

NEM Teacher Responsibilities

Following outlines the responsibilities for teacher participants in National Engineers Month (NEM). When teachers register, they read and acknowledge them prior to filling out the NEM Volunteer Request Form.

The teacher plays a central role in supporting the NEM Guest Volunteer visitation. These responsibilities help create a shared understanding of what teachers are being asked to do. The majority of areas noted come directly from NEM Volunteer suggestions. They are also given a list of responsibilities for their role.

The goal is to make it a positive, enriching experience for everyone involved, and to facilitate a dynamic, real-world learning experience for maximum student impact.

1. COMMUNICATION WITH BEC

1a. Be Prompt and Responsive to BEC

- **Read and respond promptly to emails from BEC about NEM**

The Subject Line will begin with: "**National Engineers Month**"

Teachers that are matched will receive their NEM Volunteer match assignment in January.

2. COMMUNICATION WITH VOLUNTEER

2a. Be Prompt and Responsive to NEM Volunteer

- **Respond within 3 days when contacted by volunteer to schedule visit**

This gives a good impression of you and your school. Be prepared to provide options for visitation dates for flexibility in scheduling.

2b. Support and Guide NEM Volunteer

- **Provide ongoing support to the NEM Volunteer in preparation for and during visit**

The classroom environment is foreign to most of them and they rely on your teaching expertise to appropriately guide them.

2c. Give Needed Instructions

- **Tell NEM Volunteer about your classroom and your students**

It is helpful for them to know what to expect ahead of time. Some volunteers may be able to tailor some aspects of their presentation to your needs but do not expect them to develop a custom presentation.

- **Provide volunteer with check-in instructions**

They need to know in advance if there will be a background check or any other school-related procedure for checking in to the school.

2d. Be Sensitive to Volunteer Time

- **Don't expect NEM Volunteers to do more classes than assigned**

You can sign up for up to 4 classes but may only be matched with 1 or 2 depending on the volunteer pool. Don't expect your assigned volunteer to do additional classes unless you have their prior agreement. Be aware they have competing work demands and priorities.

3. CLASSROOM MANAGEMENT

3a. Prepare Your Classroom

- **Prior to the visit, prepare your classroom**
Let the students know there is an NEM Guest Volunteer presenter coming and set expectations for their behavior in advance.
- **During visit, proactively manage your classroom**
Quickly address any disruptive behavior and encourage active listening and participation. Assist the volunteer in breaking the students up into groups as needed.

3b. Be Active Participant

- **Actively be involved during the presentation**
It is a strong message of support and encouragement for the NEM Volunteer to see you actively engaged. It also sets a good example for the students.
- **Provide needed coaching to prompt student participation**
The volunteer may need your assistance to help get the students involved.

3c. No Substitutes

- **Cancel visit immediately if substitute will be there on the day volunteer is coming**
This has been one of the greatest reported problem areas from NEM Volunteers. It will be up to the volunteer whether they are able to reschedule.

4. POST VISIT ACTIVITIES

4a. Thank NEM Guest Volunteer

- **Thank engineer for coming**
Please thank the NEM Volunteer at the end of the presentation. In addition, a thank you email or handwritten note sent shortly after the visit is highly recommended.
The volunteer is spending considerable time personal and professional to prepare the presentation. A thank you is much appreciated.
- **If possible, have your students write a thank you note**

4b. Provide Feedback

- **Provide brief verbal feedback to NEM Volunteer on their presentation, such as:**
 - Was the information given at the appropriate grade level?
 - Was the presentation effective in engaging the students?
 - What suggestions do you have for improvement?

NEM Volunteers continuously tell us how much they want and value your feedback.

An NEM feedback survey will be sent to you in early March. We hope you will take the time to provide your valuable input on the program.