Professional Study Team Model Guidelines

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Definition of a Professional Study Team Model:

- Identification of a problem or need based on data
- Participation in an extended learning activity with colleagues
- Development of a plan based on the new learnings to address the problem
- Preparation of a summary report that describes the learnings and includes a plan for incorporating these learnings into classroom instruction

Examples of a Professional Study Team:

- Book studies of professional literature (i.e. *Teach Like a Champion*)
- Discussion and analysis of recent research and how it relates to classroom practice
- The study of professional best practices to better meet adult and student learning needs
- The use of case studies to discuss instructional problems
- Problem solving groups that focus on the implementation of new learning
- Collaborative examination of student work to improve professional practice
- Observation and analysis of exemplary schools and classrooms

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"Teachers form study groups around a topic or issue that is complex and substantive enough to hold the group together while individuals are developing the skills of working together as a cohesive group and developing trust and rapport."

-Murphy

PROFESSIONAL STUDY TEAM MODEL GUIDELINES

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GUIDELINES

Instructors and facilitators are responsible for ensuring that credit is awarded based upon the following expectations. The information on this page must be shared with all participants.

Expectations of Participants

Attendance

- Participants need to be prompt and attend **each entire** session to receive credit.
- Absences due to exceptional situations may be excused by the team leader for no more than 20% of the total contact hours. The participant is responsible for demonstrating knowledge and skills in areas missed due to absence. **No credit will be awarded if a participant misses more than 20% of the contact hours for any reason. Make up time should be reflected and identified on the Individual Time Log (p. 10).**

Participation

- Team leaders are selected by the participants to provide leadership and to act as a liaison between the team and the Office of Professional Development.

  (See Team Leader Responsibilities, p. 5)
- Team members share responsibility in the design and implementation of the project.
- Team members participate actively and thoughtfully throughout the project.

Credit

- The application must be completed and approved before any contact hours can be accumulated for credit.
- Receiving credit is dependent upon attendance, participation, and submission of quality summary products
- Because this is a collaborative model of professional development, the team must meet together at least 2/3 of the time (10 hours for a 15 hour project). One third of the time (5 hours for a 15 hour project) members can work independently, but must clearly document their time by using the **Individual Time Log** (p. 10).
- 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.
- With the exception of the team leader, each participant will receive the **same** amount of professional development/salary credit.
- Partial credit is not available for incomplete work or attendance.
- Professional development and district salary credit are available for projects that directly support district and school improvement goals, have prior approval, and are scheduled **outside** of contracted work hours. Salary credit cannot be earned during the contract day.
- Professional Development scheduled during the work day can only be used for Colorado re-licensure credit, not salary credit.

Participant Fees, Registration
Team Leader Compensation

Participant Fees and Registration

- A participant fee of $15 per semester hour applies to PST projects.
- Team leader will ensure that participants complete online registration within one week of the first session.

Number of Participants

- To provide an optimal learning experience and to cover the expenses associated with the PST, it is recommended that there be a minimum of four (4) participants. If fewer than four (4) participants form a PST, there will be no option of additional compensation available for the team leader. **However, the registration/credit fee for the team leader will be waived.**

Team Leader Compensation

Option 1	**Option 2**
♦ Registration/credit fee will be waived for the team leader(s). **Additional Credit:** + .5 Additional .5 semester hour of professional development/salary credit will be awarded to the team leader/facilitator for a one (1) semester hour project. +1.0 Additional 1.0 semester hour of professional development/salary credit will be awarded for a project approved for two (2) semester hours of credit. ♦ Leadership responsibilities can be shared **only** when the group size exceeds ten (10) participants who **complete** the PST. ♦ If team leader responsibilities are shared, each will receive additional professional development/salary credit as described above. There can be a maximum of two (2) team leaders per project. ♦ Salary credit can be earned only if the PST is scheduled **outside** contracted work hours.	♦ Registration/credit fee will be waived for the team leader(s). ♦ The team leader(s) receives the same number of credit hours as the participants. ♦ The team leader(s) will also be paid a stipend of $100.00 per semester hour for planning, facilitation and documentation responsibilities or $50 per .5 semester hour. ♦ Leadership responsibilities can be shared **only** when the group size exceeds ten (10) participants who **complete** the PST. ♦ If team leader responsibilities are shared, each will receive a stipend as described above. There can be a maximum of two (2) team leaders per project. ♦ Team leader(s) cannot earn salary credit if paid a stipend.

Team Leader Responsibilities

Organization

- Involve building and district personnel in forming a PST and designing the project.
- Access the online application and share and discuss with the team.
- Submit the application at least **THREE WEEKS** prior to the beginning of the first session. This timeframe will allow for modification as needed.
- Ensure that ALL participants complete online registration and payment within one week following the first session. By accessing the online Course Attendance Sheet which gives up-to-date registration and payment information, the team leader knows who has registered and who has not.

Expectations

- Provide leadership and act as a liaison to the Office of Professional Development.
- Collaboratively develop project goals, session goals, and agendas with the group.
- Collaboratively, set norms for the group.
- Review accomplishments from previous session at the beginning of each session.
- Review expectations of participants with the group. (See p. 1)
- **Because this is a collaborative model of professional development, the team must meet together at least 2/3 of the time (10 hours for a 15 hour project). One third of the time (5 hours for a 15 hour project) members can work independently, but must clearly document their individual time. Participants should use the Individual Time Log (p. 10) to record their time.**
- Keep group focused and actively involved.
- Encourage punctuality and attendance. Discourage early departure from sessions.
- Provide opportunities for input and ongoing evaluation of the PST experience.
- Ensure that each participant meets the requirements for completing his or her individual summary report detailing their learnings, plans for incorporating the learning into the classroom, and plan for addressing changes in their practice.

Attendance

- Download and print a copy of the Course Attendance Sheet for **each** class session.
- Take accurate attendance at each session by having participants sign in using the Course Attendance Sheet.
- Transfer sign-in information to the Summary Attendance Record (p.8).
- Submit the completed Summary Attendance Record with the sign-in Course Attendance Sheets attached.
- Resolve disputes regarding attendance that affects credit.

PROFESSIONAL STUDY TEAM MODEL GUIDELINES

Timeline

Three weeks prior to beginning your project, please submit:	Within one week following the first session, be sure that:
♦ The application	☐ You have accessed the online Course Attendance Sheet which gives up-to-date registration and payment information. ☐ All participants have completed online registration and submitted payment.
Within three weeks following completion of the project, please upload the following documents into your shared Google Folder. Jean Jennings will send you a link to this folder. ♦ Individual Summary Report from each participant. ♦ PST Session Log (p. 7) and Individual Time Logs, if applicable (p. 10) ♦ Summary Attendance Record (p. 8) ♦ **Final Roster and Credit Record (p. 9)** ♦ Time Card(s) for Team Leader(s) if Compensation Option 2 has been selected	

Individual Summary Report

Each participant will create a report that includes:

- Detailed summary of learnings
- Specific plan for how he/she will incorporate these learnings in his/her classroom instruction
- Specific plan for addressing what changes in professional practice will occur as a result of these learnings.
- Reflection on how new learnings could be applied school-wide, department-wide, at the grade level, etc.
- Individual Time Log, if applicable (p. 10)

Professional Study Team Session Log

PST Title ______________________________

PST Dates ________________________________Team Leader(s) ____

This information is required documentation for the PST Process. This log may serve as minutes for each PST session. It is also useful as a process for closure at each PST meeting.

The PST Team Leader will document the following for all PST activities.

Date	Time: List beginning and ending time of activity or session	What was accomplished? Ideas, Insights and Implications gained from each session	Next steps? (What do you plan to do with the information you gained from each session?)

Subtotal of time on PST project (this page): __________________________

Cumulative hours to date: __________________

Duplicate this sheet as needed.

PST Title ____

Team Leader(s) __________________________________ **Year** ___________

Summary Attendance Record

Transfer sign-in information from **all** Course Attendance Sheets to this form.

Participant's Name	Meeting Dates (List month and day)									
	/	/	/	/	/	/	/	/	/	/

Final Roster and Credit Record

This is the final roster for those participants who have successfully completed the Professional Study Team requirements including the Team Leader(s). Submit with final documentation materials.

PST Title ____

Team Leader(s) ____

Participant's Name (last, first)	School or Department	Sem. Hrs. Awarded
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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______________________________ ______________________________

Signature(s) of PST Team Leader(s) Date

Individual Time Log

Name of PST, Process Model, or Independent Study: ________________________

Your name: ________________________________

DATE	ACTIVITY (WHAT I DID)	HOW MANY HOURS SPENT

TOTAL HOURS: ________

