

Educational Outreach – Workshops for Educators

Overview and Audience:

Part of the mission of the Cohen Institute for Holocaust and Genocide Studies at Keene State College is to equip educators with information, tools, and resources for teaching Holocaust and genocide studies in ways that are aligned with best practices and emerging scholarship in the field. We seek to *empower* educators to adapt these resources creatively to meet their own curricular needs, while also cultivating a professional network to which they can turn when questions or issues do arise.

Our workshops for educators are professional development opportunities designed to enrich content and pedagogical approaches for middle and high school teachers in wide-ranging subjects. These workshops also help teachers in their work to fulfill the New Hampshire mandate for Holocaust and genocide education. We welcome other attendees at workshops as well if space allows, but middle and high school teachers are our primary audience. The atmosphere is meant to be engaging, supportive, and interactive.

Planning for workshops to be held during the academic year typically begins the prior winter/spring. We are able to host workshops in a variety of formats, such as a half-day session offered virtually, a full-day session offered in person, and more. We invite prospective presenters/facilitators from near and far to reach out to discuss possible workshops.

Expectations of the Presenter(s)/Facilitator(s):

- All presenters will need to complete a signed agreement with the Institute before the workshop is confirmed/scheduled. This should be done as early as possible.
- In order for the Institute to advertise the workshop, we will need the presenter(s) to provide a title, description of the workshop, 2-4 learning outcomes, and a short bio.
- Presenter(s) should work closely with the Coordinator of Educational Outreach to craft a schedule for the day's workshop. The final version of the schedule is due no later than two weeks prior to the workshop itself. Typically, workshops include multiple sessions throughout the day as well as time for breakfast and/or lunch, breaks, etc.
- Any slides or materials to be used for the workshop must be sent to the Cohen Institute at least one week in advance of the workshop.
- Presenters are also encouraged to advertise their workshop to their own networks, assuming those networks are aligned with the Institute's target audience for these workshops.

Institute Responsibilities:

The Coordinator of Educational Outreach will be the point person for all workshops.

The Cohen Institute team will:

- Set up and process all paperwork for the workshop as required by the USNH system (i.e., for the payment of stipends if applicable, etc.). Please note that system-wide processes can be slow, and you can check with the Institute's Senior Program Support Assistant about the status of any paperwork if needed.
- Advertise the workshop via our monthly e-newsletter, Educational Outreach listserv, and social media.
- Arrange refreshments and lunch for the workshop participants (if the workshop is held in person).
- Schedule rooms/spaces for the in-person workshop or virtual workshop.
- Manage workshop registration, communications to attendees, and the evaluation of the workshop.

Please address all workshop communications/inquiries to: cohencenter.education@keene.edu