Information for Planning a Successful Professional Development Program for Teachers
First Things First

- Establish working relationships with the schools and school districts that you plan to serve and collaboratively plan the proposed program with them.
- Find funding sources (federal funds, foundations, or schools/school districts).
- Establish working relationships with educational vendors.
Issues within Rice

- Obtain cost-sharing information from OSR, if needed.
- Obtain university authorization to offer university course credit, if appropriate. If this is approved, prepare paperwork for the registrar.
Issues within Rice (cont.)

- Prepare contracts for programs and/or courses, Master Teachers, and Evaluators.
- If funding is from federal sources, notify Research Accounting as soon as you know that you are receiving the award so that they may set up the necessary research accounts.
Issues within Rice (cont.)

- If you plan to give stipends, have participants complete the necessary paperwork early in the program.
- Request checks for participants and/or Master Teachers early. If the funding is from federal sources, add additional time to receive the checks.
Issues outside Rice

- Schedule meetings with Master Teachers to plan curriculum.
- Determine materials and technology needed.
- Arrange for guest speakers.
Issues outside Rice (cont.)

- Plan for programmatic reporting (construct pre/post instruments and observation/interview protocols).
- Communicate with participating teachers several times prior to the beginning of the program (fax, flier, letter, email).
- Plan for fiscal reporting (If funding is from federal sources, work with Research Accounting and OSR).
If appropriate, apply to offer credit from

- State Board for Education Certification.
- Texas Association for the Gifted and Talented.
If program is held on-campus,

- schedule classrooms on campus.
- arrange for on-campus equipment and computer rooms.
- arrange for parking.
- arrange for food.
If program is held on-campus (cont.)

- obtain map to the Rice campus, indicate visitor parking and location of room(s).
- notify work control to have buildings/rooms open for Saturday sessions.
- notify campus police.
- contact custodial services for clean up after sessions.
If program is held off-campus,

- arrange for facilities.
- arrange for custodial help.
- arrange for parking.
- arrange for food.
- obtain maps of directions to the site and of the site, etc.
Additional Tasks

- Order materials early.
- Arrange for delivery and storage of materials.
- Prepare sign-in sheets, name tags, and signs for rooms.
- Prepare certificates for teachers.
- Plan early!