

Intel® Teach Program

Local Education Agency Guidelines

The Local Education Agency (LEA) applies to participate in the Intel® Teach Program. Training and materials are provided free to LEAs once approved. LEAs are selected to participate based on their strength of commitment to program requirements. LEAs recruit and support Master Teachers and Participant Teachers in their implementation of the program.

LEA primary contact responsibilities

- Ensure that all LEA requirements are met
- Recruit, support, and evaluate classroom teachers to serve as Master Teachers
- Assist Master Teachers with course scheduling, recruitment of Participant Teachers, and technical assistance
- Utilize the Intel Teach password-protected extranet for program reporting and management activities

General LEA Requirements for Participation (all courses)

- In order to be successful in implementing the Intel Teach Program, the LEA's current technology plan, goals, and priorities should align with Intel Teach goals.
- To ensure a positive result for participating teachers, the LEA must commit to maintain program fidelity through use of training agendas and guidelines provided to MTs.
- LEA understands that Master Teachers must attend and fully participate in the required classroom hours of instruction and curriculum review to be certified in a course. MT training materials are provided without charge, however, the LEA must cover any travel-related expenses (if any).
- The LEA will support MTs and PTs, as appropriate. This may include providing substitute time, teacher stipends, professional units, student assistants, or other incentives for participation.
- The LEA must commit to recruit and train a minimum of 10 Participant Teachers for every Master Teacher trained within one year of completing a course for Master Teachers.
- The LEA must commit to provide technical support as necessary for successful program implementation:
 - At the beginning of the course, my LEA must ensure that all teachers have access to an Internet-connected computer with required software installed (see course-specific requirements for technical specifications). This requirement ensures that teachers will be able to complete required activities.
 - By the end of the course, my LEA must ensure that all participating teachers have at least one Internet-connected computer in their classroom for student and teacher use, and ongoing technology support to ensure this equipment remains functional. This requirement ensures that teachers will be able to continue utilizing what they learned through the course in their classrooms.
 - It is recommended that the LEA provide access to a laptop computer for the Master Teacher to assist with implementation of their course for Participant Teachers. The

Master Teacher's computer must have a projection device and presentation software (such as Microsoft PowerPoint 2000* or above), or its viewer, installed.

- Because this program is for teachers who are intermediate computer users, the LEA is responsible for providing basic computer-skills training for teachers who wish to participate but fall below this skill standard.
- The LEA will not impose any charge for course participation. University credit may be offered if registration for credit (and payment of tuition) is optional. Options to purchase local credit may be available in your area. [Click here for information on credit opportunities available*](#).

Course Specific Requirements

<p>Requirements for Participation in the Intel® Teach Essentials Course (only)</p>	<p>The LEA must provide a computer¹ lab with high-performance computers with Internet access for the MT and each PT to be trained. Each computer must have Apple System Software version OS X v. 10.4* or later or Microsoft Windows 2000* or Microsoft Windows XP* installed.</p>
<p>Essentials Course Recommended Software and System Settings: ¹ The Intel Teach Essentials Course uses word processing, spreadsheet, and presentation software. The following software and system settings are recommended for satisfactory participant experience and the performance of Essentials Course resources, such as Help Guide. Variations from the recommended software or settings may offer adequate experience and performance with modifications.</p>	
<p style="text-align: center;">Apple Macintosh*:</p> <p>Operating System:</p> <ul style="list-style-type: none"> • Apple System Software version OS X v.10.4* or later <p>Hardware:</p> <ul style="list-style-type: none"> • PowerPC* based or Intel based Macintosh for each participant • 256 MB or higher of RAM • 100 MB free hard disk space • Audio system with speakers or headphones • CD-ROM drives on all systems or access to a server where CDs can be loaded • Internet access on every system • Access to a printer for course • One computer in the course lab for each Participant Teacher • One computer in the course lab for each Master Teacher • Projection system available for Master Teacher's computer <p>Internet Connection:</p> <ul style="list-style-type: none"> • Cable, DSL, or Satellite connection 	<p style="text-align: center;">Microsoft Windows*</p> <p>Operating System:</p> <ul style="list-style-type: none"> • Microsoft Windows 2000* or XP* <p>Hardware:</p> <ul style="list-style-type: none"> • Intel® Pentium® processor 200 MHz (performance level or better) or compatible processor • 256 MB or higher of RAM • 100 MB free hard disk space • Audio system with speakers or headphones • CD-ROM drives on all systems or access to a server where CDs can be loaded • Internet access on every system • Access to a printer for course • One computer in the course lab for each Participant Teacher • One computer in the course lab for Master Teacher • Projection system available for Master Teacher's computer <p>Internet Connection:</p> <ul style="list-style-type: none"> • Cable, DSL, or Satellite connection

<p>Internet Browser:</p> <ul style="list-style-type: none"> • Mozilla Firefox 1.5 * or later version, OR Microsoft Internet Explorer 5.2.3* or later version, OR Safari* <p>Software Requirements:</p> <ul style="list-style-type: none"> • Word processing software (Microsoft Word 2004 for Mac* or later version, or OpenOffice.org 2.0 Write* or later version) • Spreadsheet software (Microsoft Excel 2004 for Mac* or later version, or OpenOffice.org 2.0 Calc* or later version) • Presentation software (Microsoft PowerPoint 2004 for Mac* or later version, or OpenOffice.org 2.0 Impress* or later version) • Adobe Reader 7.0* or above • Archive or file compression software <p>Plug-ins:</p> <ul style="list-style-type: none"> • Microsoft Media Player 7.1* or later version • <i>Intel® Essentials Online Course only:</i> Adobe Flash Player 7.0* or later version 	<p>Internet Browser:</p> <ul style="list-style-type: none"> • Microsoft Internet Explorer 6.0* or later version OR Mozilla Firefox 1.5* or later version <p>Software Requirements:</p> <ul style="list-style-type: none"> • Word processing software (Microsoft Word 2000* or later version, or OpenOffice.org 2.0 Write or later version) • Spreadsheet software (Microsoft Excel 2000* or later version, or OpenOffice.org 2.0 Calc or later version) • Presentation software (Microsoft PowerPoint 2000* or later version, or OpenOffice.org 2.0 Impress or later version) • Adobe Reader 7.0* or above • Archive or file compression software <p>Plug-ins:</p> <ul style="list-style-type: none"> • Microsoft Media Player 7.1* or later version • <i>Intel® Essentials Online Course only:</i> Adobe Flash Player 7.0* or later version
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<p>Requirements for Participation in the Intel® Teach Thinking with Technology Course (only)</p>	<ul style="list-style-type: none"> • Courses for Master Teachers and Participant Teachers must follow the established Delivery Guidelines. • The LEA must provide a computer lab² with high-performance computers with Internet access for the Master Teacher and each Participant Teacher to be trained. Microsoft Word 2000* or above must be available on all lab computers. All computers must meet the minimum site requirements for using the online thinking tools.
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Thinking with Technology Recommended Software and System Settings:

² The Intel Teach Thinking with Technology Course requires each computer to have an Internet browser, the free plug-in Macromedia Flash Player 7.0* or higher, and Microsoft Office 2000* or above (for Microsoft Windows* systems) or Microsoft Office 2001 for Mac* or above (for Macintosh* systems).

LEA Eligibility

Any public school, district, regional education agency, regional occupational program, or nonprofit, nondiscriminatory, private, parochial school in the United States can apply to participate in the Intel Teach Program. Individual teachers may not apply directly but must be part of an eligible school or district application.

The minimum level of participation for an eligible district or school is one Master Teacher (MT) and 10 Participant Teachers (PTs). For every MT trained, 10 PTs must be trained within one year of completing the course for MTs. If a district or eligible school cannot meet this

View at <http://www.intel.com/education/teach/us>

level of participation, it may form a consortium with other eligible districts or schools to meet the minimum teacher levels. However, one district or school must serve as the lead agency and assume responsibility to ensure that all program requirements are met.

LEAs may apply to participate in one, several, or all of the courses: the Intel® Teach Essentials Course, Intel® Teach Essentials Online Course, the Intel® Teach Thinking with Technology Course, and the Intel® Teach Leadership Forum. Once approved, the LEA may participate in the additional professional development offerings after accepting the program guidelines; additional program applications are not necessary.

LEA Benefits

Intel Teach is a research-proven professional development program that helps educators enhance 21st century teaching and learning through the effective use of technology. In these hands-on courses, teachers learn to develop inquiry-based, technology-enriched projects and unit to enhance student learning, while aligning their curriculum to standards and using tools to assess student work.

- Master Teachers receive 32 to 40 classroom hours of free instruction and curriculum review.
- Participant Teachers receive free instruction (24-40 hours, depending on offering) on effective pedagogical approaches for using technology with students in support of 21st century skills.
- Teachers learn how students and teachers can best use technology to enhance learning through research, communication, and productivity strategies and tools.
- Teachers participate in hands-on learning experiences while creating project and/or unit plans and evaluation tools designed to address state and national academic and technology standards. Teacher-developed plans resulting from these offerings can be put into practice immediately
- Master Teachers receive all necessary curriculum materials free of charge to train each Participant Teacher.
- The LEA may choose to arrange for continuing education credits for both MTs and PTs. [Click here to view information on credit options available to participating teachers*](#).
- The LEA can measure the results of the program through online evaluation tools.
- Teachers are presented with a certificate recognizing their successful completion of each professional development offering.
- SMART Technologies, Inc. (www.smarttech.com*) is a valued supporter of the Intel Teach Program, and donates SMART Interactive Whiteboards at selected training sessions.

Teachers have the opportunity to participate in multiple professional development offerings to continue enhancing their technology integration skills.