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## PROFESSIONAL CONFERENCE GUIDELINES

### Expectations of Participants

- Attendance at a conference is in response to demonstrated staff and/or student data and needs. Selected session topics must align with school, district, and professional goals.
- Know your own goals for attending the conference. If attending as part of a team, understand the goals of the team and the individual team members.
- Complete the [Conference Note Taking Log](#) as you attend the sessions. You will need to save it with a different name before beginning to fill it out.
- Share key learnings with your school community and/or district staff.
- Integrate key learnings into your professional practice.

### Quality Work

Conference attendee(s) must submit quality summary products as defined in the summary product rubric below.

### Timeline

**Submit the Professional Conference Model application three weeks before the conference begins.**

**Within three weeks following** the conference, please upload the first three items to the Google folder shared with you by Jean Jennings.

1. Individual reflection
2. Individual or team summary product, including a guide/explanation of the product
3. Conference Note Taking Log (this can be found on the professional development website, under “Professional Development Models”.)
4. Pay your credit fee by sending cash or a check made out to SVVSD to Jean Jennings in the Office of Professional Development.

### Credit

To receive credit:

- The application must be submitted and approved.
- All four of the requirements above must be met.

- The correct amount of hours must be logged:
  - 7.5 hours = .5 semester hour (\$15)
  - 15 hours = 1 semester hour (\$15)
  - 22 hours = 1.5 semester hours (\$15)
  - 30 hours = 2 semester hours (\$30)
- Travel time is not considered part of the contact hours.
- Salary credit for conference attendance must be earned **outside** of contracted work hours. Salary credit is not given during paid leave time.
- If necessary, you may request an additional .5 credit (7.5 hours) for completion of the conference note taking log, reflection, and the summary product.

## Individual Reflection

Each participant must complete a thoughtful and thorough reflection. The reflection must be based on evidence of learning gathered from the conference. Consider the following questions:

1. Were your goals for the conference met/not met?
2. What was meaningful to you as a learner?
3. How will the conference impact your professional practice in your classroom, school, or district?
4. How does the Professional Conference experience connect with your professional growth goals?
5. What, if any, are next steps in your learning? Where do you go from here?
6. Is there any information or material from the conference that you will share with your colleagues?

## Summary Product Requirements

The purpose of the summary product is to develop a concrete product that demonstrates an increased understanding in the area of study and shows progress in attaining specific goals. The product should also demonstrate an improvement in professional practice and/or an increase in student achievement. Use the Summary Product Rubric below as you design your product.

There are different ways to show what you have learned and the product may be submitted in a variety of formats. **Be sure that a clear explanation or guide to the product is included. All summary products must be uploaded to the Google file shared with you by the Office of Professional Development.**

# Professional Conference Model Guidelines

## Summary Product Rubric

| Components  | Needs Improvement   | Proficient   |
|---|---|--|
| <p><b><u>ORGANIZATION</u></b></p> <p><i>Are the materials submitted in an organized way?</i></p> <p><i>Are all the necessary materials included?</i></p>  | <p>Lack of clear organization</p> <p>Missing 1 or more of the necessary materials:</p> <ul style="list-style-type: none"> <li>• Individual reflection</li> <li>• Individual or team summary product, including a guide/explanation of the product</li> <li>• Conference Note Taking Log</li> <li>• Check for credit fee made out to SVVSD.</li> </ul> | <p>Clearly organized</p> <p>Submitted materials are complete</p>   |
| <p><b><u>SUMMARY PRODUCT</u></b></p> <p><i>Is the summary product aligned with data/background information and stated goals?</i></p> <p><i>Does the summary product demonstrate increased participant learning in the focus area of study?</i></p> <p><i>Does the summary product have implications for improved professional practice and/or increased student learning?</i></p> | <p>Summary product is not aligned with data/background information and stated goals.</p> <p>It's unclear what learning has occurred.</p> <p>Summary product does not include implications for improved professional practice and/or increased student learning.</p>   | <p>Summary product is aligned with data/background information and stated goals</p> <p>Summary product is evidence of the learning that has occurred.</p> <p>Summary product includes implications for improved professional practice and potential for increase student learning.</p> |
| <p><b><u>COLLABORATION</u></b></p> <p><i>What collaboration with colleagues has occurred</i></p>  | <p>Little or no evidence of collaboration with colleagues.</p>  | <p>Evidence of collaboration with colleagues in the design</p>   |

# Professional Conference Model Guidelines

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|                            |  |                                    |
|----------------------------|--|------------------------------------|
| <i>during the project?</i> |  | and implementation of the project. |
|----------------------------|--|------------------------------------|