

PROFESSIONAL CONFERENCE MODEL



Table of Contents

Professional Conference Model Application	1-3
Register for Credit	4-5
Professional Conference Guidelines	6
Access Transcripts	7-8
Summary Product Requirements	9-11
Summary Product Rubric	9
Individual Reflection	10
Team Summary Product	11
Professional Conference Notetaking Log	12

PROFESSIONAL CONFERENCE MODEL



Professional Conference Application

This application must be submitted to the Office of Professional Development for written approval a minimum of THREE WEEKS prior to the first session. This time frame will allow for modification, if needed.

The application must be aligned with both district and school improvement goals.

The application forms are available online on the St. Vrain Valley School District Web Site under Professional Development.

Keep a copy of the completed application packet. Submit the online application to the Office of Professional Development.

Conference Title _____

Conference Team Leader (contact person) or Participant name _____

School _____

Mailing Address _____

City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Dates _____ Times _____

Please indicate: Individual request for credit Group request for credit

Professional Conference Credit and Participant Fees

Licensed Staff

One-half (.5) semester hour of credit is equal to 8 contact hours. One semester hour of credit is equal to a **minimum** of 15 contact hours.

.5 Semester Hr.
\$15

1 Semester Hr.
\$15

2 Semester Hrs.
\$30

Type of credit

Professional Development Credit ONLY

Participants may use professional development credit for Colorado Licensure requirements **only**. This type of credit may not be used for movement on the district salary schedule. This type of credit may be earned during the contracted day as well as outside contract time.

Professional Development and District Salary Credit

District Salary Credit may be applied both to Colorado Licensure and to movement on the district salary schedule. **All contact hours for district salary credit must occur outside contract time.**

Classified Staff

1 - 15 Contact Hours
\$5

16 - 30 Contact Hours
\$10

Indicate the total number of contact hours for this course _____ (i.e., 2, 4, 6, 8, etc.)

All contact hours for professional growth credit must occur outside contract hours.

PROFESSIONAL CONFERENCE MODEL



Professional Conference Application Team or Individual

Please send a conference brochure/syllabus/flyer to the Office of Professional Development at the same time you submit your application.

Data/Background Information

What student, classroom, school, or district data/ background information did you use to help you determine the need for you to attend this conference?

Goals

What do you anticipate learning at this conference?

How do you anticipate using these learnings to improve professional practice and increase student achievement?

Please identify the sessions you plan to attend.

Summary Product

Describe the product that will be evidence that you are making progress toward attaining your goals.

Be sure the summary product aligns with your data and goals. The **summary product must be a concrete product that will be submitted** to the Office of Professional Development upon completion of your study.

Please note:

In addition to the summary product you have described above, you must submit the **Conference Notetaking Log** (p. 12) which you have completed while attending the conference sessions.

PROFESSIONAL CONFERENCE MODEL



Professional Conference Application

Collaboration with Building and District Contacts

Before selecting this conference, **you must consult with appropriate building and district staff as advisors** to assure alignment with school and district improvement goals. List the names of those you have involved and indicate clearly the extent of their involvement. Be sure to include your building principal as one of your contacts.

Collaboration with Colleagues

How will you share your learnings and the information from the conference with your colleagues?

PROFESSIONAL CONFERENCE MODEL



Register for Credit

1. Go to <http://www.stvrainopd.org>
2. Click on Online registration as shown in the picture below.

STEP 1: Click "Online Registration."

Home Page
Staff
PD Models
Course Options
Induction Program
Calendar
Special Events
Articles
Awards
Resources
Grants

Office of Professional Development

The Professional Development Program of St. Vrain Valley School District is designed to reflect the District's strategic plan and the specific goals of the Board of Education

As we constantly monitor the needs of our staff, students and community, we will make adjustments in the scope of designed professional development opportunities.

Please note that HOMEWORK is an expected part of all SVVSD professional development classes.

Online registration Registration for professional development courses **can only be done** through the on-line registration system. It is your responsibility to see that you are registered **BEFORE** the first session of your class in order to receive credit. You will still need to pay for your course(s) by check or cash. **Please submit a separate check for each course** to Jean Jennings in the Office of Professional Development and indicate the course name on the check After successful registration and payment you will receive confirmation of space in your class by e-mail.

3. Click on **logon**.

Please read

You must **LOGON** before you can register for any session. Complete instructions can be downloaded - see below.

Logon here -> [logon](#)

Mac users: [Click Here](#)

Once you have successfully Logged On, **your LogOn ID will appear just below the Icons at the top of the screen.**

The logon page will require a Username and Password. Click on the **Logon** button as shown in the picture below.

I AM ALREADY IN THE SYSTEM

You were hired before July 1, 2002 or have logged on before.

You already have an ID and Password for this site. Please enter them below and click on the Logon button.

User ID:

Password:

PROFESSIONAL CONFERENCE MODEL



- After logging on, find a class by clicking on the icons at the top of the screen as shown in the picture below.



- Click on the blue underlined class name.

1) While you click on each Category, 2) enter an optional keyword, 3) Click on the Go button, 4) your results will appear at the bottom of the page.

Optional Keyword

Note: [A] indicates available sessions. Click on the course name for more information or to register.

The following are Upcoming Conferences

Opportunities for Classified Staff
Organization
 ↻ Communication Is Our Business [A]

Instruction and Assessment
Coaching Model
 ↻ Did They Learn What I Taught (and how will I know)? [A]
Professional Study Group Model
 ↻ Integrating Math Standards with Technology [A]

- Click on the blue start date for the session you wish to take.

	Start	Time	Days	Location	Status
who have an interest in mentoring. This course provides mentor teachers with skills in working with experienced teachers who are new to St. Vrain Valley	<u>8/17/2004</u>	8:00AM-4:00AM	1	Centennial BOCES	

- Click on the "Registration" button at the bottom of the screen.
- Fill in any missing personal and school information.
- Click on **Submit Registration** at the bottom of the page.
- The screen will confirm registration. A confirmation email will be sent to the email address entered in the system so make certain that your e-mail address is correct.

PROFESSIONAL CONFERENCE MODEL



PROFESSIONAL CONFERENCE GUIDELINES

Expectations of Participants

Attendance at a conference is in response to demonstrated staff and/or student data and needs. Selected session topics must align with school, district, and professional growth goals.

Know your own goals for attending the conference. If attending as part of a team, understand the goals of the individual team members so that you can help each member by collecting information that pertains to their goals/questions.

Complete the **Conference Notetaking Log** (See p. 12) as you attend the sessions.

Plan for a time to reflect/debrief after the daily sessions.

Plan to share key learnings with your school communities and/or district staff.

Plan to integrate key learnings into your professional practice.

Timeline

Three weeks prior to the beginning of the conference, please submit: The online application Download and print multiple copies of the Conference Notetaking Log (p. 12) to take to the conference.	Within two weeks following the conference, please submit: Individual Reflection (p. 10) Individual or Team Summary Product (p. 11) Conference Notetaking Log (p. 12)
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Quality Work

Participant(s) submit quality summary products as defined in the summary product rubric on p. 9.

Credit

The application must be completed and approved before any contact hours can be accumulated for credit.

Receiving credit is dependent upon submission of all required materials within two (2) weeks from the completion of the project.

For each semester hour of credit, you must log fifteen (15) contact hours. The minimum amount of credit that may be earned is .5 semester hours, and the maximum amount on any given project is 2 semester hours. Travel time is not considered part of the contact hours.

Partial credit is not available for incomplete work.

Salary credit is available for Professional Conference applications that directly support district and school improvement goals, have prior approval, and are scheduled **outside** of contracted work hours.

Support

The Office of Professional Development maintains a resource center that has single and multiple copies of current books, journals and videos. These resources can be accessed through your school's interlibrary loan or checked out from the Colorado Room at the Learning Services Center.

Because of the collaboration with the St. Vrain Valley School District and the University of Colorado School Of Education, additional resources can often be coordinated for professional development efforts. For a list of potential resources from the university, contact the clinical professors in the Office of Professional Development.

PROFESSIONAL CONFERENCE MODEL



Accessing District Transcripts

1. Open your computer's Internet Browser (e.g. Explorer or Netscape).
2. Go to the Office of Professional Development Web site which is: <http://www.stvrainopd.org>.
3. Click on Online registration as shown in the picture below. This link goes to a logon screen.

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4. After the red Please Read direction on this logon screen, click on **logon**.

Office of Professional Development
Course information and registration

Please read

You must **LOGON** before you can register for any session. Complete instructions can be downloaded - see below.
Logon here **Logon**

Once you have successfully Logged On, your LogOn ID will appear just below the Icons at the top of the screen.

When you register for your first class, please check your personal information. Make needed corrections and additions to make sure that the information in the registration system is correct. **Especially your e-mail address.** This personal information is used to insure that you are correctly registered and to maintain your personal transcript.

PROFESSIONAL CONFERENCE MODEL



The logon page will require a Username and Password. Click on the **Transcript/Status**

I AM ALREADY IN THE SYSTEM

You were hired before July 1, 2002 or have logged on before.

You already have an ID and Password for this site. Please enter them below and click on the Logon button.

User ID:

Password:

button as shown in the picture below.

Each employee has an individual transcript page as shown in the picture below. At this screen, completed credits are shown under Courses Taken as well as Current Courses. Click on the blue underlined [Printer Friendly Transcript](#) to print a copy of the transcript screen.

[Printer Friendly Transcript](#)

Courses Taken

* Verified additional information - Hold cursor over for more information.

Course Name	Session Start Date	End Date	Grade	Credits	Credit Type	Hours
Integrating Online Instructional Resources	349	11/11/2002	4/21/2003	2	Professional Development	30
Instructional Mentor Training	484	8/14/2003	8/14/2003	1.5	Professional Development/Salary Credit	22

Totals		
Type	Credits	Hours
Professional Development	2	30
Professional Development/Salary Credit	7.5	112

For an official transcript, print a copy and bring it to the Office of Professional Development at the Learning Services building for a district seal.

PROFESSIONAL CONFERENCE MODEL



Summary Product Rubric

Components	Needs Improvement	Proficient	Advanced/Exceeds Expectations
<p>Organization <i>Are the materials submitted in an organized way?</i></p> <p><i>Are all the necessary materials included?</i></p>	<p>___ Lack of clear organization</p> <p>___ Missing 1 or more of the required materials:</p> <p>___ Individual reflection</p> <p>___ Individual or Team Summary Product</p> <p>___ Explanation/guide to summary product</p> <p>___ Professional Conference Notetaking Log</p>	<p>Clearly organized</p> <p>Submitted materials are complete.</p>	
<p>Summary Product <i>Is the summary product aligned with data/background information and stated goals?</i></p> <p><i>Does the summary product demonstrate increased participant learning in focus area of study?</i></p> <p><i>Does the summary product have implications for improved professional practice and/or increased student learning?</i></p>	<p>___ Summary product is not aligned with data/background information and stated goals.</p> <p>___ It is unclear what learning has occurred.</p> <p>___ Summary product does not include implications for improved professional practice and/or student learning.</p>	<p>Summary product is aligned with data/background information and stated goals.</p> <p>Summary product is evidence of the learning that has occurred.</p> <p>Summary product includes implications for improved professional practice and potential for increased student learning.</p>	<p>Summary product is evidence of the learning that has occurred and makes recommendations for next steps in learning.</p> <p>Summary product includes clear evidence of improved professional practice and/or increased student learning.</p>
<p>Collaboration <i>What collaboration with building and district personnel has occurred during the project?</i></p> <p><i>What collaboration has occurred with colleagues?</i></p>	<p>___ Little or no evidence of collaboration with building and district personnel</p> <p>___ Little or no evidence of collaboration with colleagues</p>	<p>Evidence of involving building and district personnel in an advisory capacity in the design of the project.</p> <p>Evidence of collaboration with colleagues in the design and implementation of the project</p>	<p>Evidence of involving building and district personnel in an advisory capacity in the design and implementation of the project.</p> <p>Evidence of collaboration with colleagues in the design and implementation of the project In addition, evidence of networking and disseminating key learnings beyond the project group</p>

Comments:

PROFESSIONAL CONFERENCE MODEL



Summary Product Requirements

Participants will submit a two-part summary product demonstrating the impact of the Professional Conference experience. Parts I and II must be submitted to the Office of Professional Development as evidence of learning before credit is awarded. Use p. 9, the summary product rubric, as you complete Part I and II.

Part 1 Individual Reflection

Directions:

Each participant must complete a thoughtful and thorough reflection. The reflection must be based on evidence of learning gathered from the conference. Consider the following questions:

- How were your goals for the conference met/not met?
- What was meaningful to you as a learner?
- How will the conference impact your professional practice in your classroom, school, or district?
- How does the Professional Conference experience connect with your professional growth goals?
- What, if any, are next steps in your learning? Where do you go from here?

PROFESSIONAL CONFERENCE MODEL



Part 2 Individual or Team Summary Product

The purpose of the summary product is to develop a useful product that demonstrates an increased understanding in the area of study and shows progress in attaining specific goals. In addition, this product must be useful to an improvement in professional practice and/or an increase in student learning. Use p. 9, the summary product rubric, as you complete Part II.

Consider these guiding questions:

Is there information or material from the conference I need to share with my colleagues?

Product Examples

- Recommendation/Proposal for instructional change
- Article for professional development newsletter or other professional publication
- Presentation outline and script
- Conceptual framework of a curriculum

How will I use what I have learned in my classroom or my school?

Product Examples

- Plan for using the new information with students or colleagues
- Unit/lesson organizer integrating the new information/approaches to teaching
- Demonstration of the application of new learnings to classroom or school tasks
- Article for professional development newsletter or other professional publication.

There are different ways to show what you have learned. The product may be submitted in a variety of formats, i.e. project study questions & answers, report, chart, diagram, videotape, power point. **Be sure that a clear explanation or guide to the product is included.**

Documentation Checklist

Within two weeks after the final work session, the participant(s) is responsible for submitting the following materials in one folder or notebook to the Office of Professional Development:

- Individual Reflection (p. 10)
- Summary Product(s) (p. 11)
- Conference Notetaking Log (p. 12)

PROFESSIONAL CONFERENCE MODEL



Notetaking Log

Name _____ Conference Title _____ Conference Dates _____

This information is required documentation for credit for the Professional Conference. It must be included as part of the Summary Product.

Session Session Title	Ideas	Insights	Implications
Session Title			
Session Title			
Session Title			
Session Title			

Subtotal of time spent in these sessions (this page): _____

Cumulative hours _____

[Duplicate this sheet as needed]