

The Tau Beta Pi Association: MindSET Program

10-Step Chapter Implementation Process

STEP	Action Item	Contact: Dylan Lane, MindSET Coordinator dylan@tbp.org or (865) 546-4578
1	Assess Chapter commitment to undertake, and continuously support a MindSET K-12 Math & Science Program in your local community;	
2	Establish a chapter implementation team (CIT). The CIT includes: MindSET chair(s), advisor/coach, and other chapter members	
3	Identify the school district with which you will partner on this effort. Note: It is useful, if possible, to seek the assistance of your college's outreach department, to determine existing partnerships.	
4	Work with school district, and your MindSET Coach to identify partner school(s). Contact partner school principal(s) and/or math/science teachers, to provide information about MindSET and Tau Beta Pi. Use opportunity to identify a School District Liaison, if this has not yet been done. Note: Be sure to have a MindSET Advisor, MindSET Coach, or NMC member present.	
5	Collect baseline data, <i>if available</i> , on the partner school(s) or class related to the percent of students on track to complete Algebra 1 by 8 th grade. Information is to be used as baseline. Additional information may be obtained from the school or online.	
6	Working with CIT and partner school math and science teachers, choose a MindSET module from the online module bank, and adapt for physical demonstration of the appropriate math and science concepts being covered in class by the teachers.	
7	Schedule a date for the first MindSET Engineering Lab activity session. Give thought to ideal location, time, and setting. Try and be flexible. Secure volunteers from your chapter, alumni, and other engineering organizations in your college.	
8	Complete a MindSET grant request form and submit to Dylan Lane at TBP HQ. Note: Grant requests must include a list of materials and costs. Grants should be approved and mailed within ten days.	
9	Host a practice MindSET activity session with volunteers. This will minimize mistakes and increase the comfort level with presenting the module.	
10	You did it! Time to host your first activity session. Remember to keep the K-12 students in small groups and have fun! Upon completion, complete the summary document for your MindSET session. Please include the number and grade levels of K-12 students that participated, positive and negative feedback, and plans for the next session.	