WyoVita (Faculty 180) Tip Sheet

How to Enter Educational Programs and Contacts

(Updated November 2021)

The majority of your work will be reported in Educational Programs and Contact Reporting. Direct teaching AND educational programs in which you helped organize, coordinate or facilitate will also be entered in this section. Clearly describe the program and your role in the Program Description/Educator Role field.

Following is a list of work reported within Educational Programs and Contact Reporting:
- Direct teaching
- Educational events you helped organize or coordinate
- Programs you facilitated
- Individual Contacts (Refer to WyoVita Tip Sheet – Individual Contacts)
- Research (Refer to WyoVita Tip Sheet – Research)
- UW Community Marketing and Recruitment (Refer to WyoVita Tip Sheet – UW Marketing and Recruitment)
- Program Management (Refer to WyoVita Tip Sheet – Program Management)
- Impact Statements (Refer to WyoVita Tip Sheet – Impact Statement/Success Story)

This tip sheet focuses on how to enter direct teaching, organized or coordinated events and facilitated programs. Separate WyoVita Tip Sheets and instructional videos are available for how to report Individual Contacts, Research, UW Community Marketing and Recruitment, Program Management, and Impact Statements.

Reporting Timeframe:

The Reporting Timeframe is a required section. The options for Start Semester are Fall, J-Term, Spring and Summer. The basic timeframe for each semester is listed in the gray box. The options for End Semester are the same, with the additional option of "Ongoing". Please don't select Ongoing.

To capture the calendar year, select J Term for the start semester and Fall for the end semester. Even if programs are ongoing over several years, it is critical to enter the calendar year so that the appropriate reporting period is reflected. In some instances, programs will require two entries, one for each reporting year. For example, a 4-H SPIN club that begins in October 2021 and ends in April 2022 it would be necessary to enter October – December 2021 in that reporting year and January – April in 2022.
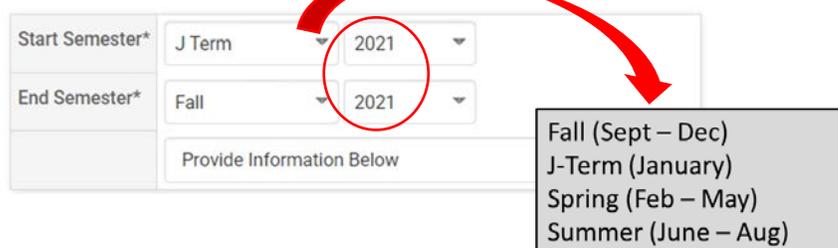
Educational Program Information:

The dropdown menu for programming areas reflect the 2020-24 NIFA Plan of Work. Because of the potential for interdisciplinary work, the programming areas are grouped by types of educational programs rather than initiative team. These programming areas were identified by the UW Extension Initiative Teams. A document describing each programming area is available on the Extension Employee Resources web site.

Select the educational program area from the dropdown menu that <u>best fits</u> your programming.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educational pro dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select "Other Educationa

If the content of the activity you are reporting on is directly related to Covid-19 select "Yes". Sewing masks, resiliency planning, food distribution, would qualify. Select "NO" when reporting activities that do not relate to Covid-19 even if they are delivered through distance learning because o

Programing Area	Health Promotion and Education
Title of Program / Activity	ServSafe (food safety certification pr
Start Date	2021-03-03
End Date	2021-04-29
Contact Location	Niobrara
Number of Programs Taught (Group Setting)	6
Number of Instructional Hours (Individual Consultation and Group Settings)	28
Number of Collaborative Partnerships	1
Is this activity directly related COVID-19?	No
Is this program one you would like to feature in your Impact Statement?	Yes

Consumer Horticulture, Crop Diversity, Livestock Health and Infectious Disease, Maintaining Viable and Progressive Ag-operations;

Civic Health, Community Economic Vitality, Individual and Family Resource Management;

Health Promotion and Education, Healthy Environments;

Access to and Demand on Rangelands, Invasive and Noxious Weeds, General Public Range Education;

Volunteer Support and Engagement and Teen Programming and Engagement

If your program doesn't fit one of the NIFA programming areas, <u>select "Other" and enter the general subject in the text box.</u> If you select "Other", you can SKIP E – Identified NIFA Outcomes because it's not applicable.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educational programs rath dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select "Other Educational Program".

If the content of the activity you are reporting on is directly related to Covid-19 select "Yes". Sewing masks, resiliency planning, food distribution, nutrition/h would qualify. Select "NO" when reporting activities that do not relate to Covid-19 even if they are delivered through distance learning because of the pande

Programing Area	Other	4-H Livestock
Title of Program / Activity	Rate of Gain Clinics	
Start Date	2021-03-05	
End Date	2021-07-02	
Contact Location	Platte	
Number of Programs Taught (Group Setting)	3	
Number of Instructional Hours (Individual Consultation and Group Settings)	6	
Number of Collaborative Partnerships		
Is this activity directly related COVID-19?	Select	
Is this program one you would like to feature in your Impact Statement?	Yes	

Also in this field, enter:
- The Title of the program/activity
- The start and end date
- The contact location
- The number of programs taught in a group setting
- The number of instructional hours in a group setting AND individual consultations
- Number of collaborative partnerships - external partners engaged in helping make the program available
- If you would like to feature this program in your impact statement, select Yes.

B Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program areas are grouped by types of educational programs rath dropdown menu that best fits your programming. If the program does not fit one of the NIFA planned programs, please select "Other Educational Program".

If the content of the activity you are reporting on is directly related to Covid-19 select "Yes". Sewing masks, resiliency planning, food distribution, nutrition/h would qualify. Select "NO" when reporting activities that do not relate to Covid-19 even if they are delivered through distance learning because of the pande

Programing Area	Other ▼	4-H Livestock
Title of Program / Activity	Rate of Gain Clinics	
Start Date	2021-03-05	
End Date	2021-07-02	
Contact Location	Platte ▼	
Number of Programs Taught (Group Setting)	3	
Number of Instructional Hours (Individual Consultation and Group Settings)	6	
Number of Collaborative Partnerships		
Is this activity directly related COVID-19?	Select ▼	
Is this program one you would like to feature in your Impact Statement?	Yes ▼	

Location options include each county, WRIR, state, regional, national or international

Instructional hours means the number of direct teaching hours with clientele, not prep time

Sometimes it makes sense to combine programming and enter it one time. For example, when you teach the same or a similar topic in the SAME county – enter it once.

If you taught the same topic in three different counties, use the clone feature. Complete the entry for one county and clone it for the other two which will allow you to report the correct number of participants for each county.

It also makes sense to combine entries when "Other" is selected in the dropdown menu
- 4-H has a lot of projects that don't fall under the NIFA programming areas and there is no need to report each workshop separately. Rate of Gain clinics is an example – if you taught separate clinics for beef, sheep and swine, select other and enter 4-H livestock, then enter rate of gain clinics in the Title of Program/Activity field and complete the rest of the fields as one entry.
- Expressive Arts would be another example – if you lead a workshop on photography, one on drawing and another on woodworking, you could combine them into one entry, select other and enter Expressive Arts and list the specific projects taught in the program description and enter the number of participants from all three workshops.
- The program details and your role can be described in the program description/educator role field.

More information on when and how to combine entries can be found in the WyoVita Tip Sheet – When to Combine Entries.

When you identify a program to highlight for your impact statement, document the situation or need for the program in this text field. In a few sentences, describe who cares about the issue and why.

In this food safety training example, USDA estimates that foodborne illnesses cost $15.6 billion dollars each year. That's a significant financial impact. The writer goes on to tell us that there are documented cases from food establishments and the likely causes of foodborne illnesses. And education for food service managers and workers can effectively reduce foodborne illness.

Program Description/Educator Role:

Describe Extension's response to the issue. Provide enough description so that the reader knows how the program was conducted. How long was the program? Was it a one time workshop or a series of classes? Who was the target audience? How many participated? Describe special activities or teaching strategies that supported the learning objectives. Was it a community event that you helped plan and coordinate for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Community or Demonstration Garden, etc.)? Also, highlight your role and, if applicable, identify collaborating partners.

Teaching/Program Results:

Document the results of MAJOR programs and teaching efforts – this is a place to share your success in Extension programs. It's most helpful to communicate the VALUE of Extension Programs. Answer the question, "What happened as a result of Extension's efforts?"

Summarize the evaluations so that it's easy for the reader to understand quickly. In this example from the ServSafe class, 12 of 17 individuals passed the standardized test. Notice how the % was included along with the number, that is an important piece to include when reporting results.

In Food Safety Works and the WY Food Safety Fundamentals trainings, 100% of the participants improved their knowledge. Verbal feedback indicated at least one change would be made related to food safety practices. Those behavioral changes are identified in a bulleted list which is very easy to read.

This example also includes feedback about the quality of the program.

If you want to share the complete evaluation, uploaded it as an attachment.

D Teaching/Program Results

Document the results of major programs/teaching efforts. If an evaluation was conducted, describe the evaluation method(s) used to document changes in attitude, knowledge, conducted (immediately after the program or a follow-up evaluation several weeks or months after the program)? What did the participants learn? What did the participants say doing differently? Provide a synopsis of what was learned rather than simply including the raw data/responses.

Teaching/Program Results

Seventeen participants attended the two ServSafe® Manager Certification training classes. Twelve of 17 (82%) individuals passed the standardized test and received national certification provided by the National Restaurant Association Educational Foundation.

All participants enrolled in the Food Safety Works and the Wyoming Food Safety Fundamentals received a food safety manual and a certificate of completion. Through an evaluation, 100% (42) of participants improved their food safety knowledge. A high percentage of participants indicated through verbal feedback that they would make at least one change related to food safety within the four core practices: clean, separate, cook, and chill.

Participants indicated the information easy to understand, the training met their expectations, and they would recommend the training to others.

As a result of Food Safety Training programs, participants:
• wash their hands more often
• separate raw and cooked foods to prevent cross-contamination
• heat and cool foods more safely and
• follow other research-based food safety practices to reduce the risk of foodborne illness

P   161 WORDS

Identified NIFA Outcomes:

Each of the NIFA programming areas has specific outcomes associated with it. IF you selected one of the NIFA programming areas in the Educational Program Information please review the outcomes and determine if you are able to report against any of them.

TIP: Each outcome has the title of the respective programming area in front of it. In the example below you will see the first four begin with Health Promotion and Education, the next three are Healthy Environments, etc. PLEASE NOTE: one Viable and Progressive Ag-operations outcome is separated from the rest and is at the bottom of the list. Unfortunately, WyoVita does not have the capacity for "if - then" situations so the NIFA outcomes appear in a long list. This naming structure is intended to make it easier for you to find the appropriate NIFA related outcomes.

Some of the outcomes ask for things you won't know right away and may need additional follow up several months after the program ends. Refer to WyoVita Tip Sheet – Edit or Clone an Activity for instructions on how to edit an entry.

E Identified NIFA Outcomes (2020-2024)

The following outcomes are associated with the NIFA Planned Programs for Wyoming. Enter the requested numbers as appropriate for your programming efforts.

Health Promotion and Education: # of participants reporting an increase in physical activity and strength training	
Health Promotion and Education: # of participants who report an increase in their intake of fruits, vegetables and whole grains	
Health Promotion and Education: # of participants who report a decrease in foods to limit such as added salt, sugar, and fat	
Health Promotion and Education: # of participants who report following USDA/FDA food safety recommendations	14
Healthy Environments: # of participants exposed to environmental changes	
Healthy Environments: # of community partners adopting recommended physical activity and nutrition practices/guidelines	
Healthy Environments: # of community partners making environmental changes (e.g. walking path, stairway posters)	

Participant Numbers and Demographics:

The number of youth and adult participants is required. Since it's not part of the civil rights demographics, make your best guess. Because it is required you do need to enter a number. For example, if you do not have any adult or any youth participants you will need to enter 0.

The number for gender, ethnicity and race must equal the total number of participants. If participants have not self-disclosed their demographic information, you would enter the number of participants in the "Did Not Respond" line. Refer to WyoVita Tip Sheet – Participant Numbers and Demographics for more information.

If you have indirect contacts that were NOT reported in the UW Extension Educational Materials Developed and Popular Press section under social media, web sites, TV Radio, newspaper, etc. you could report them here. They DO NOT need to be reported in both places.

Use the attachments field to upload documents which reflect your best work. It is not necessary to include everything. Be selective and choose a few outstanding examples you feel best highlight your work. Examples include teaching outlines, evaluations, URL to a recorded workshop, etc.

Save Your Entry: The system does not automatically save your entries. There are several options to save:
- Save and Add Another (returns you to the same section)
- Save and Go Back (returns you to the list of sections)

If you have additional questions about how report educational programs and contacts in WyoVita, please contact Kim Reaman at kreaman@uwyo.edu.