

**Implementation Guidelines for
Project Lead The Way
Biomedical Sciences, Engineering, Gateway To Technology, or Launch Programs**

Please use the following guidelines to help determine readiness for implementing a Project Lead The Way program in:

- Biomedical Sciences (high school),
- Engineering (high school),
- Gateway To Technology (middle school), or
- Launch (elementary school).

1. Capable and Interested Teacher

- a. Understands the PLTW program (Biomedical Sciences, Engineering, Gateway To Technology, or Launch) and is interested in teaching the PLTW curriculum;
- b. Has excellent knowledge of STEM (Science, Technology, Engineering, and Mathematics). Please note for the high school program, there are specific degree and laboratory requirements;
- c. Has a good understanding of interdisciplinary instruction and can apply it in a STEM environment;
- d. Is able to successfully participate in the required PLTW summer professional development at the University of Maryland, Baltimore County (UMBC) or at Stevenson University; and
- e. Serves on the school's or school system's PLTW Program Advisory Committee.

2. School Counselor

- a. Attends Maryland's PLTW Counselor's Conference;
- b. Monitors student progress;
- c. Communicates and works with counselors from feeder schools with PLTW programs to ensure communication about the program is consistent; and
- d. Communicates the benefits of the program to both students and parents.

3. Classroom/Computer Lab

- a. Can adequately accommodate a minimum of 20 students at a given time;
- b. Has 20 computers that meet the PLTW specifications and are available for student use; and
- c. Has classroom seating as well as space for production and fabrication.

4. School Administrators

- a. Ensures that equipment, materials, supplies and software are ordered in a timely manner so there will be no delays in instruction;
- b. Schedules courses to allow for maximum participation in the program;
- c. Participates on the PLTW Program Advisory Committee; and
- d. Works with central office to maintain the software lease agreement.

5. Central Office Administrators

- a. Assists school staff with the PLTW online registration process;
- b. Ensure teachers are registered for the required training at UMBC or Stevenson University;
- c. Ensures purchase orders are processed expeditiously so teachers will have a laptop that meets the PLTW specifications for the trainings;
- d. Ensures purchase orders are processed expeditiously so schools will have the equipment, materials, supplies and software necessary to implement the PLTW program curriculum prior to the start of the school year; and
- e. Identifies an administrator (school- or central office-based) who will roster students in the high school programs so that the students can access the end-of-course assessments.