



CALIFORNIA NATURALIST
DISCOVERY • ACTION • STEWARDSHIP

PARTNER/INSTRUCTOR TRAINING WORKSHOP JUNE 12-13, 2018

Palm Room, Los Angeles County Arboretum & Botanic Garden, 301 North Baldwin Ave, Arcadia, CA 91007

AGENDA

***REFERENCE NOTE ON PREPARING FOR THE WORKSHOP ON PG. 3 OF THE AGENDA**

Noted pg. #s correlate to pg. #s in the Instructor Training Manual

Day 1: 10:00 AM – 5:00 PM

| Start | Topic | Materials |
|-------|---|--|
| 10:00 | Beverages, Snacks & Sign-In | |
| 10:15 | Welcome & Introductions | |
| 10:30 | Program Overview & Administrative Requirements (#7-9) <ul style="list-style-type: none"> ● Program introduction ● Course overview ● Review instructor manual sections | <ul style="list-style-type: none"> ● *HOMEWORK (Recommended): Familiarize with UC California Naturalist handbook ● HOMEWORK: Review instructor training manual ● REFERENCE: Partnership Agreement (Page #85) ● HOMEWORK (HANDOUT): Review ‘Fact Sheet’ ● HOMEWORK (HANDOUT): Review ‘Course Administration Cycle’ |
| 11:00 | Course Elements (#73-79), Course Syllabus (#19-30), Evaluation (#70-71), Appendix 10 (#108) Review and discuss key elements: <ul style="list-style-type: none"> ● Course requirements ● Course syllabus ● Provided materials ● Citizen science project ● iNaturalist project ● Capstone projects ● Optional components ● Evaluation ● County Cooperative Extension | <ul style="list-style-type: none"> ● HOMEWORK (MANUAL): Review course syllabus examples ● HOMEWORK (MANUAL): Review and brainstorm capstone project ideas |
| 11:30 | Instructional Team (#9-10) <ul style="list-style-type: none"> ● Review and discuss instructional teams | <ul style="list-style-type: none"> ● HOMEWORK (WORKSHEET): Review and brainstorm on ‘Instructional Team’ ● WORKSHEET: Instructional Team |
| 12:00 | Financials (#12-14) <ul style="list-style-type: none"> ● Review and discuss the course cost analysis worksheets, course roster, and invoice | <ul style="list-style-type: none"> ● WORKSHEET: Cost Analysis ● HOMEWORK (HANDOUT): Review ‘Course Roster and Invoice Samples’ |

| | | |
|-------|---|--|
| 12:30 | Course Preparation (#11, #31-34) <ul style="list-style-type: none"> Discuss community/audience, registration, applications, accommodations, and pre-course communications | |
| 12:45 | Lunch (provided) & Networking | |
| 1:30 | Lessons Learned from Current Instructor | <ul style="list-style-type: none"> Linda Chilton, Sea Grant Program, USC |
| 2:00 | Outreach & Marketing Support, Volunteer Engagement & Community Building (#101-102) <ul style="list-style-type: none"> Review and discuss outreach, marketing, and engagement plan. | <ul style="list-style-type: none"> HOMEWORK (WEBSITE/MANUAL): Review course webpages on California Naturalist website, which include course flyers, and other promotional materials and activities |
| 2:30 | Course Planning Timeline (#31-34) <ul style="list-style-type: none"> Review and discuss the Course Timeline | <ul style="list-style-type: none"> HOMEWORK (WORKSHEET): Review 'Course Timeline Checklist' |
| 2:45 | Break | |
| 3:00 | Online Tools (#81-84) Review: <ul style="list-style-type: none"> Collaborative Tools (CT) UC Davis Extension Credits Process California Naturalist website Volunteer Portal (VP) | EXERCISES: <ul style="list-style-type: none"> HOMEWORK: Review California Naturalist website CT and VP Overview HANDOUT: UCD Extension Credits Website (Adv. Trainings, Citizen Sci Database, Partner Map, Mapping Tool, Annual Report, Stories) Other UC & ANR Resources |
| 3:20 | iNaturalist & Citizen Science(#76) <ul style="list-style-type: none"> What is and how to use iNaturalist in your class What is and how to choose your class citizen science project Current CalNat citizen science projects with our partners (| <ul style="list-style-type: none"> HOMEWORK (MANUAL): Review iNaturalist project and citizen science project. Brainstorm on projects. HOMEWORK: Download iNaturalist and set up account HANDOUT: iNaturalist: A Field Introduction |
| 3:45 | Citizen Science Project – Guest Speaker CALeDNA <ul style="list-style-type: none"> Rachel Meyer, Executive Director Maura Palacios Mejia UC Conservation Genomics Consortium | <ul style="list-style-type: none"> DISCUSSION/ACTIVITY: CALeDNA http://www.ucedna.com/ |
| 4:30 | Questions & Discussion | |
| 4:45 | Wrap Up / Conclude | |

Day 2 – 8:30AM – 2:00PM

| | |
|-------|---|
| 8:30 | Meet at Palm Room, Recap & Icebreaker |
| 9:00 | Field Activity 1: Arboretum Tour (Frank McDonough, LA Arboretum & Botanic Garden) |
| 10:00 | Break |
| 10:15 | Field Activity 2: <ul style="list-style-type: none"> • Interpretation and Program Accessibility (Toya Jervay, Community Nature Connection) |
| 11:15 | Field Activity 3: <ul style="list-style-type: none"> • Experiential Learning & Nature Journaling (Russ DiFiori, Pasadena City College) |
| 12:15 | Lunch (provided) & Networking |
| 1:00 | Field Activity 4 (Indoor/Outdoor): <ul style="list-style-type: none"> • Citizen Science Demonstration - California Phenology Project • iNaturalist (Sarah Angulo, Community Education Specialist, California Naturalist) |
| 2:00 | Wrap up / Conclude |

PRESENTERS:

- Sabrina Drill, (sldrill@ucanr.edu), Associate Director, UC California Naturalist
- Marisa Rodriguez (myrodrig@ucanr.edu), Community Education Specialist (So. CA), UC California Naturalist
- Sarah Angulo, (sangulo@ucanr.edu), Community Education Specialist (Central CA), UC California Naturalist

***WORKSHOP PREP:**

Each participant will receive the following training materials in advance of the workshop: the instructor training manual, select handouts and worksheets. Please prepare for the workshop by reviewing these materials in advance. They will be provided to participants within several days of registering. View the complete list of prep “homework assignments” (under the materials header on pg 1-2). This will help facilitate the discussions.

Please download the provided materials on your laptop in advance (WiFi is limited in the Palm Room). We will reference them during the training. (We are transitioning away from physical copies of the manual. The manual is updated periodically.) Please let us know if there is information we can help you/your organization find.

Additionally, we recommend participants become familiar with the [UC California Naturalist website](#) the [UC California Naturalist Handbook](#) that serves as the textbook for the program. The Handbook is not included in the workshop cost. [Click here for 30% off.](#)

LOCATION & LOGISTICS:

Palm Room, Los Angeles County Arboretum and Botanic Garden, 301 North Baldwin Ave, Arcadia, CA 91007. [\[Driving Directions\]](#). There is a free parking lot. Proceed to the entrance. Guest services will direct you to the Palm Room. [Arboretum Map: http://calnat.ucanr.edu/files/283320.pdf](http://calnat.ucanr.edu/files/283320.pdf)

WHAT TO BRING:

- Laptop and provided electronic materials downloaded to laptop (Day 1 only)
- Pen/pencil and notebook
- Ice breaker idea
- Dress in layers for variable indoor/outdoor temperatures

- Refillable water bottle and coffee mug
- Sunscreen (End of Day 1, Day 2)
- Hat, sunglasses (End of Day 1, Day 2)
- Walking shoes (End of Day 1, Day 2)
- Recommended: Smart phone with iNaturalist app preloaded (set up an account in advance)

For more information on the workshop, visit the workshop website:

http://calnat.ucanr.edu/Become_a_sponsor_instructor/Partner_Instructor_Workshop_2018_Arcadia/

For any day-of questions, please contact Marisa Rodriguez at 626.238.7628 (work cell).