Welcome to RIT’s Winter Core Training Program!

This information has been gathered to help you prepare for your arrival at RIT and for a successful Core Training class. Please be sure to take time to read everything, and contact us with any questions you have. Information is subject to change, and additional information will be sent separately as our training gets closer.

We look forward to hosting you and promise to provide a high quality experience.

Training Schedule:

Friday, January 20:   Conference Check In; 4 – 6 pm
Dinner and Orientation; 6 – 8 pm

Saturday, January 21 – Saturday, January 28:  Class; 8 – 5 pm

Tuesday, January 24:  Dinner; 5:30 – 7 pm

Saturday, January 29:  Farwell Reception; 6 – 8 pm
Grad Credit Exam; 7 – 8:30 pm

Sunday, January 29:  Class; 8 – Noon
Departure: Noon

Class Information:

<table>
<thead>
<tr>
<th>Class</th>
<th>Master Teachers</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>IED</td>
<td>Gordy DiBattisto and Greg Golding</td>
<td>SLA 2140</td>
</tr>
<tr>
<td>POE</td>
<td>Mike Cronmiller and Dave Marshall</td>
<td>SLA 2140</td>
</tr>
<tr>
<td>DE</td>
<td>George Zion</td>
<td>SLA 2120</td>
</tr>
</tbody>
</table>
Welcome from the NYS Affiliate Director

Dear Project Lead The Way Teachers,

On behalf of Rochester Institute of Technology and Project Lead The Way, let me be the first to welcome you to our 2017 Winter Core Training. We look forward to having you as our guest at training.

You know first-hand just how rewarding it is to work with your students and witness the growth in their proficiency in the world of STEM. We hope you will find that your time spent here enhances your skills in working with your students.

Your class is an intensive learning experience that promotes camaraderie among the participants. The experiences result in the development of a strong network and a valuable teaching support system when you return to your school and your classroom. I urge you to take advantage of this opportunity and build relationships while you are here.

We know you have a long week of training ahead of you, and we know it is probably going to be cold and snowy! If there is anything we can do to help you while you are here or to enhance your learning experience, please let us know.

Sincerely,

George H. Zion
NY Affiliate Director – Project Lead The Way
Professor – Computer Engineering Technology
Core Training Contacts

**Sarah Pillittere:** Associate Director, Operations and Professional Development
scppltw@rit.edu, (585) 475-4744

- Contact Sarah with questions related to Core Training schedule and logistics.

**Deborah Cooper:** Assistant Director, School Relations and Marketing
dacpltw@rit.edu, (585) 475-4609

- Contact Deb with questions related to Core Training Graduate Credit and RIT Undergraduate Credit.

**Colleen Lombardi:** Sr. Staff Assistant
coleen.lombardi@rit.edu, (585) 475-2086

- Contact Colleen with questions relating to your Core Training invoice and payment as well as general questions related to our office.

**George Zion:** Affiliate Director, ghzite@rit.edu
# Training and Campus Information

## Emergency Response

Your safety on campus is our first concern. RIT Public Safety coordinates all actions in an emergency. In the event of any emergency, please evacuate the area before taking any other action.

**Public Safety Contact Information:**
- By phone: (585) 475-3333
- Blue Light Courtesy Phones
- Red Light Emergency Response Phones

## Participant Expectations & RIT Policy and Procedure

All participants are expected to abide by all PLTW General Training Expectations, including attending all classes as scheduled and submitting all assignments appropriately, as well as all of RIT’s Policies and Procedures while on campus, including [Policy C08.2: Code of Conduct for Computer Use](#). Please review this policy as all participants will sign an acknowledgement upon arrival.

## Traveling to Rochester

If you are traveling by plane, arrive at the [Greater Rochester International Airport (ROC)](#). Follow this [link](#) to directions to the hotel. The hotel does have a complimentary airport shuttle upon request.

## Checking In

Hotel check in begins at 3 pm on Friday, January 20.

Conference Check in begins at 4 pm on the same day.

## Housing

All participants and Master Teachers who have housing stay at the [RIT Inn and Conference Center](#).
<table>
<thead>
<tr>
<th>Daily Transportation</th>
<th>Private shuttle service is provided and leaves the hotel at 7:30 a.m. and returns to hotel at 5:30 p.m. It is not necessary to have a car while at RIT; however parking passes can be provided if necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress</td>
<td>Winter in Rochester is usually cold and snowy. Dress in layers, and have appropriate outerwear, you will most likely need it!</td>
</tr>
<tr>
<td>Illness</td>
<td>Should you become ill while at training and are unable to attend class, please notify your Master Teacher and Sarah Pillittere immediately.</td>
</tr>
<tr>
<td>Study and Tutoring</td>
<td>Evening hours are part of the Scope and Sequence of each course. Study rooms are available at the hotel for tutoring and homework.</td>
</tr>
<tr>
<td>Recreational /Fitness Facilities</td>
<td>Participants are able to purchase a short-term membership to the <a href="https://www.ur.rochester.edu/students/andrews/student-life-center">Hale Andrews Student Life Center</a>. Memberships must be purchased during open office hours. The hotel also has a complimentary fitness center and pool.</td>
</tr>
<tr>
<td>Rochester Attractions</td>
<td>If you are not catching up on classwork, explore some of <a href="https://www.rochester.com">Rochester</a>! If there is a specific activity you are looking for, let us know and we will help you find it.</td>
</tr>
<tr>
<td>Departure</td>
<td>Our shuttle will transport you to the Rochester Airport on the last day of class. <em>Departing transportation should be scheduled a minimum of 2.5 hours after your class ends, (noon, 1/29).</em></td>
</tr>
</tbody>
</table>
Laptops and Tablets

Links to the Computer and Tablet Specifications are below. Should you arrive at Core Training without the necessary software installed on your laptop, our Tech Support will complete the installation, however, this will result in an additional fee that you, or your district will be responsible for.

Charges for this service are as follows:
Software Installation: $50

For computer related questions:
• Questions pertaining to the software, software installation or computer specifications, please contact: solutioncenter@pltw.org; 1-877-335-7589  
• Questions regarding the RIT Laptop Prep, please contact: pltwtech@rit.edu

<table>
<thead>
<tr>
<th>Readiness Training</th>
<th>Readiness Training is located in the LMS and needs to be completed before you arrive at Core Training. It includes, a welcome, course specific training and downloading necessary software. Readiness Training is a separate registration, and takes one day to load into your LMS account.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop Prep</td>
<td>Please click the link below and follow all instructions listed. It is important that you perform the Laptop Prep before arriving at Core Training.</td>
</tr>
<tr>
<td>Computer and Tablet Specifications</td>
<td>Please refer to the PLTW Guide for Minimum and Recommended Specifications.</td>
</tr>
</tbody>
</table>
RIT Graduate Credit and Master’s Degree

RIT Offers a graduate credit program for teachers who attend training at RIT upon completion of the additional projects, portfolios or exams required. This winter, courses that are eligible for Graduate Credit are: IED, POE and DE. Participants can earn four semester graduate credits for each course. The tuition for each course is $900.

Teachers who attend PLTW Core Training may also earn a master’s degree through RIT’s School of Individualized Study by applying up to 5 (20 credits) of their PLTW courses, completing two required courses (total of 6 credits) and either taking an additional 9 credits from RIT or transferring those credits from any accredited university to satisfy the 35-credit requirement. These graduate credits can be applied to RIT’s Master of Science in Professional Studies program.

Only the PLTW courses are offered at the $900 per course tuition. Any other RIT courses needed for the degree are charged the current RIT graduate tuition rate.

If you are interested in graduate credit, note the below steps:

- On the first or second day of instruction, the Master Teacher for your course will discuss the specific additional requirements you will have to fulfill for the graduate credit.
- If you wish to proceed with the credit option, you must turn in a Graduate Student Registration Form, along with a $900 check, payable to RIT, to Deborah Cooper in the PLTW office by 4 p.m. the day before the exam is to be given.
- A check or money order is the only accepted means of payment.
- Each course has specific final assessment tools for graduate credit – they are outlined in the graduate credit materials.

Questions:

- Regarding the graduate credit program: Deborah Cooper, dacpltw@rit.edu or 585-475-4609.
- Regarding RIT’s Master’s Degree in Professional Studies: Abby Cantwell in the School of Individualized Study at ambcada@rit.edu or 585-475-7297.
Billing Information

NYS Teachers and/or Districts Eligible for Co-Ser Funding:
Questions: Laurie Streb, Monroe 2-Orleans BOCES
3599 Big Ridge Road, Spencerport, NY 14559
585-352-2773
lstreb@monroe2boces.org
Monroe 2-Orleans BOCES will send you the required forms to secure funding.

NYS Teachers NOT associated with a BOCES and Teachers outside NYS:
Questions: Colleen Lombardi, RIT’s Office of PLTW
137 Lomb Memorial Drive, Rochester, NY 14623
585-475-2086
colleen.lombardi@rit.edu

Details:
• Invoices for training will be issued beginning on November 1.
  o Authorization to Attend form must be signed and submitted immediately
    upon registration, (non-NY schools only)
• Please notify us immediately with specific billing needs.
• Full payment is due prior to arrival at training check-in.
• Payment options include:
  o Purchase Order, check payable to ‘RIT”
  o Credit card payments: https://www.rit.edu/fa/sfs/arpayments
• Additional charges will be applied for software installation, billable to the
  participant or the district, (only applicable to those teachers who arrive at Core
  Training without the necessary software installed on their laptop, as part of the
  Readiness Training.)

PLTW Open Professional Development Program:
• Participant is responsible for full payment of training prior to arrival at training
  check-in.
• Payment options include:
  o Check, or Money Order payable to ‘RIT’ (Cash not accepted.)
  o Credit card payments: https://www.rit.edu/fa/sfs/arpayments
<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Exam 7 pm</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
<td>Dinner 5:30 pm</td>
<td>Class 8 - 5 pm</td>
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<tr>
<td>2</td>
<td>6 pm Grad Ceremony</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
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<tr>
<td>3</td>
<td>Retrieval Reception</td>
<td>Class 8 - 5 pm</td>
<td>Class 8 - 5 pm</td>
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<td>Class 8 - 5 pm</td>
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<td></td>
<td>7 pm</td>
<td>8 pm</td>
<td>9 pm</td>
<td>10 pm</td>
<td>11 pm</td>
<td>12 pm</td>
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**Martin Luther King Jr. Day**

Core Training Calendar

**January 2017**
Campus Map