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| **#** | **TASK** | **RELEVANT DROPBOX FILE** | **COMMENTS** | **COMPLETED** |
| 1 | **CONTACT A LOCAL COLLEGE OR UNIVERSITY—INCLUDING COMMUNITY COLLEGES** | NASP Exposure Project Undergraduate Letter | In addition to the career services center, the following department chairs may be helpful as points of contact: Psychology, Education, Human Development, and/or African Studies. Additionally, it is ideal, but not recommended, that presenters (e.g., faculty, practitioners, graduate students) already have a working relationship or familiarity with the college or university (e.g., former student), which could increase its likelihood of agreeing to the presentation(s). |  |
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| 2 | **AFTER HEARING FROM THE COLLEGE OR UNIVERSITY, IF NECESSARY, OFFER TO HAVE A SHORT MEETING OR CALL TO EXPLAIN THE EXPOSURE PROJECT** |  | You are supporting a NASP initiative to expose undergraduates to the field of school psychology. Relatedly, larger goals include diversifying the field and addressing significant shortages in school psychology. |  |
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| 3 | **WORK WITH THE NECESSARY PARTIES TO DETERMINE THE BEST WAY(S) TO OFFER THE PRESENTATIONS** | NASP Exposure Project Undergraduate Presentation | The PowerPoint presentation should last between 30 and 45 minutes. If classes are not possible/feasible, psychology clubs or the career services center may be acceptable alternatives for offering the presentations. |  |
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| 4 | **SCHEDULE THE PRESENTATION(S)** | NASP Exposure Project Undergraduate PresentationResources | Following the presentation, answer student questions. Also, provide your contact information and leave NASP pamphlets/information about school psychology with the students. |  |
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| 5 | **STUDENT QR CODE** | NASP Exposure Project Undergraduate Presentation | **Allow students to use their smartphones or tablets to access the QR code on slide #27. The QR code takes them to a Google Form. It is very important that all undergraduates complete the short Google Form at the end of the presentation. Note: Students may have to download a free QR Code Reader from the App Store or Google Play.** |  |
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| 6 | **PRESENTER DATA** | <https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link> | **This is very important to track the number of schools, states, presentations, and students reached by this presentation.** |  |
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| 7 | **SUBMIT THE DATA TRACKING SHEET** | [NASP Exposure Project Data Tracking Sheet](https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link) | Presenters should complete [this form](https://docs.google.com/forms/d/e/1FAIpQLSd8Mu0Z6--EzLjtZFx5CRhCpH2tNqlOtLPoJjbE_GhQymvg0w/viewform?usp=sf_link) within 24 hours of each presentation. |  |
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| 8 | **SHARE, SHARE, SHARE!** |  | As you complete your presentations, please tag me (Charles Barrett) and NASP (@CAB5397 and @nasponline) on all social media outlets (e.g., Facebook, Twitter, and Instagram) using the following hashtags: #NASPExposureProject #NASPEP #NASPAdvocates #DiversityMatters #RepresentationMatters #SP4SJ. |  |