

2018 Summer Training Institute Schedule*

June 18-29, 2018

*May be subject to change

Note: Lunch is included for all days class is in session. Breakfast is included with your room if you are staying at the Marriott hotel, but is otherwise not included.

Dinners are all on your own.

Location	Time	Action	Notes
Day 1			
Lobby, Bldg. 11, 4 th floor Sinclair- all engineering. BMS registration at CJ high school Tartan Marketplace, Bldg, 7 Dining Rooms A, B, C	7:30- 8:00AM	Check-in and software review begins. Receive lunch tickets. Lunch provided on all days class is in session.	Arrive prepared! You should have your software already loaded when you arrive. Know your laptop's administrator logon and password!!
	8:00AM- 11:30AM	Classes Begin	
	11:30AM- 12:30PM	Orientation and Lunch- All participants must attend.	Instructor will lock classroom during lunch.
	12:30PM- 5:30PM	Instruction Time	
Tuesday through Friday, Week 1			
Classrooms	8:00-noon	Instruction time	
Tartan Marketplace (Bldg. 7)	Noon-1:00	Eat lunch.	Instructor will lock classroom unless someone is staying behind.
Classrooms	1:00-5:30	Instruction time	
Restaurants	5:30-7:00 pm	Dinner (on your own) – the hotel will provide transportation within a 5 mile radius	See restaurant list www.pltwohio.org
Classrooms	7:00 – 9:00 pm	Extra lab time	Classrooms will remain open as long as your instructor doesn't lock them up or otherwise notify you that they are closed.
FRIDAY	5PM	GTT-DM Certificates awarded	

Monday—Thursday , Week 2			
Bldg 11- Rm 436	8AM	GTT-AR report to class. Registration will take place in class- Room 11-436	
Classrooms	8-Noon	Instruction time	
	Noon-1 pm	Lunch	
Classrooms	1-5:30 pm	Instruction time	
Restaurants	5:30-7 pm	Dinner (on your own)	See map and restaurant list
Classrooms	7-9 pm	Extra lab time	Classrooms will remain open as long as your instructor doesn't lock them up or otherwise notify you that they are closed.
THURSDAY NIGHT, Week 2			
<p>Marriott Hotel- 5:30-7PM MANDATORY FOR ALL ATTENDEES- Ballrooms A, B, Graduation ceremony, class pictures, reception. Food and soft drinks. Alcoholic beverages may be purchased in the bar area and brought to the event.</p>			
Friday, Week 2			
Classrooms	8:00 -11:30am	Instruction time—complete the online evaluations of instruction and the hard copy of the facilities evaluation – REQUIRED.	Final wrap-up. Break down and pack up equipment. <ul style="list-style-type: none"> • Inventory supplies & equipment • Make notes and list for next year's supplies and needs • Restore classroom/lab to original condition. If you will be teaching the same course in the same classroom, just tidy and move stuff to the back of the room.