



Gizmo-CdA: Guide for Visiting Educators

Thank you for scheduling your field trip at Gizmo-CdA!

Field trips to Gizmo are a one-of-a-kind experience, and we are excited to have you join us! At Gizmo, there is A LOT going on. We have a great collection of talented folks sharing their expertise across a wide variety of tools, techniques, processes, arts and crafts. The unique nature of our space means we have some unique expectations for our visiting educators. We appreciate you reading through this guide, as well as sharing it with any co-educators or chaperones who will be joining in on the fun!

Preparing Students for Your Visit

Our young visitors are typically delighted and intrigued by the creative possibilities at Gizmo. In turn, our staff and community deeply appreciate the perspective and energy that youth bring to the space. That being said, there are a few special considerations when bringing a group of young people into an active makerspace like Gizmo.

Field trips to Gizmo are scheduled during operating hours, when staff or members may be operating our tools. **We appreciate your cooperation in maintaining a safe, respectful work environment for our members by remaining within your group's assigned area and arriving/departing at your scheduled time.** While there will not be active use of tools directly in the area where students are working, young children and/or students with sensory sensitivities may encounter sounds and smells that they find unpleasant or overwhelming. If this is a concern, please contact us so that we can determine the best way to support your students.

Visiting students should be advised that there are many tools and materials at Gizmo that can hurt them if handled improperly, and that they should check with a Gizmo facilitator before touching anything. Students must give the facilitator their full attention and follow all safety rules and precautions, particularly when using powered tools or entering a shop space. Behavior such as running, shouting and roughhousing poses a serious risk to both the individual engaging in the behavior and anyone operating a tool in the vicinity, and may be grounds for removal of the student or group from the space.

Prior to your group's visit, you will be provided with a waiver that should be printed and distributed to students for their parents/guardians to sign. Individual waivers must also be completed by the educator and any attending chaperones or family members. Waivers can

either be scanned and returned digitally or submitted in person **at least two days prior to your visit**. Visitors will not be able to join a tour or participate in programs without a signed waiver.

Group leaders should also provide Gizmo with a **roster of all attending students, teachers and chaperones**.

During Your Visit - Educator Expectations

We have a few requests from our visiting teachers/group leaders so that we can work together to make your experience at Gizmo AMAZING! Please:

- Be present in the activities we're doing together. We ask all adults to support the students as the active participants.
- Model for the students the behavior you expect from them at all times. We need you to help us supervise, and we're confident you can be supportive while learning and having fun, too!
- Allow students opportunities for independent discovery. Refrain from doing anything for the students that they can do for themselves. Instead, use words or questions that challenge or encourage the student to figure out for himself how to solve the problem. We will work together to minimize frustration and make this a positive experience, and sometimes the best learning comes from a big challenge!
- Refrain from interrupting when a child is working as much as possible. If they are working and have found concentration, allow them their space and learning process.
- Encourage the students to advocate for their own ideas. Every idea is important!
- Think ahead of time about the objective of this trip for you and *your* group. Why is it important to you? Specifically:
 - How will students benefit directly from this field trip?
 - How will the experience benefit your curriculum or program goals?
 - How will you measure student learning from the field trip?
- A trip to Gizmo is a treat! The experiences at Gizmo are even better, however, when they are not simply stand-alone activities. Please think through the following:
 - What can you do in your classroom leading up to the field trip?
 - How can your field trip to Gizmo carry back to the classroom afterwards?

Transportation

Gizmo is located in the Hedlund Building on the NIC campus at 283 N Hubbard St. Both the parking lot and makerspace entrance are located on the east side of the building. Permits are required to park in the lot on weekdays while school is in session. A temporary event parking pass will be provided to you via email the week before your visit. Please have each person who will be parking a vehicle on campus print a copy of the pass and display it face up on the dashboard.

If you are traveling by bus, please notify us at the time you schedule your field trip so that we can inform NIC security. If the bus will be parking in the lot, a temporary pass will be provided. Buses may either park across multiple parking spaces or along the curb that borders the grassy area to the left of the building entrance (facing the furthest left bay doors).

Lunch

Due to space/clean-up concerns, we do not allow field trip groups to consume food within Gizmo. Students may eat lunch/snacks *outside* the makerspace, either in NIC common areas in the Hedlund Building, or outside on the lawn when the weather is nice. Student groups should plan to bring lunch as there are no consistent dining options for guests on campus. We are happy to schedule field trip activities around your group's lunch schedule, whether students eat at the beginning, end or part way through the trip. We may ask large groups to stagger lunchtimes to reduce the number of people in the makerspace at any one time.

Questions?

If you have any questions in the time leading up to your visit, please feel free to contact our Program Coordinator Francesca at francesca@gizmo-cda.org or (208) 929-4029.