

C. Professional Development Time:

Hours

Minutes

Note: A minimum of six hours of professional development time is required. At least three hours must be direct contact instruction (whether in person or online). Appropriate time is included for pre-session activities; indirect contact activities such as research, reading, and preparing documents; and completing the Application/Dissemination component.

D. Leadership Area:

(Select Only One)

- Instructional Staff Development
- School Improvement
- School Accountability

- Communication Skills
- Public School Relations
- Evaluation of Personnel

E. School Leader Standard:

(Select Only One)

- Facilitating a Vision of Learning
- School Culture and Instructional Program
- Acting with Integrity, Fairness, and in an Ethical Manner
- The Political, Social, Economic, Legal and Cultural Context

- Management
- Collaboration with Families and Communities

F. Target Group:

(Select Only One)

- Superintendent
- Principal / Assistant Principal
- Department Chair
- Director of Special Education

- Instructional Supervisor
- School Business Official
- Other

G. Professional Learning Standards:

(Select All That Apply)

- Learning Communities
- Leadership
- Resources
- Data

- Learning Designs
- Implementation
- Outcomes

2. PARTICIPANTS' OUTCOME(S), SCHOOL LEADER STANDARDS, AND PERFORMANCE/KNOWLEDGE INDICATORS

- a. Describe in detail each outcome expected as a result of this course. Course content must focus on a single set of measurable outcomes. Limit outcomes to no more than five. *Note: Each outcome must indicate what the participants **will know or be able to do** as a result of the instruction, and not worded as actions. Outcomes should be indicative of higher order thinking (analysis, synthesis, evaluation, etc.). "Participants will be able to measure student growth" is correct. However; "Participants will analyze data reflecting student growth" is not because that is an action showing what participants will be doing, not what they will be able to do.*
- b. Identify at least one School Leader Standard addressed in each outcome from the list of 48. (No more than five per course.)
- c. For each School Leader Standard listed, identify the Performance / Knowledge Indicators addressed.

DESCRIPTION	SCHOOL LEADER STANDARD(S)	PERFORMANCE / KNOWLEDGE INDICATORS
1.		
2.		
3.		
4.		
5.		

If you need additional space, please check the box indicating that an extra sheet is attached.

3. COURSE MATERIALS

Provide a list of all required and/or recommended course materials, including Power Point presentations, audio/video materials, worksheets, templates and handouts. Indicate if the materials listed are copyrighted. **Important Disclaimer: The acquisition of written approval for copyrighted materials to be used by participants is the sole responsibility of the provider and/or presenter.**

Note: AA courses are expected to have a greater depth of content than other workshops; therefore, required materials must include a substantive resource such as a book. A Power Point presentation and handouts alone are not sufficient. The majority of materials and research should be no older than 5 years.

Type of Material: ✓ Book ✓ Booklet ✓ Court Case – State/Federal ✓ Form ✓ Handout ✓ Law – State/Federal ✓ Journal
 ✓ Manual ✓ Magazine ✓ Newsletter ✓ Power Point Presentation ✓ Research Paper ✓ Software ✓ Video ✓ Website

Time Period: ✓ Unknown ✓ Annual ✓ Spring ✓ Summer ✓ Fall ✓ Winter ✓ Calendar Month (January – December)

Please place an "X" under "Required" or "Recommended". Select only one.

Type of Material	Title	Author	Year of Publication	Time Period	Specific Page Numbers or ALL	Copyrighted		Required	Recommended
						Yes	No		

If additional space is needed for additional course materials, please check the box indicating that an extra sheet is attached.

3a. COPYRIGHTED MATERIALS

Please list contact information for attaining the rights to use the materials if not readily available to purchase. If the author is not willing to make copyrighted material available to others, it should **not** be included in the proposal.

Copyrighted Material	Contact Person	Phone Number

If additional space is needed for copyrighted materials, please check the box indicating that an extra sheet is attached.

3b. RESEARCH REFERENCES

Please list all research references used to create the course.

Note: At least one research reference is "required". A single research paper, article, website, booklet, etc. is not sufficient as it may represent only one individual's perspective on a topic. Multiple authors or researchers, peer reviewed materials, and notable experts in the field should be identified. Research references may be provided to participants for further intensive study.

For each reference listed:

- a. Indicate the type of material. (Book, Booklet, Court Case – State/Federal, Form, Handout, Law – State/Federal, Journal, Manual, Magazine, Newsletter, Power Point Presentation, Research Paper, Software, Video, Website.)
- b. List the formal title.
- c. List the name of the author(s).
- d. List the year of publication. (Research should be current within the past five years.)
- e. If applicable, indicate the time period. (Unknown, Annual, Spring, Summer, Fall, Winter, Calendar Month)
- f. If applicable, indicate the page number(s).

Type of Material	Title	Author(s)	Year of Publication	Time Period	Page No(s)

If additional space is needed for the research references, please check the box indicating that an extra sheet is attached.

4. COURSE SYLLABUS

Provide the proposed course syllabus.

- a. List each subtopic.
- b. List the activities in the recommended order.
- c. Indicate which one subtopic includes the Application/Dissemination Component.
- d. Indicate the duration of time.
- e. Indicate whether each subtopic involves direct or indirect contact.
- f. Identify the outcome addressed.

Note: The course syllabus outlines the subtopics addressed and the recommended delivery methods. Subtopic titles must clearly indicate the instructional topic for that time period.

Activities should be varied and address multiple learning styles while engaging participants in higher order thinking skills such as analysis and synthesis of the content. Activities should be limited and appropriate for the time allotted for completion.

Only one subtopic may be identified as the Application/Dissemination component though application activities may be used throughout the instruction. The only acceptable choice for the A/D component is the "Individual Activity".

Duration time should reflect the best estimate of how long the activity will take to complete.

Direct Contact should be indicated for all activities that take place with the presenter in the class. Indirect contact takes place outside the formal instruction or away from the presenter. Activities such as "Small Group Discussion" or "Group Activity" should never be indicated for indirect Contact where the participant is not in touch with the rest of the group.

A minimum of six (6) hours of professional development time is required. At least three (3) hours must be direct contact instruction. (Registration, breaks, lunch, and other non-instructional time should not be included.)

Please place an "X" under "Direct" or "Indirect Contact". Select only one.

Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Min.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Mins.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Mins.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Mins.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Mins.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					
Subtopic (Maximum 100 Characters)	Recommended Activity (Choose no more than 3)	Application Component	Duration_Time Hrs. Mins.		Direct Contact	Indirect Contact	Outcome (Indicate No.)
	Large Group Discussion Small Group Discussion Lecture PowerPoint Presentation Video / Audio Individual Reading Activity Group Activity Individual Activity Demonstration Dramatization Large Group Instruction Small Group Instruction Review Website	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Total Direct Contact Time: _____ **Total Indirect Contact Time:** _____ **Total Course Time:** _____

If additional space is needed for the course syllabus, please check the box indicating that an extra sheet is attached.

5. **APPLICATION / DISSEMINATION COMPONENT**

- a. The A/D activity should be identified in the appropriate subtopic on the Course Syllabus. The activity may only be listed as an “Individual Activity”. Any pre-discussion or follow-up to the A/D component must be listed in separate subtopics.
- b. Describe the product(s) each participant must complete as the Application/Dissemination Component. The description must include **specifically** what the participants will do and details about the content required for the final product.

Note: The A/D component allows each participant to produce a written product that reflects the application of the outcomes of the course.

Assignments must be specific and include analysis, synthesis, and application of the new knowledge and/or skills.

Clearly identified criteria or templates may be provided, and are encouraged.

Brief descriptions of what participants will do once the course is over are not sufficient.

The activity must be completed and submitted to an official representative of the provider and reviewed prior to credit being issued. It is not necessary to state this in the description of the activity.

The activity should be appropriate to the time allotted for completion. A/D activities of less than one hour in duration cause concern since they may not reflect the amount of work the participant must do, or it may indicate that the activity lacks the challenge to show how the participants are applying their new knowledge and skills.

6. **CERTIFIED OR TRAINED PRESENTERS**

Indicate if the course must be presented by certified / trained presenters. Yes No

If yes, please list a contact and their phone number, as well as the formal names of the certified/trained presenters' information so other entities may obtain a list of the certified / trained presenters.

- a. Name of the entity or Person to Contact for List of Certified / Trained Presenters:
- b. Phone Number:
- c. Name of all certified/trained presenters:

Indicate if you will train individuals interested in becoming certified / trained presenters for this course. Yes No

List the minimum requirements, if any, individuals must possess in order to qualify to be trained as a certified / trained presenter (e.g. teaching experience, holding an administrative certificate, successful adult trainer, etc.).