Comprehensive Professional Development Proposal Form
All proposals should be submitted two weeks before the start of the offering.

Class Title (max 24 characters including spaces): _____

Face-to-Face ☐   Online ☐   Hybrid ☐   Job Embedded ☐   Unique Design ☐
(See Item 5, next page, for a description of each type of class offering)

Date Class Begins: _____   and **Ends**: _____
Beginning and Ending Times of Class Sessions: _____

Contact Hours: _____ (See Item 5, next page, for hour requirements of each type of class) **Semester Credit Hour(s)**: ___
Date Final Projects are due to Adjunct: _____

Registration Options (pick only one of these options):
In Person by AU Representative   ☐   Requested Date/Time/Location   _____
OR   by District/ Organization   ☐   Number of Registration Forms   ___
OR   Online Registration   ☐   Dates to open and close on website _____
Additional notes regarding registration:

Sponsoring School or Agency: _____
Class Location (please provide the full address with building and room location included):
_____

Adjunct Instructor responsible for class: _____
Work Phone: _____ Cell Phone: _____ Email: _____
Adjunct/Instructor Status Approved by Ashland University ☐
Additional Instructors (if any): _____

Class Coordinator (all class correspondence will be directed here):
Mailing Address:
Work Phone: _____ Cell Phone: _____ Email:

Director/Superintendent Designee:
Confirm that The Director/Superintendent Designee has approved the submission of this proposal: Yes ☐

- **Tuition ($185/credit X the number of credit hours):** $_____
- Instructional Fee: (max $106 Instructional fee recommended) $_____
  Payable to: _____
  Address: _____
- Technology fee (for Blackboard use, if applicable) $_____

Total Student Fee Collected by Ashland University .... $_____

Student Will Pay TOTAL to Ashland Directly ☐   **--OR--**   Ashland University will Bill as a Group Bill ☐

Address for AU to send Tuition Invoice: _____

Separate Fee Paid Directly to District, Organization, or Consultant (Amount) $_____

Do you want this course to be posted on the AU website as an open class?   Yes ☐   No ☐

Approximate number of participants registering for credit: _____

Class Description: Provide a one paragraph description of this class. If this class is open to the public, this description will be posted on the Ashland University website.

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Items listed below directly reference
Ohio's Standards for Professional Development (April 2015)

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1. Learning Communities: Professional learning that increases educator effectiveness and results for all students…occurs within the learning communities committed to continuous improvement, collective responsibility and goal alignment. *Check those that apply.*

☐ Engages in continuous improvement
☐ Develops collective responsibility
☐ Creates alignment and accountability

2. Leadership: Professional learning that increases educator effectiveness and results for all students… requires skilled teacher leaders and administrators who develop capacity, and advocate and create support systems for professional learning. *Check those that apply.*

☐ Develops capacity for learning and leading
☐ Advocates for professional learning
☐ Creates support systems and structures for professional learning

3. Resources: Professional learning that increases educator effectiveness and results for all students… requires prioritizing, monitoring, coordinating resources for educator learning. *Check those that apply.*

☐ Prioritizes time, human, fiscal, material and technological resources
☐ Monitors resources
☐ Coordinates resources

4. Data: Professional learning that increases educator effectiveness and results for all students… requires the use of a variety of sources and types of student, educator and system data to plan, assess, and evaluate professional learning. *Check those that apply.*

☐ Analyzes student, educator and system data
☐ Assesses progress
☐ Evaluates professional learning

4a. Describe the current educational issue/problem that this professional development class addresses.

5. Learning Designs: Professional learning that increases educator effectiveness and results for all students…integrates theories, research and models of human learning to achieve its intended outcomes. *Check those that apply.*

☐ Applies learning theories, research and models
☐ Selects learning designs
☐ Promotes active engagement

5a. and b. **Attach an agenda** that describes each session that the class will meet and the activities that will take place outside of class. The agenda must include the date/time for each session and a bulleted listing of all topics and activities for all sessions/activities. For each credit requested, your agenda must document…

1. **Face-to-Face**…12.5 hours (excluding breaks and meals) of traditional classroom instruction
2. **Online**…12.5 hours of adjunct facilitated/monitored online instruction (excluding breaks and meals)
3. **Hybrid**…12.5 hours of a combination of face-to-face and online instruction(excluding breaks and meals)
4. **Job Embedded**…5 hours of traditional classroom instruction (at least 2 meetings) and 30 hours of team and individual study/implementation. Include description and log of how 30 hours will be monitored.
5. **Unique Design…**Prior to submitting a "Unique Design" proposal, meet with the Ashland University Professional Development Director to assure that University and Ohio Board of Regents' credit requirements are met.

The agenda has been attached that includes dates and times of face-to-face meetings? Yes ☐ (These dates may help set any In-Person Registration dates and times)

If you have indicated this is a Job Embedded proposal, the documentation has been attached? Yes ☐

6. Implementation: Professional learning that increases educator effectiveness and results for all students… applies research on change and sustains support for implementation of professional learning. *Check those that apply.*

☐ Applies change research
☐ Sustains implementation
☐ Provides constructive feedback

6a. Describe in detail the assignment given and evidence gathered to assess participant performance and award graduate credit. The assignment must <u>have at least 3 hours of work outside of class</u> for each semester hour of credit.

7. Outcomes: Professional learning that increases educator effectiveness and results for all students…aligns its outcomes with educator performance and student curriculum standards. *Check those that apply.*

☐ Meets performance standards
☐ Addresses learning outcomes
☐ Builds coherence

7a. List what participants will know and be able to do when they complete this class.