

Tentative AI Academy Program Schedule

Day 1 — Building & Delivering AI-Enhanced Instruction

Time	Session
7:00–8:00 AM	Hotel Breakfast / Arrival - Breakfast available for hotel guests. Academy check-in and informal networking.
8:00–8:15 AM	Welcome & Academy Kickoff - Welcome, academy goals, overview of the two-day experience, logistics, and expectations for the final products participants will develop.
8:15–9:45 AM	Module 1: AI for Instructional Design — Knowledge Drop - Prompt engineering; backwards design and unit architecture; standards alignment; performance-based tasks and simulations; scaffolding and differentiation.
9:45–10:00 AM	Break
10:00 AM–12:00 PM	Module 1 Lab: The Build - Participants audit an existing unit, revise the unit architecture, generate an industry-grade case study, and develop a standards-aligned performance task or simulation. Includes peer review.
12:00–1:00 PM	Lunch – Included with registration
1:00–2:00 PM	Module 2: AI for Classroom Instruction Delivery — Knowledge Drop - NotebookLM and source-grounded learning; classroom-specific chatbots and guardrails; live feedback and remediation; professional persona simulations.
2:00–3:30 PM	Module 2 Lab: The Interaction Lab - Participants identify a classroom “sticky moment” and develop a NotebookLM hub or guardrail tutor, create a professional AI persona, and stress-test the interaction.
3:30–3:45 PM	Break
3:45–4:30 PM	AI Playground & Troubleshooting Lab - Guided time to revisit something created during Modules 1–2, experiment with tools, troubleshoot prompts, or get facilitator assistance. This also gives faster participants room to explore without rushing those who need additional build time.
4:30–5:00 PM	Day 1 Share-Out & Reflection - Participants share discoveries, successful prompts, unexpected AI behavior, and one classroom application they intend to test. Preview Day 2.
Evening	Drury Evening Kickback - Informal networking opportunity. Refreshments available through the hotel; drink tickets are available only to registered hotel guests.

Day 2 — Working Smarter & Using AI Responsibly

Time	Session
7:00–8:00 AM	Hotel Breakfast - Breakfast available for hotel guests.
8:00–8:15 AM	Day 2 Welcome & Reconnect - Quick reflection from Day 1 and transition from classroom-facing AI to professional workflow applications.
8:15–9:15 AM	Module 3: AI for Administrative Use — Knowledge Drop - High-volume communication; tone and persona matching; document synthesis; action-item extraction; recommendation letters; substitute plans; professional writing and recurring workflows.
9:15–9:30 AM	Break
9:30–11:00 AM	Module 3 Lab: The SOP Build - Participants conduct a “time-suck audit,” build reusable master prompts, document an AI workflow/SOP, and peer-test prompts.
11:00 AM–12:00 PM	Module 4: AI & Ethical Considerations — Knowledge Drop - Data privacy and PII; FERPA/COPPA considerations; bias; hallucinations; verification; academic integrity; AI attribution; future-of-work skills and digital citizenship.
12:00–1:00 PM	Lunch
1:00–3:00 PM	Module 4 Lab: The Policy Workshop - Participants audit existing AI policies, draft a classroom AI Acceptable Use Policy and attribution expectations, conduct a “red team” loophole test, and receive peer feedback.
3:00–3:15 PM	Break
3:15–4:00 PM	From Academy to Classroom: Implementation Workshop - Participants review everything they created across the four modules and choose what they will actually implement. Develop a practical 30-day implementation plan rather than leaving with a folder full of things they never use.
4:00–4:30 PM	Academy Showcase: What Did You Build? - Rapid participant sharing of particularly useful unit designs, AI tutors, SOPs, policies, simulations, prompts, or other resources developed during the Academy.
4:30–5:00 PM	Final reflection, resources, evaluation, credential/completion information, continued learning opportunities, and closing remarks.