Workshop/Course Proposal Information

If you are interested in proposing a workshop or course to be offered through the Washingtonville Teacher Center, please fill out the following form and return it to:

Washingtonville Teacher Center
C/O Round Hill School
1314 Route 208
Washingtonville, NY 10992
Email: csansone@wcsdk12.org

Please attach your resume or CV if you are not a Washingtonville Central School District employee and this is the first time you have submitted a proposal to WTC. Thank you.

If you have any questions or need further information, please contact WTC at the above address or phone (845) 497-4000 ext 25561. Thank you.

Washingtonville Teacher Center
Course/Workshop Proposal Form

Name:	
Address:	
Phone:	
Email:	

1. Course/workshop title:

2. For whom is your course designed? Please check all that apply.

___Primary Grade Teachers

___Elementary Teachers

___Middle School Teachers

___High School Teachers

___Teachers of a specific content area (please specify) ___CT/ICT Teachers ___

___ Special Education Teachers

____Teaching Assistants

____School Nurses

____Other: _____

3. What are the three most important goals that you have for the participants who take your course?

4. In what ways might student performance be impacted by the way the participants in your course use the information they have learned?

5. Please list the New York State Learning Standard(s) that will be addressed by your course.

6. Please submit an outline of the course you propose to offer. Include the topics you propose to address at each session. (attach separately)

7. In accordance with the NYSED guidelines for CTLE:
"Sponsors must have a method of assessing the learning of participants. Pursuant to this requirement, sponsors must develop and maintain assessment methods that: (1) are appropriate to the CTLE activity objectives and educational methods; and (2) measure the extent to which the objectives were accomplished. These methods may include, but are not limited to, post-tests, questionnaires, and participants' evaluations."

Please list the types of assignments or artifacts that you plan to use in your course to check for understanding and measure whether or not your objectives were accomplished.

8. Please check the outcome level of this activity:

_____Awareness Workshop (1-3 hours)

____ Skill Development In-service Class (15 hours)

_____Other: Please Explain:_____

9. Exact number of hours your course or workshop will run: ____

(WTA contract requires 15 hours per in-service credit.)

10. Write a brief synopsis of the course/workshop that could be used in a course catalog or listing of Professional Development events: