

*Grant Wood Area Education Agency  
Professional Development  
Study Group Proposal  
Directions*

**Please type and submit with  
Participant Form and Alignment with School Improvement Plan**

**District/Building Staff:**

- Complete the proposal and submit to GWAEA Professional Development Coordinator at least three weeks prior to start date as a request for approval to initiate this study group for renewal credit.

**Study Group Title:**

- State the title of the study group.
- The title should reflect the content of the study group and should not exceed 100 characters in length.

**Content Area Selected:**

- Specify the content area selected for your study group such as:(reading, math, science, leadership, differentiated instruction, social/emotional/behavior, etc.).

**Date:**

- Identify the date that you are submitting the proposal. Must be submitted at least three weeks prior to the start date of your study group.

**Facilitator:**

- Identify the contact person who will facilitate this work.

**Email address:**

- List facilitator's school email address.

**Work Phone:**

- List facilitator's school phone number.

**District/Building:**

- Identify both the school district and building for this study group.

### **What does the data tell us about our building student achievement?**

- Many sources of data are appropriate for decision-making about professional development. Proposals need to be based on identified student need(s) to improve learning. Summarize the data collection, assessments used and analysis that supports this need for new learning.

### **What is the district/building goal addressed by this study group?**

- State the district or building goal(s) as identified in your school improvement plan.

### **What are the outcomes/intended results of the study group's work?**

- Identify what you are hoping to accomplish and the intended results for the staff who are participating in this study group.
- Consider:
  - What will participants know/understand and how will it impact student achievement?
  - What evidence will indicate that student needs have been met?
  - Describe how you will measure your outcomes.

### **What issues or methods of instruction related to student achievement and school improvement goals will be addressed by this study group?**

- Provide a description of the issues or methods of instruction that you will be studying.
- Briefly describe the strategy, new teaching method, action research, etc. for the focus of this group.

### **Plan of Action:**

- Identify a plan for study group time. This should include expectations for facilitator and participants, timelines for readings and group work, team roles (record keeper, facilitator etc.).
- Identify what the group will be doing, record keeping procedures, and how results will be shared.

### **Identify resources that will be used:**

- Identify the resource(s), in bibliography form, that will be used for the group work.
- Resource(s) should be research based, current and reflect best practice in the topic area. It is suggested that you select 1 main resource to allow for more depth. If desired, other materials such as additional books, journal articles, DVDs may be used as supplementary materials.
- A list of approved resources is contained on the study group website.

### **Describe the Implementation Plan.**

- Describe opportunities that will be offered to practice new learning and skills and how the new learning will be implemented.

- Describe how the participant/group will collect data on the frequency and skill of use with the implementation.
- Describe how new learning will be shared with colleagues.

#### **Final Product or Result(s):**

- A final product turned in to the Grant Wood AEA Professional Development Coordinator is required for credit.
- Some examples of a final product include: Individual or group reaction/reflection paper, key concepts paper to reflect upon and synthesize new learning, individual implementation logs, lesson plans based on concepts presented in the study, summary of start-up implementation of the strategy as applicable to your classroom, description of assessment strategies related to this approach, description of next steps needed for classroom/building implementation, PowerPoint or other written documentation intended for district/building professional development, portfolio, photo journal of work, summary of action research, etc.

#### **Specific Meeting Dates and Times:**

- Must meet a minimum of 15 contact hours with the study group team. Contact time with the team replaces contact time with an instructor. It is a good idea to schedule more than 15 hours to allow for absences and inclement weather make-ups. No activity can be implemented prior to approval notification.
- Each session should meet at least 1 hour but no more than 5 hours in length.
- Missed time cannot be made up outside of the group meeting times.

#### **Registration:**

- After proposal is approved, the facilitator will receive registration information, password and course number which will allow each individual to register electronically within one week following the study group start date. There will be no paper registrations.

**Complete all pages and return the following at least three weeks prior to start date. This will allow time for approval and return of necessary registration information and other study group materials.**

- Study Group Proposal
- Participant Form
- Alignment with School Improvement Plan, signed by administrator

#### **Send to:**

Sherry Sines, Professional Development Coordinator  
Grant Wood AEA  
4401 Sixth Street SW  
Cedar Rapids, IA 52404