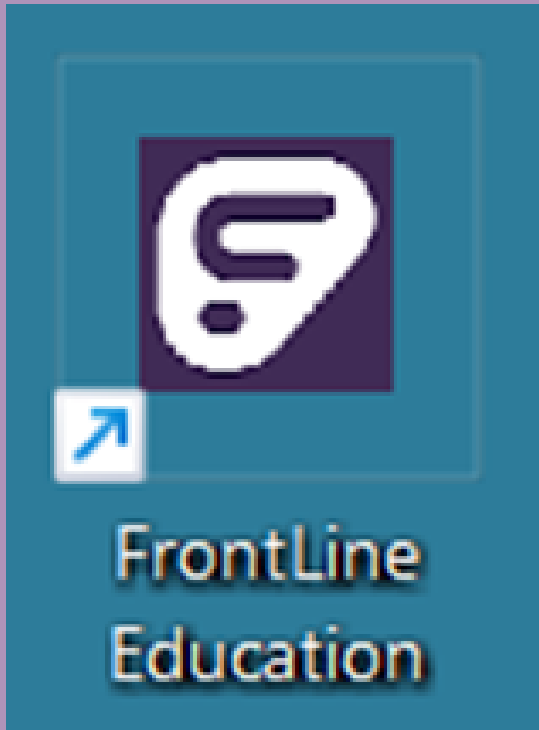
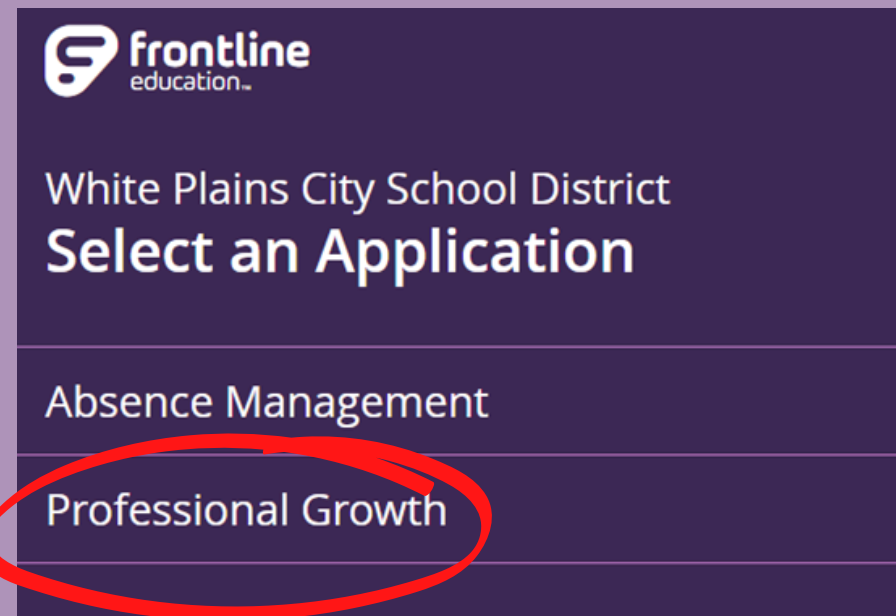


# How to Submit a Course/Workshop Proposal



Click on the  
desktop icon to  
log on



Click on select item



**ACTIVITY PROPOSALS**



Instructional Technology Pro...



Staff Development Center Pr...



Prof Dev Day Proposal



**FILL-IN FORMS**



Graduate Submission



\*Conference Request

Proposal submitted to Instructional Technology will go to Rocco Varuolo and the District Technology team.

Proposal submitted to Staff Development Center will be reviewed by the SDC Policy Board.

Only select one of the forms to submit your proposal to.





## Staff Development Center Proposal

Use this form to submit a request to add an activity into the District catalog.

## Staff Development Center Activity Information

Staff Development Center Proposal Activity Title

**Title of your course** Please indicate if the course/workshop is for Teachers Only or Open to All Staff

Staff Development Center Proposal brief description:

**The brief description should contain all the information you want the participants to see about the course. You must make sure that the description also contains the Participant's Outcomes.**



Characters left **2048**

Extra description information:



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NYS CTLE Category

- Content
- ELL
- Non-ELL
- Pedagogy

**Click all that applies to the course**

Rationale for proposed course (Why? How does it relate to the district plan?)

**This section must be filled out.**



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Content Outline (What will be covered, in what sequence?)

**This section must be filled out.**





Materials Needed for Course Presentation  
(Whiteboard/TV/VCR/Laptop, etc)

**This section must be filled out.**



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Requirements (What is expected of  
participants?)

**This section must be filled out. This is the Participant's  
Outcome (must match what is in the course description).**



Characters left **2048**

Plan for Evaluation (How will the effectiveness  
of the course be measured?)

**This section must be filled out.**



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Max Participants

**Number of max participants  
in the course.**

URL/Website

### M Instructional Staff (Who will lead the course?)

PLM Instructor(s)

---Not Assigned---  
Admin1, MLP  
Agro, Kitty  
Allen, Chad  
Alvarez, Monica  
Appel, Ines  
Argyros, Theodora  
Augarten, Deborah  
Barpoulis, Katherine  
Berrios, Lauren  
Bratcher, Paul

**If your name is not listed, please type  
it in at the bottom section.**

Instructor Name (if not on list)



**Proposed Staff Development Center Date/Time/Location**

# of Meetings  **Select the number of days for the course.**

Meeting Date 1

Meeting 1 Date  **Select the days and times and location.**

Start & End Time  :00 To  :00

Location

**Provider**

Provider

If not on list, enter here

**Proposed Costs**

Registration Fee  **This information will be added if needed.** **There is no fee for Instructional Technology courses.**

**Number of formal hours/credits to be awarded to participants**

Enter the number of Hours OR the number of Credits you are seeking for this activity

Total Hours  **Please fill in each box.**

Credits  **15 hours = 1 In-service credit**



### District Goal(s) and Objective(s)

Select At Least One District Objective

**Goal : Increase knowledge of instructional and assessment strategies**

- Increase knowledge and understanding in specialty area
- PD to increase knowledge in instruction and assessment

**Goal : Successful Reading by Grade 2 and Beyond**

- Broaden repertoire of instructional and/or assessment
- Teachers will deepen understanding of literacy
- Will deepen/refine understanding of balanced literacy

**Goal : Differentiated Instruction**

- Broaden repertoire of differentiated instruction strategies
- Teachers will build their knowledge of Differentiated Instruction

**Goal : Success in Algebra and Beyond**

- Broaden repertoire of instructional and/or assessment strategies
- Deepen knowledge of Mathematics Curriculum

**Goal : New Teachers will be successfully inducted**

- NT will develop the capacity to use effective instruction
- NT will increase knowledge of curriculum & assessment

**Select all that applies to the course.**

### Purpose(s)

Select a Purpose(s)

- Professional Development Hours (100 hours/5 years)
- Professional Growth
- Inservice Credit for Salary Movement (if eligible)
- Graduate Credit for Salary Movement (if eligible)
- Stipend/Payment

**Select all, except Graduate credit.**



## NYS Learning Standard(s)

Select At Least One Standard

### Students and Learning

- Demonstrate child development knowledge
- Demonstrate language acquisition knowledge
- Respond to diverse learning needs
- Acquire knowledge of students to enhance learning
- Respond to factors influencing learning
- Demonstrate technology literacy knowledge

### Content and Instructional Planning

- Demonstrate content knowledge
- Connect concepts and engage learners
- Use diverse instructional strategies
- Establish aligned goals/multiple pathways
- Design learning to connect prior knowledge
- Use curricular resources to achieve student goals

### Instructional Practice

- Use researched-based practices/evidence of learning
- Clearly/accurately communicate with students
- Set high expectations/challenging learning
- Use a variety of approaches to meet student needs
- Engage students to develop multi-disciplinary skills
- Monitor student progress and adapt instruction

### Learning Environment

- Create a respectful/safe/inclusive environment
- Create an intellectually challenging environment
- Manage learning environment
- Use resources to create safe/productive environment

### Assessment for Student Learning

- Use a range of assessment tools
- Use assessment data to monitor progress/differentiate
- Communicate assessment system
- Evaluate assessments and modify instruction
- Prepare students for assessments

Select all that applies to the course.



- Uphold professional standards
- Engage with community to support high expectations
- Communicate/collaborate with families
- Perform non-instructional duties
- Comply with relevant laws and policies

**Professional Growth**

- Reflect on practice to improve effectiveness
- Engage in ongoing professional development
- Communicate effectively to improve practice
- Remain current in content knowledge/pedagogy

**File Attachment-Syllabus**

Please check off file to support this proposal.

**Restrictions-ONLY check off if you are restricting this class to certain staff. Otherwise, leave the boxes empty.**

Building List

- Adult Continuing Education
- Education House
- Staff Development Center
- Church Street School
- Community School
- George Washington Elementary School
- Mamaroneck Avenue Elementary School
- Post Road Elementary School
- Ridgeway Elementary School
- Star Program at Rochambeau School
- White Plains Middle Highlands
- White Plains Middle School East View
- White Plains Senior High School
- WP Athletics

**DO NOT select anything in this section.**



Department List

- Administration : Asst Supts.
- Administration : Asst. Princ., Princ., Coord.
- Administration : Directors
- Adult Continuing Education
- Art
- Athletics
- Business
- CSE
- Director of MIS
- Elementary
- English Language Arts K-6
- English-Language Arts 7-12
- ESOL
- ESOL 7-12
- Facilities and Operations
- Family and Consumer Science
- Foreign Language
- Guidance
- Health
- ICS/MET/VRE
- Industrial Arts
- Library Media
- Mathematics 7-12
- Mathematics K-6
- Music
- New York Hospital
- Physical Education
- Psychology
- Reading
- Science
- Social Studies
- Social Work
- Special Education
- Speech
- Teaching Assistant

**DO NOT select anything in this section.**

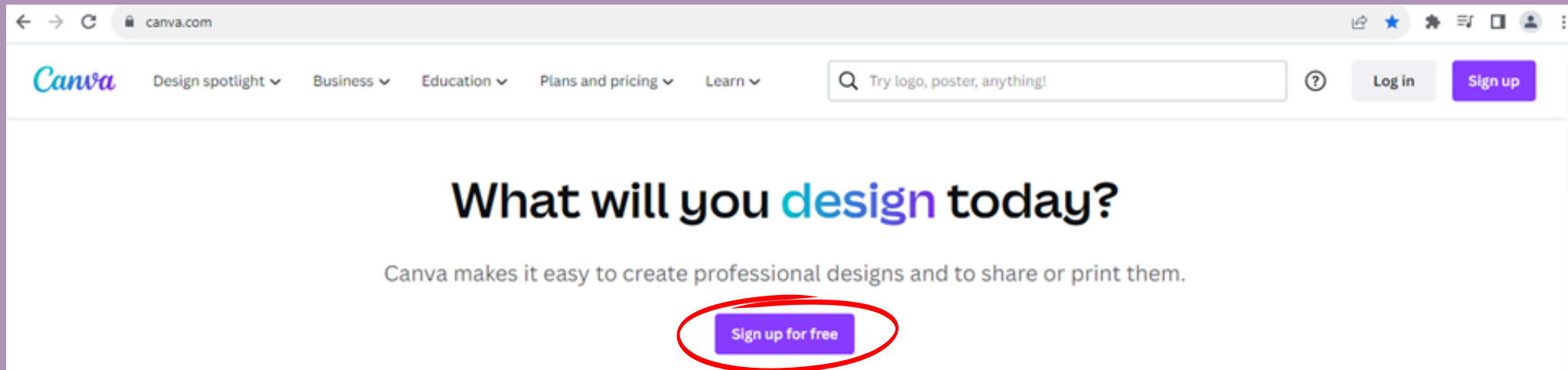
Finish

**Click "Submit" if your course is ready or "Save as Draft" to keep working on it.**

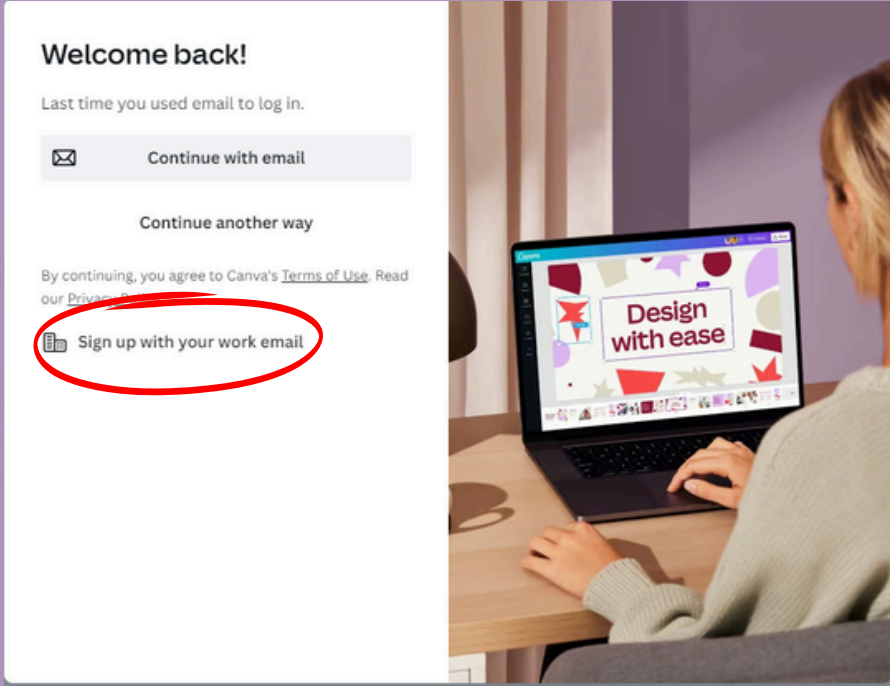


You will also need to create a flyer so that we can email to all staff.

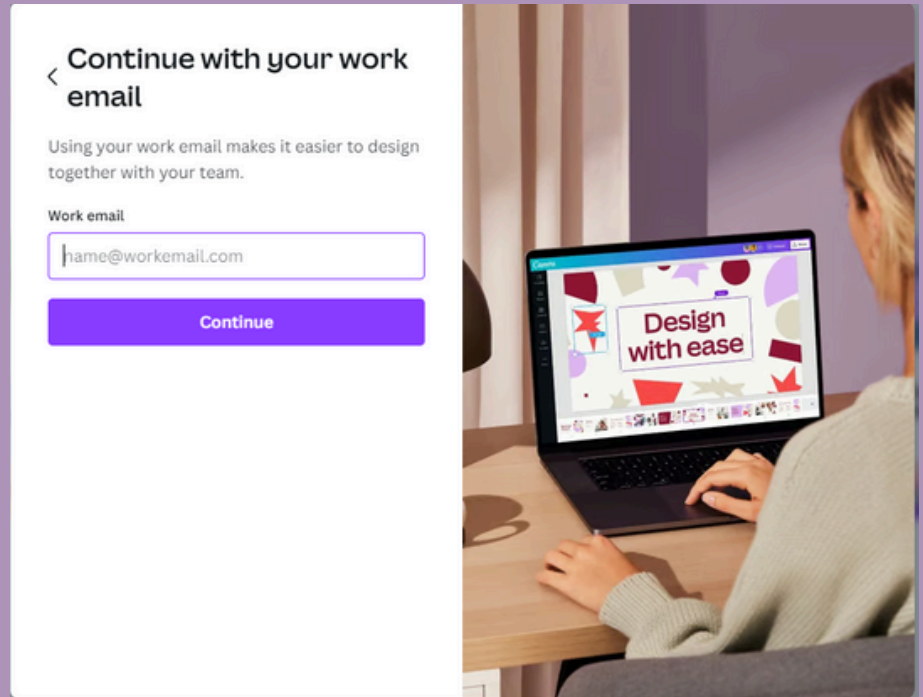
Please use canva.com, everyone has a free account. Follow the steps to register for your school account.



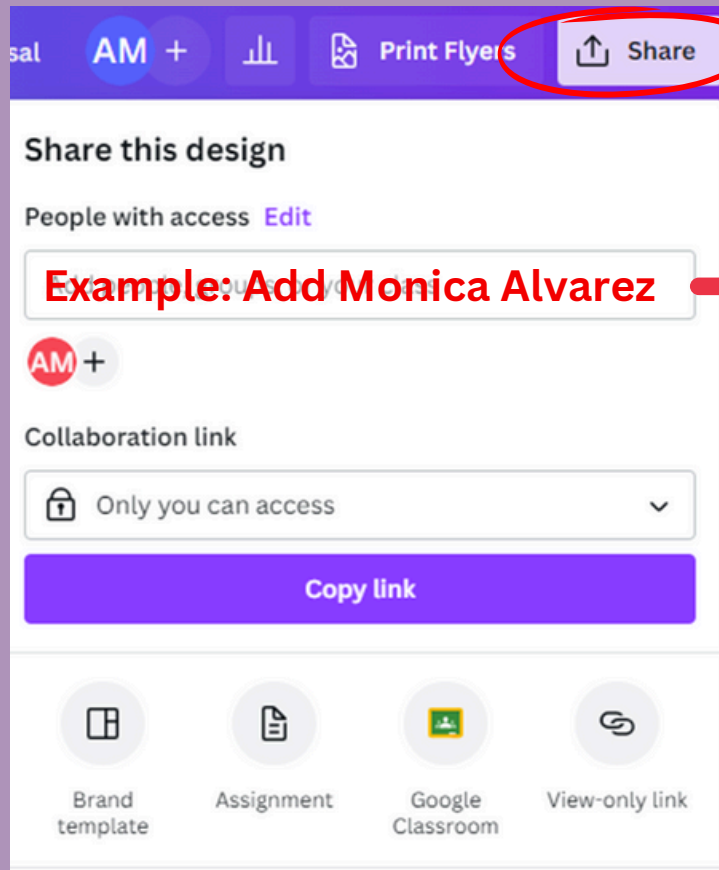
Click on the area circled in red



Follow the instruction to set up your district account.



Make sure to share and give Monica editing rights to the flyer.



Click on the "Share" button

Then add the names of those you want to share the design with.

We would need the flyer at least 30 days prior to the start of the course/ workshop to advertise. Create the flyer when you submit your course proposal. The dates, times, and location will need to be reviewed.



Should you need help, please contact me  
Monica Alvarez

monicaalvarez@wpcsd.k12.ny.us  
914-422-2438

Location: Staff Development Center  
(Next to the High School)