

Planning Meeting for SAFA Spring 2013

AGENDA

1. *Brief* check-in about Fall 2012
2. Spring course details (Name, number, days, time)
3. Spring course design
 - a. Goals and assignment design
 - b. Research needed?
 - c. Document selection

 - d. Schedule spring course visits

 - e. Class visit agendas
 - i. Introduction needed?
 - ii. Context provided?
 - iii. Activity design (stations, rotating, groups, facilitation, etc.)
 - iv. Wrap-up activities?
4. Reminder of policies
 - a. Email safa@brooklynhistory.org
 - b. No latecomers
 - c. Coming back: independent student research?
5. Remaining Spring 2012 TO DOs:

6. SAFA Website
7. Other dissemination updates/ideas?
8. Summer Institute dates

SAFA CLASS VISIT PROCEDURES

BEFORE SPRING SEMESTER

- Complete any additional archival research
- Discuss agenda for each class visit with SAFA staff
- Schedule class visits

THREE WEEKS BEFORE CLASS VISIT: Professor submits call slips and agenda

1. Professor completes SAFA Class Visit - Online Call Slips at <http://safa.brooklynhistory.org/online-call-slip/>
2. Professor emails **safa@brooklynhistory.org** with agenda and objectives.
 - a. Agenda includes:
 - i. time breakdowns
 - ii. groupings and stations
 - iii. role of SAFA staff during visit
 - b. Class visits objectives should be concrete and measurable

We will send a reminder four weeks before your class visit. If we do not receive the above three weeks before a class visit, **the visit will be cancelled and will not be rescheduled.**

ONE WEEK BEFORE VISIT: SAFA staff posts citations and rights information on class blog

For consistency and accuracy, you and your students should use the citations we provide.

DAY BEFORE CLASS VISIT: Professor emails class handouts to SAFA staff

FOR EACH CLASS VISIT, SAFA STAFF WILL PROVIDE

1. Individual citations to accompany all documents
2. Tailored group / station layout
3. Information on all rights restrictions / permissions, so students and professors will know whether photographs can be published or not

ARRIVING AT BHS

1. Professors need to accompany all classes.
2. SAFA staff will meet the class at the door. **No latecomers.**
3. Please do not let others into the building during closed hours.

STUDENTS COMING BACK

Decide whether to plan for independent research period before the semester starts