*Colgate Science Outreach Program*

*&*

*Ho Tung Visualization Lab*

**2012-13 Educators’ Guide**

**Thank you for your interest in Colgate University’s Science Outreach Program!** Please read through the information below before scheduling your visit. Feel free to contact the Science Outreach Coordinator at 315-228-6325 or email vislab@colgate.edu with any questions or concerns you may have.

Visit Logistics: **We are able to host school groups *only on Fridays* during the academic year.** Colgate’s academic year runs roughly from late August to early December and early February to late June. *Note that we do not host groups in January*. We encourage you to schedule your visit as far in advance as possible, since we do regularly reach our hosting capacity.

Currently our outreach programming is **free** to all school groups, teachers and chaperones.

 **A typical outreach program runs from 10:30 a.m. to 1:30 p.m., with 30 minutes reserved for lunch, and includes one Vis Lab show, a look at the night sky, and two activities or demos.** We can also host groups for shorter visits. Please contact us with your specific needs.

**Please note that we can only accommodate groups of 50 or fewer (*including* teachers and chaperones!).** If your group is larger than 50 we will need to schedule additional visits on successive Fridays.

**Please stress to your students before arrival that Colgate classes will be going on during their visit to campus.** It is therefore especially important that everyone move quietly through the halls between activities.

**Choosing a Show**: A complete list of the Vis Lab shows we offer can be accessed at <http://departments.colgate.edu/vislab/Educators.asp>

The shows we offer are organized according to grade level and aligned with New York State science standards. Following a description of each show is a list of related activities. You may choose two of these related activities in addition to the Vis Lab show to create a themed field trip, or you may select up to two alternate activities from our activities and demos list.

**Choosing Activities:** A list of the activities and demos that we offer can be found on our website: <http://departments.colgate.edu/vislab/Educators.asp> The activities are organized by grade level, and sub-divided by theme. Most of our activities and demos are aligned with New York State science standards (the standard supported is noted in *italics* after each description).

**Lunch:** School groups staying from 10:30 until 1:30 are invited to bring bag lunches to eat on campus. **Please bring the lunches in a box that is easy to transport.** We will reserve a classroom or conference room for you to eat in. Weather dependent, you may also choose to eat lunch outside.

**Making a Reservation:** Contact our science outreach coordinator at 315-228-6325 or email vislab@colgate.edu **Include the Vis Lab show you would like to see and the activities/demos you would like to do in your message. Let us know if you would like a room reserved to eat lunch. Also include your first choice date along with one or two alternates.** We will send you a confirmation email and tentative itinerary when your trip has been scheduled.

**Arrival:** The Robert H.N. Ho Science Center is located on Oak Drive. Please have your bus driver drop your group off at the lower side door across from the ALANA Cultural Center. The buses can continue up Oak Drive to park in the large lot just beyond the O’Connor Campus Center. A map of the Colgate University Campus can be found at <http://offices.colgate.edu/campusmap/>

Outreach staff will be waiting to greet your group upon arrival. We will share the schedule for the day and split into groups that will rotate between activities. **Please split your students into two equal-sized groups *before* you arrive on campus.**

**Pre- and Post-Visit Activities:** We are working to develop extension activities that can be used in the classroom before and after your visit to Colgate. Links to the materials will be posted on the activities web page as they become available. We’d appreciate any suggestions or feedback you have.

**Survey:** We ask each of our visiting teachers to fill out a brief evaluation of their outreach experience at the end of the visit. You can fill the survey out while at Colgate, or access the survey questionnaire on our outreach website. Please mail the completed survey to:

Joe Eakin

Colgate Science Outreach Program

Colgate University

13 Oak Drive

Hamilton, NY

13346

We will use the confidential survey to further develop and strengthen our program.

**Thanks again for your interest**

**&**

**Have a fantastic visit!**