

# Comprehensive Professional Development Schedule for FY10 cohort for Year 1 in 2009-2010 Updated June 3, 2009

Topic	Overview	Hours
<b>Month 1/Month 2 (August/September)</b>		
Facilitators may choose to hold 2 full day sessions that complete no more than four modules. The two day sessions must include Getting Started and Transforming Learning with Technology. Two of the other modules listed may be selected to complete the two days.		
<b>01-Getting Started</b> Modules posted July 1  <b>Equipment Installation:</b> Teacher laptop prior to session 1.	Session introduces strategies to help students get to know each other better and begin building community through a variety of team building activities. Groups set their professional development schedule for the year. Electronic communication is addressed regarding discussion lists, distribution lists and email. Guidelines and attendance policy are given to participants.	4
<b>02-Transforming Learning with Technology</b> Modules posted July 1	Session provides an overview of the basics of computer use and file management. Troubleshooting, virus protection, and preventive maintenance are addressed. Additional activities include an introduction to the use of technology based on Grappling's Technology and Learning Spectrum. Bernajean Porter's "flashlight" exercise is included.	4
<b>03-Constructivism</b> Modules posted July 1	Session provides an overview of the theory of constructivism and how it might look in the technology-rich classroom. Hands-on activity illustrating differences between traditional lesson and inquiry-based lessons will be completed. Standards based curriculum and instruction is introduced including an overview of the National Education Technology Standards for Students (NETS-S).	4
<b>04-Questioning Strategies</b> Modules Posted August 1	Session introduces effective questioning strategies for engaging students in inquiry-based activities. This module includes an introduction to basic assessment concepts related to inquiry-based classrooms.	4
<b>05-Cooperative Learning</b> Modules posted August 1	Session focuses on using cooperative learning in the eMINTS classroom. Topics such as when it is appropriate to use cooperative learning, how to implement cooperative learning in a technology-rich classroom, and examples of specific structures are provided.	4
<b>06-Effective Uses of Productivity Tools</b> Modules posted August 1	Session is an expansion of Grappling's' Technology and Learning Spectrum introduced in the Transforming Learning with Technology session. Participants evaluate sample lessons based on the Grappling's scale. The creation of a variety of products in Word applies basic software functions to classroom uses.	4
<b>07-Peer Visit</b> Teachers Accepting Visitors and related documents posted September 1	Participants visit another eMINTS classroom in the state (if possible). Participants are provided with an observation guide to complete during their visit. Visits are scheduled by teachers and may occur sometime between the middle of September and the middle of May. In locations where established eMINTS classrooms are not available, specialists should propose alternate experiences or session topics.	6.5 hours (contract time - includes 30 minute meal)
<b>Month 3 (October)</b>		
<b>08-Interactive White Boards</b> Modules posted September 1  <b>Equipment Installation:</b> Building connectivity and Interactive whiteboard installed prior to session 8.	Session addresses how inquiry-based activities are supported through the use of a SMART Board and SMART Notebook software (including SMART Ideas). Samples of learning activities are provided.	4
<b>09-Finding and Organizing Internet Resources</b> Modules posted September 1  <b>Equipment Installation:</b>	Session focuses on finding high quality educational resources on the Web that meet the diverse learning needs of students and organizing those resources using both online and offline bookmark storage.	4

Teacher workstation including scanner & printer installed prior to session 9.		
<b>Month 4 (November)</b>		
<b>10-Evaluating and Using Internet Resources</b> Modules posted October 1  <b>Equipment Installation:</b> Digital camera must be provided to eMINTS teacher prior to session 10.	Focuses on the knowledge and skills needed by educators to understand issues of Internet information accuracy and validity, high-quality web searches, and working with students on contemporary copyright.	4
<b>11-Using Presentations in Inquiry-based Learning</b> Modules posted October 1	Session focuses on how to identify and evaluate instructional tasks that include the use of PowerPoint for higher level thinking. The creation of a variety of products in PowerPoint applies software functions to classroom uses.	4
<b>12-Learning Communities and Technology</b> Modules Posted October 1	Session addresses classroom management issues that occur in an eMINTS classroom. Specific strategies for management are shared including tips on managing the 2 to 1 or 1 to 1 student-computer ratios.	4
<b>Month 5 (December)</b>		
<b>13-Planning a Classroom Website</b> Modules posted November 1  <b>Equipment Installation:</b> Installation of student computers may begin during this month and must be complete prior to session 19.	During this session participants create a storyboard of their class website – may be completed independently by participants using online resources provided by eMINTS or may be a face-to-face session. Topics such as website content, audience, and good website design are addressed. During the classroom visit in January facilitator should check to be sure resources are ready for use in the full day creating a class website session.	4
<b>14-Inquiry-based Lessons</b> Modules posted November 1	Session focuses on the components of an inquiry-based lesson and how to develop essential questions. Participants learn to transform traditional lesson plans to lessons that are inquiry-based and take advantage of technology. Examples are provided.	6.5 hours (contract time - includes 30 minute meal)
<b>Month 6 (January)</b>		
<b>15-Introduction to WebQuests</b> Modules posted December 1	Session introduces participants to WebQuest lesson plans. They experience a WebQuest lesson, learn the elements of a WebQuest, and identify sources of WebQuests that can be used in the classroom.	4
<b>16-Visual Literacy</b> Modules posted December 1	Visual literacy skills are introduced along with basic functions of digital cameras and photo editing software. Participants work in groups to learn how to operate digital cameras. Many ideas for using digital cameras in the classroom are shared. Basics of editing digital pictures, such as resizing, in graphic editing software are introduced.	4
<b>17-Creating and Editing Digital Images</b> Modules posted December 1	Session covers various uses for graphics software including visual literacy encoding skills. This session includes additional uses of graphics editing software and how to use the software to create a variety of graphics including the creation of buttons for websites.	4
<b>Month 7 (February)</b>		
<b>18-Creating a Classroom Website</b> Modules posted January 2	Participants create a class website using webpage editing software.	6.5 hours (contract time - includes 30 minute meal)
<b>19-Tools for Thinking</b> Modules Posted January 2  <b>Equipment Installation:</b> Student computer installation must be complete prior to session 19.	Session introduces the use of concept-mapping and graphic organizers to scaffold learning. In addition, SMART Ideas software that was briefly introduced during the SMART Board session is revisited. Advanced features of the software are included.	4
<b>20-Website Work Session</b> No modules for this session	Session provides participants with time to continue adding content and making improvements to their class websites. Mini-lessons on converting PowerPoint, and Word to html are presented.	4
<b>Month 8 (March)</b>		
<b>21-Modifying a WebQuest</b> Posted February 1	Participants edit an existing WebQuest to better meet the needs of their students.	6.5 hours (contract time - includes 30 minute meal)

<b>22-Collaboration Session/ Troubleshooting</b> Modules posted February 1	Session covers basic troubleshooting techniques participants can use in their classroom. Additional topics are determined with participants and their instructional specialist.	4
<b>Month 9 (April)</b>		
<b>23-Classroom Communication</b> Modules posted March 1	Various forms of classroom communication will be covered such as newsletters and desktop publishing. In addition online communication tools will be introduced including tools such as blogs and pod casting.	4
<b>24-Collaboration Session</b> No modules for this session	At this session participants share a variety of successful implementation ideas. Additional topics are determined with participants and their instructional specialist. This session may take the form of year 1 and year 2 teachers sharing ideas or may involve experienced eMINTS teachers (veterans) or multiple districts or year 2 eMINTS4ALL teachers sharing ideas and strategies.	4
<b>Month 10 (May)</b>		
<b>25-Connections Between Inquiry-based Teaching and State Assessment</b> Modules posted April 1	In this session participants review how inquiry-based lessons prepare students for state assessments. Participants determine how various tasks, products and instructional processes prepare students for tasks that are complex and require critical thinking.	4
<b>26-File Management</b> Modules posted April 1	Session focuses on file management. Topics such as backing up files and cleaning up files in preparation for the upcoming school year are addressed.	4
<b>Month 11 (June)</b>		
<b>27-Writing a WebQuest</b> Modules posted April 1	During summer professional development participants write an original WebQuest that they can use in their classrooms next school year.	12

**Timelines:** The sequence of the eMINTS PD modules is very important. The PD and equipment installation schedules are listed by months (month 1, month 2, etc.) to accommodate eMINTS implementations that begin in any calendar month. However, please note that eMINTS PD modules are reviewed, revised and posted annually according to the U.S. fiscal year calendar dates (July, August, etc.) listed. For locations that do not follow the U.S. fiscal year schedule, archived modules are available.

Contact the eMINTS National Center at [emints-info@emints.org](mailto:emints-info@emints.org) for more information.