STEM kits with corresponding activity booklets from the Education Development Center's *Design It!* and *Explore It!* series that they can keep at their sites. To help the OST PROVIDER better design and assess the effectiveness of their OST STEM programming, NMOST is also partnering with the PEAR Institute to provide no-cost web-based training webinars on their Dimensions of Success (DoS) quality planning and assessment tools as well as their Common Instrument (CI) Survey tool that helps assess student engagement in STEM and interest in STEM careers. More information about the DoS and CI survey tools will be shared during the workshops.



**RESPONSIBILITIES & EXPECTATIONS:**

**Under this MOU, NMOST agrees to provide to the OST PROVIDER the following at no cost:**

- Two (2) five-hour long hands-on OST STEM workshops for up to two of their staff
- Two (2) OST STEM kits and a compiled list of other available OST STEM curricula/kits
- DoS Program Planning Tool webinar training from the DoS team at PEAR
- DoS Observation Tool Certification web-based training from the DoS team at PEAR
- Common Instrument survey tool and other PD resource documents

**Under this MOU, identified staff from the OST PROVIDER agrees to do the following:**

- Actively participate in the two (2) hands-on OST STEM workshops and fill out NMOST evaluation surveys about these workshops
- Participate in a DoS Program Planning Tool 3-hour long webinar, anytime between now and the end of spring 2018 (more information on dates coming soon)
- OPTIONAL: Participate in a no-cost DoS Observation Tool certification web-based training, anytime between now and the end of spring 2018 (more info on dates coming soon)
- OPTIONAL: Administer the no-cost Common Instrument survey to students in select OST STEM programs that the OST PROVIDER offers to assess quality progress, anytime during spring 2018 (please see the attached link to look at the CI questions in the survey)

**The signatures below indicate acceptance of the terms listed in this MOU**

	Signature	
May Sagbakken	Name of representative of org./school/district	
Executive Director	Title	
New Mexico Out-of-school Time Network	Name of org./school/district	
1701 Mountain Road	Address	
Albuquerque, 87104	City, Zip	
	Date	

Staff Name	Email	Phone Number	Signature	Date