



Instructional Workshop Review Procedures

Workshop instructors who want their workshops added to the List of Approved Workshops should follow the procedures outlined below:

- Instructors submitting workshops for approval must indicate that their workshop meets the Instructional Workshop Criteria by completing the Instructional Workshop Review Form. Both the form and criteria may be obtained on-line at www.meea.org/certification.html or by contacting the Certification Program Coordinator.
- The instructor must submit the following for a workshop to be approved:
 1. Instructional Workshop Review Form (see checklist)
 2. One-page summary including:
 - a. objectives of workshop
 - b. intended audience
 - c. course description
 3. Workshop agenda
 4. List of materials and hand outs
 5. Detailed description, if not already included or clearly stated in the above materials, of how the workshop supports the definition of Environmental Education and how it incorporates the four broad strands proposed by the North American Association for Environmental Education (NAAEE) in “Excellence in EE - Guidelines for Learning”
- Workshops may be submitted throughout the year for approval, but will be reviewed by an Advisory Board on a quarterly basis. Please be sure to submit your workshop well in advance to be sure it is approved prior to your workshop start date. The review packet will be kept on file with the Certification Program Coordinator.
- The list of approved workshops will be updated on MEEA’s Online EE Database (www.meea.org/database.html) within two weeks of Advisory Board approval. In addition, new workshops will be announced in MEEA’s newsletter and list-serve.

Submit instructional workshop review packets to:

MEEA Certification Program Coordinator
Missouri Environmental Education Association
PO Box 104505
Jefferson City, MO 65110-4505



Instructional Workshop Criteria

The following criteria must be met for an instructional workshop to be eligible for Category I of the Missouri Environmental Education Association Certification Program. Workshops submitted for consideration must be approved by the Certification Review Advisory Board before inclusion in the list of approved workshops.

- I. Enumerate clear objectives that support the definition of environmental education and meet environmental education objectives.
 - A. Incorporate the concepts of the definition of environmental education:
Environmental education is an active process that increases awareness, knowledge and skills that result in understanding, commitment, informed decisions and constructive action to ensure stewardship of all interdependent parts of the earth's environment.
 - B. Include in each workshop the following four (4) broad strands proposed by the North American Association for Environmental Education (NAAEE) in "Excellence in EE – Guidelines for Learning" (1999). A more detailed description of these strands may be found on NAAEE's website at www.naaee.org (click on "EE Guidelines").
 - Questioning and Analysis Skills
 - Knowledge of Environmental Processes and Systems
 - Skills for Understanding and Addressing Environmental Issues
 - Personal and Civic Responsibility
- II. The workshop should include at least three activities that support the definition of environmental education and accomplish the following:
 - A. Emphasize interactive, hands-on activities
 - B. Indicate developmental/age appropriateness of activity
 - C. State behavioral objectives (what the student will do)
 - D. Include environmental education skills/topic areas to be practiced
 - E. Utilize an integrated/multidisciplinary approach to activities
 - F. Provide for varied learning styles – verbal, kinesthetic, written, creative art/dance
 - G. Include clearly written directions for activities
 - H. Provide student worksheets or information sheets, and assessment strategies as appropriate.
- III. Furnish background information for the workshop participant. This information should clearly support the workshop objectives and can be in the form of articles, information sheets, brochures, abstracts, textbooks, etc.
- IV. Supply Reference or Resource list(s) for workshop participants.
- V. Incorporate a glossary of important words or terms to be used in the workshop where appropriate.
- VI. Include evaluation methods instructor uses to determine whether participants achieved the stated objectives (written, oral, behavioral, etc.).
- VII. Specify evaluation methods workshop participants will use to determine the effectiveness of the workshop training.



Instructional Workshop Review Form

Workshop Title: _____

Instructor(s): _____

Please check boxes below to indicate the criteria this workshop addresses:

- Enumerates clear objectives that support the definition of environmental education and meets environmental education objectives.
 - Incorporates the concepts of the definition of environmental education.
 - Includes the following four (4) broad strands proposed by the North American Association for Environmental Education in "Excellence in EE – Guidelines for Learning."
 - Questioning and Analysis Skills
 - Knowledge of Environmental Processes and Systems
 - Skills for Understanding and Addressing Environmental Issues
 - Personal and Civic Responsibility

- The workshop includes at least three activities that support the definition of environmental education and accomplish the following:
 - A. Emphasizes interactive, hands-on activities
 - B. Indicates developmental/age appropriateness of activity
 - C. States behavioral objectives (what the student will do)
 - D. Includes environmental education skills/topic areas to be practiced
 - E. Utilizes an integrated/multidisciplinary approach to activities
 - F. Provides for varied learning styles – verbal, kinesthetic, written, creative art/dance
 - G. Includes clearly written directions for activities
 - H. Provides student worksheets or information sheets, and assessment strategies as appropriate.

- Furnishes background information for the workshop participant.

- Supplies Reference or Resource list(s) for workshop participants.

- Incorporates a glossary of important words or terms to be used in the workshop where appropriate.

- Includes evaluation methods instructor uses to determine whether participants achieved the stated objectives (written, oral, behavioral, etc.).

- Specifies evaluation methods participants will use to determine the effectiveness of the workshop training.

For Office Use Only

Date submitted: _____

Date approved: _____

Date posted on web page: _____