STEM Supervisor - *To Do List*

Column 1 (Program Start):

1. Provide Tax ID# to Site Administrator
2. Register for ION's Learning Academy
3. Enroll in "STEM Supervisor Training (TMC Works)" on the Learning Academy
4. Fill out TMC Works Participant Registration Form (Step 1 of "STEM Supervisor Training")
5. Complete the first 8 steps of online training
6. Attend 4-hour in-person training with ION
7. Lead 3-hour live training with STEM Ambassadors within the first few weeks

Column 2 (Cohort Duration):

1. Coordinate, mentor and coach STEM Ambassadors
2. Supervise and assist with STEM activity sessions
3. Submit TMC User Reports for all STEM activities (from you and your STEM Ambassadors)
4. Buy STEM materials for Ambassadors and submit receipts to Site Administrator
5. Complete and document 20 total training hours, including in-person and non-Learning Academy trainings. Ensure Ambassadors do the same.
6. Complete 80 placement hours.

Column 3 (End of Cohort):

1. Finish submitting user reports
2. Document all training
3. Complete end-of-program survey
4. Receive stipend

All resources linked at https://idahooutofschool.org/tmc-works/

PROGRAM START → **COHORT DURATION** → **END OF COHORT**

COHORT

Cohort	Start	Duration	End
Summer 2024	6/15	June - August	8/31/24
Fall 2024	9/1	September - December	12/25/24
Spring 2025	1/1	January - May	5/31/25
Summer 2025	5/15	May - August	8/25/25
Fall 2025	9/1	September - December	12/25/25