Dear educators,

Thank you for scheduling your class to attend our **Day at the Whitney Lab** program, where your students can be a Scientist for the Day!

We have compiled some important information about the program that you and your fellow teachers will find helpful. We recommend reviewing over the details below and watching the suggested videos before visiting the lab with your students.

Check out Whitney’s website [www.whitney.ufl.edu](http://www.whitney.ufl.edu) to find teacher resources, Whitney science videos, and access our new reservation request form.

1.) On the main Whitney website page, at the bottom, you will find a short video highlighting the different types of scientific research currently going on at the Whitney Lab. You can also find other scientific video’s on each individual faculty member’s web pages.

2.) On our K-12 Outreach web page, [https://www.whitney.ufl.edu/education/school-programs](https://www.whitney.ufl.edu/education/school-programs) you will find a short educational video titled ‘Scientist for the Day.’ This video will provide your students with a little bit of knowledge about what they’ll be doing during their fieldtrip here at the lab. We think they will enjoy watching both videos.

Also, on our K-12 Outreach page, under Day at the Whitney Lab Preparation and Resources, you will be able to download the Pre/Post Test, Teacher Resource materials, Post Conclusions, Word Wall, Etc.

The cost for the program is **$9.00** per student; Teachers and Chaperones may still accompany the students at no cost. **Checks should be made payable to: The University of Florida.** If you wish to pay by credit card please contact our admin office between 10:00am – 2:00pm, Monday – Friday.

Approximately one month before your scheduled date, you will receive an email confirming number of students attending, an invoice to you and your bookkeeper will follow.

Please note when wishing to schedule the Day at the Whitney Lab, our program hours are from 10:00am-1:00pm, Tuesday’s, Wednesday’s, and Thursday’s, September - May. Busses should plan on arriving at the lab between 10:00 am & 10:30 am to complete the program in time.
Here are a few requests we have to make the program go smoothly!

**Before arriving:**

- Take the time to give your students our pre-test, and then the post-test after returning. Please give class average for both tests to Brenda@whitney.ufl.edu

- Divide students into three groups; groups will rotate through our three different stations approximately every 30 minutes. There will be a short lunch break after two thirty minute sessions. Please have your students bring a sack lunch or snack for the break. We do not have food available for purchase. We do have indoor/outdoor seating available.

- If time permits, we recommend you let your students visit our shallow marine fish pond.

- Have name tags on students’ shirts so that we may address them in a proper manner.

- Let us know how many students you have in your class so that we can set up the proper amount of supplies and educators for your class. Please notify Madison.skidmore@whitney.ufl.edu for any changes to your number of students attending.

- Let us know if you have any students that require special accommodations.

- If parents will be accompanying students, please explain to them that they should be silent observers. In our experience, parents sometimes act and speak for their children, easily dominating the lesson. We are more than happy to have chaperones observe the activities, but the focus of our program is the students.

- Cell phones – chaperones must leave room to talk/text/play games on any electronic device

- Cameras – pictures may be taken during the program, but close-ups must wait until the end of each station. This rule applies to students, chaperones, and teachers.

The Whitney Docents and I look forward to working with you on your visit. Please contact me if you have any questions.

Thank you,

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