



## UEN GIS Training and Support

GIS stands for “Geographical Information Systems”, and the Arc View software enables one to build complex maps with many types of data. This software/technology can be applied in almost any curriculum area, and lesson plans that correlate to Utah Core Standards for several subject areas are provided as part of UEN’s 2-day training. In addition, a lesson specifically exploring GIS is part of the TLC core curriculum.

The Utah State Office of Education received a very generous grant of Arc View software developed by ESRI. USOE paid a relatively small license fee, and ESRI agreed to allow the software to be installed on any school computer in the state. However, ESRI specified that no teacher or school receive the software until they received training.

This grant opportunity was brought about through a partnership among interested educators and geographic professionals in the state. Don Cressall of Davis District maintains a website for the coalition, and data, lesson plans and support including professional mentor contact information, may be found at:  
<http://www.edtechsupport.net/GIS/index.htm>

UEN Professional Development provides a trainer as a resource for the state to provide training and supply materials for Arc View. **To arrange dates for training, or to arrange for support for a session without a UEN trainer, contact the UEN Professional Development Manager (Victoria Rasmussen).**

1705 E. Campus Center Dr. MBH 205 Salt Lake City, UT 84112	Phone 801-581-7862 Toll free 800-866-5852	Email <a href="mailto:vrasmussen@uen.org">vrasmussen@uen.org</a> Fax 801-585-9040
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After confirming with the manager that your requested dates are available, please complete either the Training Partnership Memo or the Training Support Memo (attached) and return them to UEN Professional Development.

Due to the nature of the Arc View GIS software, which requires large-sized data sets to be installed separately from the mapping software and appropriately configured, it is important to involve the person who maintains the lab where training will take place. Without their support, the training cannot succeed. UEN trainers cannot be responsible for installing and configuring the software prior to training. Before offering this training in your area, consider also the support available to participants after they attend the training.



*Professional Development*

**GIS Training  
Training Partnership Memo**

- UEN instructor teaches or co-teaches the two-day (14 hour) class at your site.
- The UEN instructor provides all materials and credit request forms.
- The UEN instructor evaluates participant assignments and submits information to Southern Utah University or the Utah State Office of Education for credit processing.

Upon verifying a date, please provide the following information two weeks or more in advance of the training date.

Your contact information	Technical contact information
Name: Telephone: Email: Requestor only or Co-trainer?	Name: Telephone: Email: Title:
Other contact information (optional)	Other contact information (optional)
Name: Telephone: Email: Title:	Name: Telephone: Email: Title:

Days and dates of training: \_\_\_\_\_

Starting and ending times for training: \_\_\_\_\_

Location/address of training: \_\_\_\_\_

Driving or parking directions: \_\_\_\_\_

Estimated number of participants (for ordering materials): \_\_\_\_\_

**Checklist to be completed and signed off prior to training:**

- Verify that ArcView software and initial data sets are installed and functional at the training facility.
- Certify that the necessary technical support personnel are aware of, approve of, and available (on-call) for technical support during the training.
- Recruit a minimum of five participants.
- Recommend at least two people from a school attend together. Two from a school must attend in order to receive free software.

Signature of Requestor: \_\_\_\_\_

Signature of Technical Support (if different): \_\_\_\_\_



*Professional Development*

**GIS Training  
Training Support Memo**

- Requestor provides instructor and facility independently.
- Requestor desires materials and credit to be provided through UEN.
- UEN provides our Credit Request Form to be copied and distributed to participants.
- After reviewing the participants' assignments, all Credit Request Forms are returned to UEN Professional Development in a single batch to be processed for SUU or USOE credit.

UEN must receive the information below NO LESS than three weeks prior to the training.

Requestor contact information	Instructor contact information (if different)
Name: Telephone: Email: Title:	Name: Telephone: Email: Title:

Days and Dates of Training: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Address for shipping materials such as manuals, posters, CD-ROMs:

\_\_\_\_\_  
\_\_\_\_\_

**Checklist to be completed and signed off prior to training:**

- Requestor certifies that the necessary technical support personnel are aware of, approve of, and are available to install and support the use of ArcView software.
- Requestor certifies that the 14-hour course and approximately 4 hours of work outside of class will be presented and completed in a manner consistent with the GIS class syllabus pre-approved for credit by USOE and SUU.
- Instructor receives Credit Request Form for copying (may be sent electronically).
- Instructor agrees to evaluate assignments and approve credit only for those who have met the assignment requirements as specified in the UEN GIS class syllabus.

Signature of Requestor: \_\_\_\_\_

Signature of Instructor (if different): \_\_\_\_\_

**Checklist of items to be completed after the training:**

- Instructor signs and forwards Credit Request Forms to UEN Professional Development within thirty days of the last day of class.
- UEN responds to Requestor and Instructor to verify receipt and processing of credit.