WyoVita (Faculty 180) Tip Sheet

How to Enter Educational Programs (June 2022)

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:
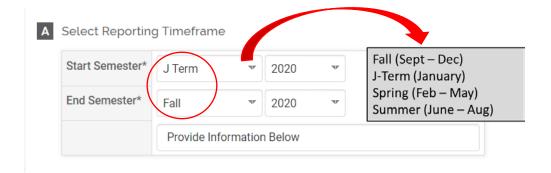
- Direct teaching
- Educational events you helped organize or coordinate
- Programs you facilitated
- Individual Contacts (Refer to WyoVita Tip Sheet – Individual Contacts)
- Impact Statement(s) (Refer to WyoVita Tip Sheet – Impact Statement/Success Story)
- Research (Refer to WyoVita Tip Sheet – Research)
- UW Community Marketing and Recruitment (Refer to WyoVita Tip Sheet – UW Marketing and Recruitment)
- Program Management (Refer to WyoVita Tip Sheet – Program Management)

This tip sheet focuses on how to enter direct teaching, organized or coordinated events and facilitated programs.

Reporting Timeframe:

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 except for the additional option of "Ongoing". To capture the calendar year, select J Term for the start semester and Fall for the end semester. **It is critical to select the appropriate year in which you are reporting, please do not select Ongoing**. Ongoing distorts reports run for a calendar year because those entries appear in 2021, 2022, 2023 and so forth.

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.

Categories specific to 4-H activities have been added to better capture that work. Select the educational program area from the dropdown menu that best fits your programming.

B	Educational Program Information

Educational Program Information: Because of the potential for interdisciplinary work, the program dropdown menu that best fits your programming. If the program does not fit one of the NIFA plan

Programing Area	Health Promotion and Education ▾
Title of Program / Activity	ServSafe (food safety certification program)
Start Date	2020-08-03
End Date	2020-08-04
Contact Location	Niobrara ▾
Number of Programs Taught	1
Number of Instructional Hours	16
Number of Collaborative Partnerships	1

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

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

Health Promotion & Education, Health Environments;

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

Volunteer Support & Engagement, Teen Programming & Engagement
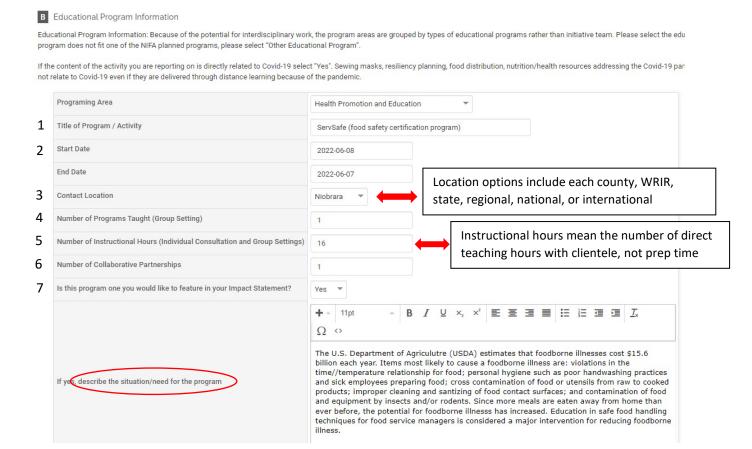
Volunteer Taught or Led Programs

4-H Animal Science, 4-H Expressive Arts, 4-H Healthy Living, 4-H Leadership & Civic Engagement, 4-H Science & Technology, 4-H Natural Resources, 4-H Multiple Project Areas, 4-H Clubs and Member Support, 4-H Community Service, 4-H School Enrichment or Afterschool;

Other

Volunteer Taught or Led Programs is a place to report programs in which the educator has little direct involvement beyond basic support. Examples would be promoting the program or making sure meeting space is available and everything else is volunteer led. Enter programs where the educator has more direct involvement in working with volunteers to provide the program under **Volunteer Support & Engagement**.

4-H Multiple Project Areas would be selected for events such as camp or activity days.

4-H Clubs and Member Support is for record book trainings, new member orientations, achievement programs, club visits, etc.

If your program doesn't fit one of the NIFA programming areas or 4-H categories, <u>select "Other" and enter the general subject in the text box.</u> If you select "Other", you can SKIP E – the identified NIFA Outcomes because it's not applicable. That doesn't mean you should select "Other" for all your programs because that will not be helpful in completing the NIFA annual accomplishment report for UW Extension!

Also in this field, enter:

1. The Title of the program/activity
2. The start and end date
3. The contact location. Location options include each county, WRIR, state, regional, national, or international. For reporting purposes, regional means multiple states, not multiple counties in Wyoming. If your audience is from multiple counties in Wyoming, select state as the location.
4. The number of programs taught (group settings)
5. The number of instructional hours (individual consultations AND group settings)
6. Number of collaborative partnerships - external partners engaged in helping make the program available
7. This is also where you would select the program(s) you want to highlight for your Impact Statement. Selecting YES would indicate this is the program(s) you want highlighted and then complete the text field to describe the situation and need for the program in your impact statement. It is not necessary to select NO for the other programs.

TIP: Sometimes it makes sense to combine programming and enter it one time. Examples include:

1) When you taught the same or a similar topic. If you taught three similar programs in the SAME county – report it once. We will know you taught 3 programs because you entered 3 in the Number of Programs Taught.
2) When you selected "Other" in the dropdown menu. Enter the general subject in the text box, and the specific topic in the Title of Program/Activity field and complete the rest of the fields as one entry. Describe details in Program Description/Educator Role.

TIP: If you taught the <u>same</u> program in three <u>different</u> counties, use the clone feature. Complete the first entry and clone it for the other two entries changing the location and number of participants as necessary. This is important to generate accurate reports by county. Refer to Tip Sheet – Edit or Clone an Activity for instructions.
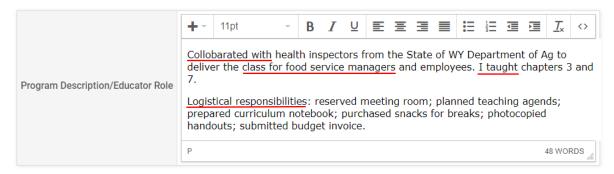
Information on when and how to combine entries can be found in the Tip Sheet – When to Combine Entries.

Program Description/Educator Role:

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? 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.

C Program Description/Educator Role

Program Description/Educator Role: How long was the program? Was it a one time workshop or a series of classes? Describe special activities or that you helped plan and coordinate for the public (Farmer's Market, Resource Fair, Ag & Garden Expo, Field Day, Open House, Jackpot Show, Comi identify collaborating partners.
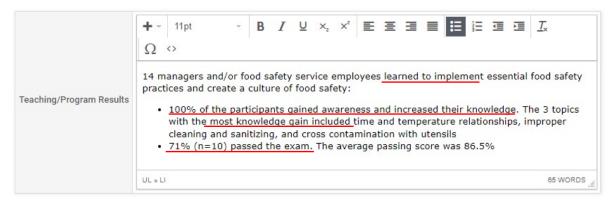
Program Description/Educator Role	Collobarated with health inspectors from the State of WY Department of Ag to deliver the class for food service managers and employees. I taught chapters 3 and 7. Logistical responsibilities: reserved meeting room; planned teaching agends; prepared curriculum notebook; purchased snacks for breaks; photocopied handouts; submitted budget invoice.

Teaching/Program Results:

Document the results of MAJOR programs/teaching efforts – this is a place to share your success in Extension programs. It's the most helpful to communicate the VALUE of our Extension Programs. <u>Summarize the evaluations</u> so that it's easy for the reader to understand quickly. Don't make supervisors and others reading your reports sort through raw data. If you want to share the compiled evaluation uploaded as an attachment but write a summary in this text field.

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 evaluation several weeks or months after the program)? What did the participants learn? What did the participants say they would do differently? What AR

Teaching/Program Results	14 managers and/or food safety service employees learned to implement essential food safety practices and create a culture of food safety: • 100% of the participants gained awareness and increased their knowledge. The 3 topics with the most knowledge gain included time and temperature relationships, improper cleaning and sanitizing, and cross contamination with utensils • 71% (n=10) passed the exam. The average passing score was 86.5%

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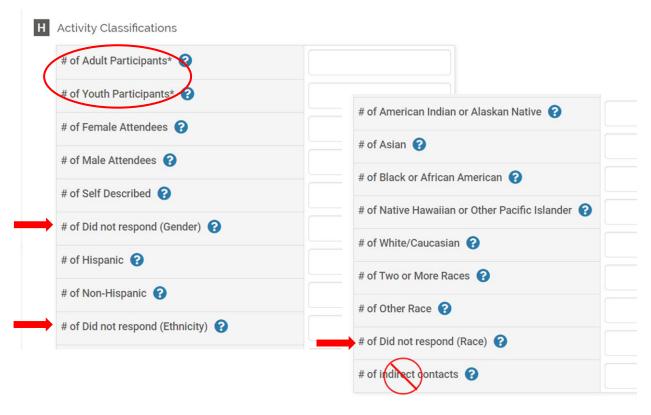
Some of the outcomes ask for things you won't know right away and may need additional follow up several months after the program ends. Refer to WyoVita Tip Sheet – Edit or Clone an Activity for instructions on how to edit an entry.

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.

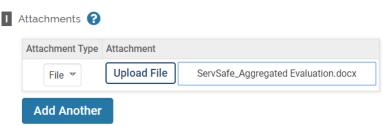|	
Health Promotion and Education: # of participants reporting an increase in physical activity and strength training	
Health Promotion and Education: # of participants who report an increase in their intake of fruits, vegetables and whole grains	
Health Promotion and Education: # of participants who 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.
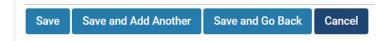

Use the attachments field to upload documents which reflect your best work. It is not necessary to include everything. Be selective and choose a few outstanding examples you feel best highlight your work. Examples include teaching outlines, evaluations, URL to a recorded workshop, etc.

Save Your Entry: The system does not automatically save your entries. Please save often. There are several options to save your entries:
- 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.