TECHFIT’s Program Logistics Information:

1) The professional development program is scheduled from Monday, July 27 through Friday, July 31. Each day begins at 9 am Eastern time and ends at 5 pm Eastern time. Daily homework will give you an opportunity to practice concepts taught up to that day.

2) Unlike PDs from past years that were delivered face-to-face, this year’s PD will be delivered virtually. WebEx and Google Classroom will be used to manage this professional development (PD) course. You must verify that your device will support access to both tools.

3) We will simulate an in-person class as much as possible. This requires that your device receive and send video, and video should be enabled during instructional delivery. Additionally, unless you are asking/answering a question or providing input, your audio should be silenced. Please also silence cell phones.

4) During each class, you MUST have access to a Windows-compatible laptop/PC with the required software already installed before the start of the PD on July 27 at 9 am Eastern.

5) We will assign teams for a few projects during the PD. To enable timely communication, you should give permission for us to share your contact information (cell phone and/or email address) with the other teacher participants. If you are unable to share these contact details, you will need to suggest alternate means to work remotely with your assigned teammates. In this case, please provide those details in the appropriate section of the acceptance letter.

6) The class will be fast-paced and content rich. Printed materials on key lessons will be available to supplement content covered during class. In the event you get stuck, fall behind, or are confused, please use the resources provided as well as ask questions.

7) The best way to learn is to make mistakes and remember how you fixed them. During instruction, we will purposely and accidentally make mistakes to guide you through the process of troubleshooting. During hands-on activities when you finish the objective quickly, we encourage you to make copies of your work and then experiment to see what happens with errors in the system.

8) While you participate in each class, your workspace setup should include:
   a) Convenient access to your Windows-compatible laptop/desktop to watch instruction as well as complete follow-along activities.
   b) Nearby table to hold toolkit components that allows you to watch instruction and follow along to identify parts and connect various components together.
   c) Minimum of 5’ x 5’ clear floor space to perform movement activities that follow the instructions during class. These brain blasts will be interspersed throughout each day’s activities.

9) You will earn a daily stipend of $100 for each day of active participation in the program. You will be asked to mail a completed substitute W-9 form and payee certification form to a specific address on the first day of the PD. **Upon verification of satisfactory attendance, participation, fulfillment of TECHFIT activities and daily homework assignment(s),** the paperwork will be signed and forwarded to the Purdue business office. In the past, this process has taken a minimum of one month from receipt of the completed paperwork.
TECHFIT’s Demographic Form

NAME: ________________________________________________________________

SCHOOL: ______________________________________________________________

ADDRESS: ______________________________________________________________

CITY: ___________________________ STATE: _______ ZIP: _______________________

Email: ___________________________ Phone: ________________________________

The information requested on this form is to assist us in creating a demographic profile of our participants for our program evaluators. The information is confidential and none of your personal information will be reported in such a way as to identify you individually.

1. Your Gender ________ Male ________ Female

2. Your Ethnicity __________________________________________________________

3. Your Birthdate (mm/dd/yyyy) ____________________________________________

4. Your education (degrees, majors & schools) __________________________________

5. Years as a K-12 teacher _________________________________________________

6. Years in current position at current school _________________________________

7. Describe the subjects you teach and the grade levels of your students in each course__________

8. Describe your previous computing experience, including level: ________________

9. Describe your previous experience using technology, including level: ________________

10. Identify any other information that may impact your experience: ___________________

11. Share any concerns you have regarding the summer PD and/or subsequent course implementation: _____
Alka Harriger, Professor  
TECHFIT Program Manager  
Computer and Information Technology Department  
401 N. Grant Street  
Knoy Hall  
Purdue University  
West Lafayette, IN 47907-2021

Dear Prof. Harriger:

I am glad to support the efforts of the following teacher team in implementing the minimum 30 contact hour TECHFIT curriculum as a class at Your School Name in City, STATE:

Full name(s) of teacher(s) who will be actively involved in teaching TECHFIT

My support includes the following:

- Approval for the installation of nanoNavigator and Scratch with related software on computer systems to be used by every teacher on our TECHFIT team and all registered TECHFIT students at our school. I understand that nanoNavigator requires a Windows-compatible computer, and I will ensure students will have adequate access.
- Approval and support for use of appropriate school facilities to teach the 30-hour TECHFIT curriculum. Facilities requirements include access to computing resources as well as floor space for movement activities.
- I anticipate XX TECHFIT classes will be taught during the 2020-2021 school year to approximately XX students in grade(s) XX.
- I understand that our school’s TECHFIT team is expected to produce a video of their experience and their functional exergame. I will ensure that my teachers and students have access to appropriate resources, so they are able to successfully complete this task.
- I understand that in-service meetings may be offered during the school year to abet lessons taught during the summer PD. I agree to release from the classroom any TECHFIT-certified teacher(s) who need to attend the in-service meetings, whether attendance is in person or virtual.
- I will encourage my teachers’ efforts to share their TECHFIT experiences and results with others.
- In the event that my school is unable to offer TECHFIT class(es) by the first month of the school year, I will inform you and request the address where I should return the entire toolkit(s) at my school’s expense in a timely manner.

Thank you for this unique opportunity!

Sincerely,

Signature

Name Of Administrator
Title of Administrator
Alka Harriger, Professor  
TECHFIT Program Manager  
Computer and Information Technology Department  
401 N. Grant Street  
Knoy Hall  
Purdue University  
West Lafayette, IN 47907-2021

Dear Prof. Harriger:

I am glad to support the efforts of the following teacher team in implementing the minimum 30 contact hour TECHFIT program at [Your School Name] in [City, State]:

Full name(s) of accepted teacher(s)

My support includes the following:

- Downloading the nanoNavigator software from the Phoenix Contact website (https://www.phoenixcontact.com/online/portal/us and type “Software - NLC-NAV-01 – 2701221” in the search box, click Search, then click Downloads, then scroll to locate the NanoNavigator 4.4.1.b905 exe link). I understand that the software is available at no cost to the school, and versions are available for MS Windows 2000, Windows XP, Windows Vista (32- and 64-bit), Windows 7 (32- and 64-bit) operating systems.
- Downloading the Scratch app for Windows from https://scratch.mit.edu/download. I understand that the software is available at no cost to the school, and versions are available for Mac, Windows, and some versions of Linux.
- Installation of nanoNavigator and Scratch on laptops to be used by our teachers attending the TECHFIT summer professional development (PD) program OR assignment of administrator permissions on their laptops so they can install needed software before the summer PD. This installation and/or permissions change will be completed and tested no later than July 22, 2020.
- Installation of the nanoNavigator and Scratch listed above on computer systems to be used by our teachers and their students for implementing TECHFIT at our school this fall. This installation will be completed prior to the start of the 2020-2021 school year.
- Collaboration with TECHFIT technical support staff in the event I have questions or encounter problems regarding software installation or usage by any of our teachers or students. I understand that phone/email technical support is offered by TECHFIT at no cost to the school. I also understand that I can request onsite technical support by TECHFIT staff for assistance during the school year.

Thank you for this unique opportunity!

Sincerely,

Signature
NameOfLeadTechSupportPerson
Title of LeadTechSupportPerson
Alka Harriger, Professor  
TECHFIT Program Manager  
Computer and Information Technology Department  
401 N. Grant Street, Knoy Hall  
Purdue University  
West Lafayette, IN 47907-2021

Dear Prof. Harriger:

I accept participation in the TECHFIT professional development (PD) for middle school teachers. With my acceptance, I agree to the following:

1. I will attend the virtual TECHFIT professional development program from July 27-31, 2020, via WebEx and Google Classroom. I understand that each day of the PD begins at 9 am Eastern time and ends at 5 pm Eastern time. I commit to attending and actively participating for the entire PD. I understand that if I arrive late or leave early or do not satisfactorily fulfill all program requirements, I may forfeit an appropriate portion of my stipend.

2. I understand that there will be daily homework assignments to assess my understanding of each day’s concepts. I agree to complete all homework on a timely basis. I understand that failure to complete one or more homework assignments to the satisfaction of TECHFIT leaders may result in forfeiture of some/all of my stipend.

3. I will have a Windows-compatible laptop/PC with the required software no later than July 24, 2020, to fully participate in the PD beginning July 27, 2020.

4. I understand that the TECHFIT toolkit will be used during the PD. If there are multiple teachers from your school enrolled in the PD, are you planning on taking the class in a shared space and are you able to share the toolkit? The toolkit should be shipped to the following address:

   FirstName LastName  
   AddressLine1  
   AddressLine2  
   City, State ZipCode

5. I understand that we will complete some team projects during the PD. To enable team communication, I give/do not give (pick one & provide details only if you give permission for that form of contact) permission to TECHFIT instructors to share the following contact details with the other PD teacher participants:
   a. Cell phone number: xxx-xxx-xxxx
   b. Email address: username@domain

6. I agree to work with my IT department to ensure that my students will have access to sufficient Windows-compatible devices with the required software (minimum of one Windows-compatible machine per five students in the class, but ideally one per student).

7. I agree to complete and return required registration materials no later than July 17, 2020.

8. I understand that my school will receive one toolkit valued at over $4500. Experience has shown that one toolkit is sufficient for 20-30 students. In the event my school will have many more students, I will work with TECHFIT staff to devise a plan for sharing of this resource and/or possibly acquiring additional toolkit(s).

9. I understand that for my students to be recognized as official TECHFIT students, each of them must complete the student registration form available from the TECHFIT website. I agree to get my students registered no later than the first week of the class. I understand that I will be able to verify my students’ status using the student status lookup feature on the TECHFIT website, and I agree to check that to verify my students’ TECHFIT status. I further agree to ask my students to complete the pre-
program survey and post-program survey in a timely manner when they become available on the TECHFIT website.

10. I agree to implement the 30-hour minimum TECHFIT curriculum at Your School Name in City, STATE. I understand that the last several weeks of the curriculum requires my students to conceive, design, and implement a fully functional exergame with a minimum number of I/O components as will be specified in writing by TECHFIT leaders.

11. I agree to teach all students the minimal lessons on the engineering design process, programming in Scratch, programming in nanoNavigator, using Excel to track and graph fitness data, safely wiring electronic components to the Nanoline controller, and exergame design.

12. I agree to teach all students the above content within a sufficient timeframe to allow them enough time to brainstorm, design, plan, program, build, troubleshoot, finalize, and videotape their final exergame team project.

13. I understand that students must submit a short video documenting their experiences and their working exergame final project.

14. I understand that at least 15 unique students per teacher on my school’s TECHFIT instructional team are expected to successfully complete our TECHFIT program. I anticipate teaching XX TECHFIT classes during the 2020-2021 school year. Furthermore, I anticipate that individually, I will have at least ## unique students in #GradeNumber(s) grade(s) complete TECHFIT. As a team, we expect #StudentsInGradeLevels to complete TECHFIT.

15. I will report on the progress of our TECHFIT implementation within one week when requested.

16. In the event that my school is unable to offer TECHFIT class(es) by the first month of the school year, I will inform you and request the address where my school administrator will return the entire toolkit(s) at my school’s expense in a timely manner.

Thank you for this unique opportunity!

Sincerely,

[Signature]

[YourName]
[YourTitle]