



Coordinator Learning Lab

What is it?

The Coordinator Learning Lab is a cohort-based professional development program for the GEAR UP community. It offers a place for coordinators to come together and explore common challenges facing GEAR UP professionals.

Participants build on their knowledge base as they interact with other members of the cohort and learn from online courses and guest speakers. It's an excellent way to introduce new staff to the GEAR UP field!

LEARNING LAB GOALS

- Build a national network to aid participants' professional growth by engaging with a cohort of peers.
- Gain knowledge, skills, and tools that empower participants to serve as a resource at their institution.
- Establish a personalized learning strategy and outline a plan to meet a self-identified goal.

Who is it for?

The Coordinator Learning Lab is best suited for individuals who:

- Lead programs at school sites, including:
 - Developing and/or implementing programs
 - Providing direct services to students and/or families
 - Organizing school, regional or statewide events
- Have served in a coordinator role for 0-3 years
- Have the support of their supervisor

SPRING 2024 DATES & COST

April 1 - June 7

\$1,000 - NCCEP members
\$4,400 - non-members

Program Features & Requirements



The Coordinator Learning Lab is a 10-week program that balances self-directed learning and reflection with opportunities to work as a group to learn about and discuss common challenges and issues facing GEAR UP professionals today. Participants should plan to dedicate approximately 2 hours per week throughout the Learning Lab.



LEARNING PLAN

Identify a goal and a series of objectives to monitor progress throughout the Learning Lab. This is a cumulative project that serves as a guiding self-reflection tool throughout the experience.



STUDY LAB COURSES

Choose and complete virtual, self-paced courses that align with the goal set forth in the Learning Plan. Participants will have opportunities to share what they're learning with others in the cohort.



VIRTUAL SESSIONS

Join engaging virtual meetings hosted by NCCEP. Each call features guest speakers on important and timely topics with opportunities to discuss and strategize with peers.

To receive a Certificate of Completion, participants must:

- Submit a Learning Plan.
- Complete and pass assessments for at least two Study Lab courses.
- Participate in five of six required virtual sessions.
- Complete a Culmination Project reflecting on the Coordinator Learning Lab experience.

If a participant is unable to fulfill all of the program requirements, they will receive a Certificate of Participation.

Calendar and Deadlines

Virtual sessions are 60 minutes long and take place on Thursdays at 2:00 pm ET via Zoom.

Spring 2024 Dates	Tasks
Week 1 April 1-5	MEETING #1: 4/4, 2 pm ET - <i>Rising to the Challenge</i>
Week 2 April 8-12	MEETING #2: 4/11, 2 pm ET - <i>A Coordinator's Role in Equity and Access</i>
Week 3 April 15-19	DUE 4/18: Learning Plan & Study Lab course selection
Week 4 April 22–26	MEETING #3: 4/25, 2 pm ET - <i>Tackling Barriers to Student Engagement</i>
Week 5 April 29-May 3	MEETING #4: 5/2, 2 pm ET (optional) - <i>Peer Discussion</i>
Week 6 May 6–May 10	MEETING #5: 5/9, 2 pm ET - <i>Securing Buy-In from Schools and Systems</i>
Week 7 May 13-17	Work on Study Lab courses & Learning Plan objectives
Week 8 May 17–24	MEETING #6: 5/23, 2 pm ET - <i>Effectively Engaging Families</i>
Week 9 May 27-31	DUE 5/30: Culmination Project
Week 10 June 3-7	MEETING #7: 6/4, 2pm ET - <i>Reflection & Celebration</i> DUE 6/7: Complete two Study Lab courses

Schedule of topics subject to change.



Program Foundation

Helping GEAR UP Excel

Our national strategy includes equipping GEAR UP professionals with the skills and knowledge necessary to maximize their programmatic impact. The Coordinator Learning Lab covers several key competencies that all GEAR UP professionals need to know, with the option to address all of them through individual Study Lab coursework. Therefore, this program lays a strong foundation especially beneficial for those new to GEAR UP.

College knowledge & readiness	Grant administration & management
Communications & advocacy	Professional skills
Data, research & evaluation	Program planning & strategy
Family engagement	Student support

Questions?

We would love to hear from you and help you figure out if this is a good fit.

Contact Lauren Foley, Associate Director of Professional Development,
lauren_foley@edpartnerships.org

How to Apply

Apply by March 15, 2024 at
edpartnerships.org/learning-labs

Please note that supervisor approval is required for participation.