**IAAMS Course Proposal**

# **1. Course Summary**

Course Number: N/A Course Expiration Date: N/A

Region Code: 07

RCDT: 07000000000

Course Title:

Course Description:

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Professional Development Time: Total Hours/Minutes: Auto CPD Hours/Minutes: Auto A/D Hours/Minutes: Auto

Approved for Extended Learning? [ ] No [ ] Yes

Maximum Accrual of Hours Beyond the Original Time Stated for Course: (The total numbers required will be at least 6 hours)

Approved for Online Delivery? [ ] No [ ] Yes

Leadership Area (choose one): Target Group (choose one):

01 – Instructional Staff Development 01 – Superintendent

02 – School Improvement 02 – Principal /Asst. Principal

03 – School Accountability 03 – Department Chair

04 – Communication Skills 04 – Director of Sp. Education

05 – Public School Relations 05 – Instructional Supervisor

06 – Evaluation of Personnel 06 – School Business Official

07 – Other

School Leader Standard (choose one): Learning Forward Standard (choose one):

01 – Facilitating a Vision of Learning 01 – Learning Communities

02 – School Culture & Instructional Program 02 – Leadership

03 – Management 03 – Resources

04 – Collaboration with Families and Communities 04 – Data

05 – Acting with Integrity, Fairness and in an Ethical Manner 05 – Learning Designs

06 – Addresses the political, social, economic and cultural context 06 – Implementation

 07 – Outcomes

[ ] Provider agrees to provide access, without charge, to Illinois State Board of Education staff to all workshop sessions for this Academy.

# **2. Participants’ Outcomes(s)**

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.). Examples: “Participants will be able to …”; Participants will understand how to …”; Participants will know how to …”*

b. Identify at least one Learning Forward Standard addressed in each outcome. Identify at least one School Leader Standard addressed in each outcome from the list of 48.

c. For each School Leader Standard listed, identify the Performance / Knowledge Indicators addressed.

**Adding an Outcome:**

1. Outcome Description: **Please type in red.**

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Learning Forward Standard (choose one): Group Standards (choose one):

01 – Learning Communities 01 – Illinois Professional School Leader Standards

02 – Leadership 02 – Chief School Business Official Standards

03 – Resources 03 – Principals Standards

04 – Data 04 – Superintendent Standards

05 – Learning Designs 05 – Director of Special Education Standards

06 – Implementation

07 – Outcomes

School Leader Standard: You will select the set of standards that most align with your target audience

*\*If 01 – Illinois Professional School Leader Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

Select the Performance / Knowledge Indicator(s) for this Outcome.:

[Use this document to select all the performance /knowledge indicators that apply to your chosen standard)](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

*\*If 02 – Chief School Business Official Standards was chosen: (After selecting one please see additional document)*

1. Accounting, Auditing, and Financial Reporting

2. Budgeting and Financial Planning

3. Cash Management, Investments, and Debt Management

4. Communications

5. Educational Foundations of Schools

6. Food Service

7. Health and Safety

8. Labor Relations/Collective Bargaining

9. Legal Aspects

10. Maintenance and Operations

11. Management Information Systems

12. Organization and Administration

13. Personnel and Benefits Administration

14. Planning and Construction

15. Principles of School Finance

16. Program Evaluation

17. Public Policy and Intergovernmental Relations

18. Purchasing

19. Real Estate Management

20. Risk Management

21. Staff Development

22. Strategic Planning

23. Supply and Fixed Asset Management

24. Transportation

*\*If 03 – Principal Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

*\*If 04 – Superintendent Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Knowledge of Laws, Regulations and Professional Ethics

4. Learning Environment and Instructional Program

5. Management

*\*If 05 – Director of Special Education Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Identification of Students and Provision of Services

4. Knowledge of Laws, Regulations and Professional Ethics

5. Learning Environment and Instructional Program

6. Management

7. Special Education Finance

**Adding an Outcome:**

1. Outcome Description: **Please type in blue.**

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Learning Forward Standard (choose one): Group Standards (choose one):

01 – Learning Communities 01 – Illinois Professional School Leader Standards

02 – Leadership 02 – Chief School Business Official Standards

03 – Resources 03 – Principals Standards

04 – Data 04 – Superintendent Standards

05 – Learning Designs 05 – Director of Special Education Standards

06 – Implementation

07 – Outcomes

School Leader Standard:

School Leader Standard: You will select the set of standards that most align with your target audience

*\*If 01 – Illinois Professional School Leader Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

Select the Performance / Knowledge Indicator(s) for this Outcome.:

[Use this document to select all the performance /knowledge indicators that apply to your chosen standard)](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

*\*If 02 – Chief School Business Official Standards was chosen: (After selecting one please see additional document)*

1. Accounting, Auditing, and Financial Reporting

2. Budgeting and Financial Planning

3. Cash Management, Investments, and Debt Management

4. Communications

5. Educational Foundations of Schools

6. Food Service

7. Health and Safety

8. Labor Relations/Collective Bargaining

9. Legal Aspects

10. Maintenance and Operations

11. Management Information Systems

12. Organization and Administration

13. Personnel and Benefits Administration

14. Planning and Construction

15. Principles of School Finance

16. Program Evaluation

17. Public Policy and Intergovernmental Relations

18. Purchasing

19. Real Estate Management

20. Risk Management

21. Staff Development

22. Strategic Planning

23. Supply and Fixed Asset Management

24. Transportation

*\*If 03 – Principal Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

*\*If 04 – Superintendent Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Knowledge of Laws, Regulations and Professional Ethics

4. Learning Environment and Instructional Program

5. Management

*\*If 05 – Director of Special Education Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Identification of Students and Provision of Services

4. Knowledge of Laws, Regulations and Professional Ethics

5. Learning Environment and Instructional Program

6. Management

7. Special Education Finance

**Adding an Outcome:**

1. Outcome Description: **Please type in green.**

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Learning Forward Standard (choose one): Group Standards (choose one):

01 – Learning Communities 01 – Illinois Professional School Leader Standards

02 – Leadership 02 – Chief School Business Official Standards

03 – Resources 03 – Principals Standards

04 – Data 04 – Superintendent Standards

05 – Learning Designs 05 – Director of Special Education Standards

06 – Implementation

07 – Outcomes

School Leader Standard: You will select the set of standards that most align with your target audience

*\*If 01 – Illinois Professional School Leader Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

Select the Performance / Knowledge Indicator(s) for this Outcome.:

[Use this document to select all the performance /knowledge indicators that apply to your chosen standard)](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

*\*If 02 – Chief School Business Official Standards was chosen: (After selecting one please see additional document)*

1. Accounting, Auditing, and Financial Reporting

2. Budgeting and Financial Planning

3. Cash Management, Investments, and Debt Management

4. Communications

5. Educational Foundations of Schools

6. Food Service

7. Health and Safety

8. Labor Relations/Collective Bargaining

9. Legal Aspects

10. Maintenance and Operations

11. Management Information Systems

12. Organization and Administration

13. Personnel and Benefits Administration

14. Planning and Construction

15. Principles of School Finance

16. Program Evaluation

17. Public Policy and Intergovernmental Relations

18. Purchasing

19. Real Estate Management

20. Risk Management

21. Staff Development

22. Strategic Planning

23. Supply and Fixed Asset Management

24. Transportation

*\*If 03 – Principal Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

*\*If 04 – Superintendent Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Knowledge of Laws, Regulations and Professional Ethics

4. Learning Environment and Instructional Program

5. Management

*\*If 05 – Director of Special Education Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Identification of Students and Provision of Services

4. Knowledge of Laws, Regulations and Professional Ethics

5. Learning Environment and Instructional Program

6. Management

7. Special Education Finance

**Adding an Outcome:**

1. Outcome Description: **Please type in pink.**

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Learning Forward Standard (choose one): Group Standards (choose one):

01 – Learning Communities 01 – Illinois Professional School Leader Standards

02 – Leadership 02 – Chief School Business Official Standards

03 – Resources 03 – Principals Standards

04 – Data 04 – Superintendent Standards

05 – Learning Designs 05 – Director of Special Education Standards

06 – Implementation

07 – Outcomes

School Leader Standard: You will select the set of standards that most align with your target audience

*\*If 01 – Illinois Professional School Leader Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

Select the Performance / Knowledge Indicator(s) for this Outcome.:

[Use this document to select all the performance /knowledge indicators that apply to your chosen standard)](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

*\*If 02 – Chief School Business Official Standards was chosen: (After selecting one please see additional document)*

1. Accounting, Auditing, and Financial Reporting

2. Budgeting and Financial Planning

3. Cash Management, Investments, and Debt Management

4. Communications

5. Educational Foundations of Schools

6. Food Service

7. Health and Safety

8. Labor Relations/Collective Bargaining

9. Legal Aspects

10. Maintenance and Operations

11. Management Information Systems

12. Organization and Administration

13. Personnel and Benefits Administration

14. Planning and Construction

15. Principles of School Finance

16. Program Evaluation

17. Public Policy and Intergovernmental Relations

18. Purchasing

19. Real Estate Management

20. Risk Management

21. Staff Development

22. Strategic Planning

23. Supply and Fixed Asset Management

24. Transportation

*\*If 03 – Principal Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

*\*If 04 – Superintendent Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Knowledge of Laws, Regulations and Professional Ethics

4. Learning Environment and Instructional Program

5. Management

*\*If 05 – Director of Special Education Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Identification of Students and Provision of Services

4. Knowledge of Laws, Regulations and Professional Ethics

5. Learning Environment and Instructional Program

6. Management

7. Special Education Finance

**Adding an Outcome:**

1. Outcome Description: **Please type in dark gray.**

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Learning Forward Standard (choose one): Group Standards (choose one):

01 – Learning Communities 01 – Illinois Professional School Leader Standards

02 – Leadership 02 – Chief School Business Official Standards

03 – Resources 03 – Principals Standards

04 – Data 04 – Superintendent Standards

05 – Learning Designs 05 – Director of Special Education Standards

06 – Implementation

07 – Outcomes

School Leader Standard: You will select the set of standards that most align with your target audience

*\*If 01 – Illinois Professional School Leader Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

Select the Performance / Knowledge Indicator(s) for this Outcome.:

[Use this document to select all the performance /knowledge indicators that apply to your chosen standard)](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

*\*If 02 – Chief School Business Official Standards was chosen: (After selecting one please see additional document)*

1. Accounting, Auditing, and Financial Reporting

2. Budgeting and Financial Planning

3. Cash Management, Investments, and Debt Management

4. Communications

5. Educational Foundations of Schools

6. Food Service

7. Health and Safety

8. Labor Relations/Collective Bargaining

9. Legal Aspects

10. Maintenance and Operations

11. Management Information Systems

12. Organization and Administration

13. Personnel and Benefits Administration

14. Planning and Construction

15. Principles of School Finance

16. Program Evaluation

17. Public Policy and Intergovernmental Relations

18. Purchasing

19. Real Estate Management

20. Risk Management

21. Staff Development

22. Strategic Planning

23. Supply and Fixed Asset Management

24. Transportation

*\*If 03 – Principal Standards was chosen: (*[*After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Acting with Integrity, Fairness, and in an Ethical Manner

2. Collaboration with Families and Communities

3. Facilitating a Vision of Learning

4. Management

5. School Culture and Instructional Program

6. The Political, Social, Economic, Legal and Cultural Context

*\*If 04 – Superintendent Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Knowledge of Laws, Regulations and Professional Ethics

4. Learning Environment and Instructional Program

5. Management

*\*If 05 – Director of Special Education Standards was chosen:* [*(After selecting one please see additional document)*](https://docs.google.com/document/d/1dFovhF_i1gypkDEj0zCZhA7WJhcQosO4glSkxS_otL0/edit?usp=sharing)

1. Collaboration with Families and Communities

2. Facilitating a Vision of Educational Excellence

3. Identification of Students and Provision of Services

4. Knowledge of Laws, Regulations and Professional Ethics

5. Learning Environment and Instructional Program

6. Management

7. Special Education Finance

Explain how the outcomes for this course are intended to increase the knowledge or skills of school and/or district leaders to assist them in planning and/or guiding professional development within the school or district. Also, indicate how this course proposal relates to school and/or district leadership and student growth or district improvement.

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Explain how the outcomes should increase the knowledge or skills of participants so they may better collaborate with members of the school, district, and/or community.

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# **3. Course Materials**

Provide a list of the required and recommended course materials. All materials included in the course must be listed, including Power Points, audio/video materials, templates and handouts. AA courses are expected to have a greater depth of knowledge than other workshops; therefore, required materials include a primary resource such as a book. All required information is provided. Numerous individuals/authors are identified. At least 2 of the materials are within the last 5 years. If a video is part of a PowerPoint presentation, indicate that when entering the information. Materials should be substantive to ensure presenters thoroughly know the content before offering any IAA course to participants. Indicate if materials are copyrighted and contact information if not readily available for the rights to use them.

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.

**Add Course Materials:**

\*Type of Materials:

1. Article

2. Book

3. Booklet

4. Brief (inactive)

5. Court Case – state/federal

6. Form

7. Handout

8. Journal

9. Law – state/federal

10. Magazine

11. Manual

12. Newsletter

13. Photography (inactive)

14. Podcast (inactive)

15. Power Point Presentation

16. Presenter Prepared Handout (inactive)

17. Research Paper

18. Software

19. Template (inactive)

20. Video within PowerPoint (inactive)

21. Video/Audio

22. Website

\*Time Period:

1. Annual

2. April

3. August

4. December

5. Does Not Apply

6. Fall

7. February

8. January

9. July

10. June

11. March

12. May

13. November

14. October

15. September

16. Spring

17. Summer

18. Winter

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| **Type of Material\*** | **Title** | **Author** | **Year of Publication** | **Time Period\*** | **Page No(s)** | **Copyrighted?****(Yes/No)** | **Required?****(Yes/No)** | **Recommended?****(Yes/No)** |
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## **3a. Copyrighted Materials**

Please list contact information for attaining the rights to use the materials if not readily available to purchase.

|  |  |
| --- | --- |
| **Contact Person** | **Phone Number and/or Email Address** |
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## **3b. Research References**

Participants in IAA courses should be able to know what research lead to the creation of the course and how it fits into the decision-making process. At least 2 valid evidence based research references were used to create the course. Multiple authors/researchers, peer reviewed materials, and notable experts in the field are identified and provide a brief explanation of why those were chosen. A list of additional up-to-date research materials should be provided to participants who want to delve deeper into the subject.

\*Type of Materials:

1. Article

2. Book

3. Booklet

4. Brief (inactive)

5. Court Case – state/federal

6. Form

7. Handout

8. Journal

9. Law – state/federal

10. Magazine

11. Manual

12. Newsletter

13. Photography (inactive)

14. Podcast (inactive)

15. Power Point Presentation

16. Presenter Prepared Handout (inactive)

17. Research Paper

18. Software

19. Template (inactive)

20. Video within PowerPoint (inactive)

21. Video/Audio

22. Website

\*Time Period:

1. Annual

2. April

3. August

4. December

5. Does Not Apply

6. Fall

7. February

8. January

9. July

10. June

11. March

12. May

13. November

14. October

15. September

16. Spring

17. Summer

18. Winter

**Add Research References:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Material\*** | **Title** | **Author** | **Year of Publication** | **Time Period\*** | **Page No(s)** |
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# **4. Course Syllabus**

IAA courses must be designed to implement adult learning strategies to attain intended outcomes. The course syllabus clearly identifies the subtopics addressed and the recommended activities for delivery appear appropriate. Subtopic titles are concise and clearly indicate the instructional topic for that time period. Activities are varied and address multiple learning styles while engaging participants in higher order thinking skills such as analysis and synthesis of the content. Only one subtopic is identified as the Application/Dissemination component, though application activities may be used throughout the instruction.

When identifying a Participant Outcome for the subtopic, each Outcome must be used at least once. Only one Outcome can be identified for each subtopic.

\*Choose a delivery method: **(Select all that apply)**

1. Large Group Discussion

2. Small Group Discussion

3. Lecture

4. Power Point Presentation

5. Video/Audio

6. Individual Reading Activity

7. Group Activity

8. Individual Activity

9. Demonstration

10. Dramatization

11. Large Group Instruction

12. Small Group Instruction

13. Other

14. Review Website

**Add Course Syllabus Entry:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Subtopic** | **Application (Yes/No)** | **Hours/Minutes** | **Participant Outcome****(These are the outcomes you selected in #2)** | **Delivery Method(s)\*** |
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# **5. Application**

Each IAA course must include an assignment that will require each participant to individually, or collaboratively as a group 1) apply the new knowledge and/or skills acquired in this course to her/his school, district, or community in a reality situation; 2) engage in a research assignment that delves deeper into the content of the course; 3) apply research from the course to a decision-making process in the participant’s school or district.

Sufficient time should be estimated for the completion of the assignment. The A/D activity should be identified by the subtopic marked on the Course Syllabus.

Describe the product(s) each participant must complete for this activity. If application is embedded DURING the course, please stipulate how this will be organized (for example, 1 hour of instruction followed by 30 minutes of application etc.). Application is encouraged during the course, but the opportunity must exist for participants to apply what they have learned to the workplace. An official representative of the delivering organization must review the product(s) submitted by each participant.

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Explain how the participant could determine the impact the new knowledge or skills will have on student learning or school improvement.

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# **6. Certified / Trained Presenters**

a. Indicate if the course must be presented by certified/trained presenter(s). If yes, please include contact information (person or entity name), phone number for the contact and the **names of all certified/trained presenters.**

[ ] No [ ] Yes

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| --- |
| **Name(s) of certified/trained presenters** |
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b. Indicate if you will train individuals in becoming certified/trained presenters for this course.

[ ] No [ ] Yes

c. List the minimum requirements individuals must possess in order to qualify to be trained as a certified/trained presenter (i.e. teaching experience, holding an administrative certificate, successful adult trainer, etc.) or indicate “None Required”.

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|  |