



# 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!