

2008-2009

Check List for Course Presenters and Project Facilitators/Contacts
This form must accompany all final submissions.

Course or Project Number: _____ Title: _____

PD Hours: _____ Presenter or Contact (Print): _____ School: _____

ALL PAPER WORK IS DUE ON OR BEFORE JUNE 1, 2009.

Please Check

Attendance lists are enclosed for each meeting. Please use the attendance sheets from PD Express.

"Project/Course Summary"

- All project/courses will be compiled into a binder which will be housed in each building.
- Teachers/staff will use this summary to request copies of the desired course/project from the Professional Development Office, with a few exceptions (ie on-line courses and some traditional courses).
- The Project/Course Summary should be typed and only one page.
- This is an opportunity to share your project/course with other staff members.

Project /Course Summary Outline

1. **Basic Information**
 - Project/Course Title
 - Project/Course Number
 - Project/Course Contact/Presenter
2. **Grade Level/s and Curricular Area/s Addressed**
3. **Goals/Objectives:** Did this project achieve what it set out to do?
4. **Standards Addressed**
5. **Activities/Summary:** What did the project participants or project director actually do?

Product(s) Developed to be put into T-shared Folder titled 2008 2009 Professional Development Final Products

- Be sure all products have title and project/course number
- Add them to the folder with your project/course title

Evaluation Sheets

- To access the Evaluation Form, go on to PDEExpress and click on the Resources icon
- Click on the Documents and Forms drop down menu
- Click on Forms: Professional Development
- Then click on Evaluation and print as many as you need for each participant
- Place completed forms in an envelope and mail all to Mariann Bellai with this sheet

Signature of Presenter or Project Contact _____