

Julie Cottin
July 24, 2004
EDT 348
P3- Planning Follow-up and Support of SD Activities

Sturgis Public Schools has five professional development days scheduled during the school year. At this time the details of what will be presented during each session has not been determined.

For ongoing support and follow-up each building in the Sturgis Public School system has a technology representative. The building representative is the first line of support to staff and is available to answer questions and provide technical support. If the building representative needs support they contact the Instructional Technology staff to troubleshoot more difficult questions or problems. Every month during the school year the building representative have staff development training. Follow up support is provided to the building representative by the person who presented the topic (content expert) at the monthly meetings. Each presenter is responsible for developing the content and receives a small stipend for the presenting the training session. Some topics are repeated annually as a refresher and for the benefit of new staff members. The building representatives then disseminate the new information to the instructors at their monthly staff meeting. Details of the training session were not available at this time.

In addition to monthly staff meetings during the school year, additional workshops are being offered during the summer (see Appendix 2 for the Summer Technology Training Schedule). Sturgis Public Schools has provided each instructor with a tablet (small laptop) which runs on a wireless network in the school. Instructors are required to bring their tablet to training sessions which enables instructors to work on their own equipment. During the school year the Instructional Technology Department plans on offering training workshops periodically during the week and on Saturday see Appendix 3 Additional Education Technology Development.

Sturgis Public School is considering subscribing to EDclass to provide additional professional development and resources for integrating technology into student lessons. EDclass has a large library of electronic books demonstrating how to integrate technology using the Microsoft Office products into the lessons and are based on National Standards and some state standards. EDclass provides a technology integration solution to students and instructors by providing content with instructions how to utilize technology while completing an activity.

A Needs Assessment has been developed for staff to complete and each building representative is responsible for review. A building representative will recommend professional development workshops that are available to staff and keep them abreast on professional development opportunities.

I believe Sturgis Public School is doing a great job with their Education Technology staff development. Follow-up and support is available but limited to the building representative's free time and the instructional technology staff workload. If funding for additional staff was an option, I would recommend increasing the instructional technology staff. Most staff development during the school year is presented during staff meetings with little or no hands on opportunities. Increasing the number of hands-on workshops provides the opportunity for instructors to increase their comfort and skill level in regards to technology.

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References:

Online Professional Development

EDclass: <http://www.edclass.com/>

Staff Development Training Sites

Basic and Advance Training Bookmarks:

<http://www.itdc.sbcss.k12.ca.us/staffdev/trainingbookmarks.html>

Berrien County ISD Staff Development Links:

<http://www.remc11.k12.mi.us/bcisd/classres/staffdev.htm>

Webquest Sites:

Webquest Originator website: <http://webquest.sdsu.edu/>

EMT Resource page: <http://www.itdc.sbcss.k12.ca.us/curriculum/webquest.html>

BLOGs:

Definition of BLOG: <http://www.marketingterms.com/dictionary/blog/>

Globe of BLOGs <http://www.globeofblogs.com/>

WIKI's

Definition of WIKI's: <http://www.wiki.org/wiki.cgi?WhatIsWiki>

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Appendix 1

Overview of Professional Development 2004-2005

August	Instruction on new technologies acquired over the summer
September	New Technologies and PowerGrade/PowerSchool
October	Handhelds in the classroom and or Inspiration/Kidspiration
November	Digital Video in the Classroom-Camera's, Video Conferencing, images from internet and other sources
December	MS Office Integration
January	PowerGrade Review District-wide software integration and planning for the next year A+ anywhere, elementary math, social studies, reading, Geometers sketchpad...
February	Internet in the classroom
March	Digital Video and/or Handhelds
April	Teacher Web Pages
May technology	Best Practices in Technology-A showcase of teacher's /student's using
June	Evaluate and Plan for next year

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Appendix 2

Summer Technology Training Schedule

Please call or email Janene Kosman to register
 659-1527 jkosman@sturgis.k12.mi.us

Date	Course Description	What to bring	Location
y, July 27	Beginners PowerPoint- This session will be for people getting started. It will cover the basics for starting and creating a simple presentation.	Tablet with power cord	HS Media Center
day, July 28	Mimio Board- Learn how this small device can turn your white board into an interactive smart board as well as record everything you write on your white board.	Tablet with power cord	HS Media Center
ay, July 29	Palms in the classroom- So you've been using your Palm to keep your appointments and addresses... This session will focus on the educational software available to implement a Palm learning environment in the classroom.	Tablet, power cord, Palm, Palm keyboard, syncing cable	HS Media Center
y, August 9	Teacher Web Page Creation- Learn how to create and update your own webpage for you classroom. Imagine posting field trip pictures, your class newsletter and other important information for your parents on the web.	Tablet with power cord	HS Media Center
, August 10	Digital Camera- Learn how to take digital pictures and transfer them to your Tablet while enjoying the great outdoors at Camp Fort Hill	Tablet with power cord, digital camera	Camp Fort Hill
y, August 11	Intermediate PowerPoint- Insert movies, sounds, play CD's with a PowerPoint presentation, make a KIOSK presentation.	Tablet with power cord	HS Media Center
y, August 11	Peripheral Party- Learn to use some of the many peripherals available to you. Featuring your CD-ROM, a memory stick, a document camera, data projector, and your classroom monitor	Tablet with power cord, CD-ROM with power cord	HS Media Center
y, August 12	Palms in the classroom- So you've been using your Palm to keep your appointments and addresses... This session will focus on the educational software available to implement a Palm learning environment in the classroom.	Tablet, power cord, Palm, Palm keyboard, syncing cable	HS Media Center
August 13	Publisher- Learn to create a calendar, newsletter, postcard, business card and brochure.	Tablet with power cord	HS Media Center
, August 17	Tablet Management/Organization and Wireless Cart Procedure Discover how to be master over your tablet. Will learn how to not fear technology because you're smarter than some machine. Also, will demonstrate how to manage the wireless cart in your classroom.	Tablet with power cord, CD-ROM with power cord	HS Media Center
, August 17	Tablet Management/Organization and Wireless Cart Procedure Discover how to be master over your tablet. Will learn how to not fear technology because you're smarter than some machine. Also, will demonstrate how to manage the wireless cart in your classroom.	Tablet with power cord, CD-ROM with power cord	HS Media Center

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Appendix 3

Additional Education Technology Development

The Instructional Technology Director is planning on offering 6 four-hour Saturday classes during the school year. She is also going to offer the classes in 2 two hours sessions on Tuesday and Thursday evening. Topics are:

Palms in the Classroom

Video Conferencing in the classroom

Using peripherals in the classroom – Mimio board, Smart Board, Data Projector, Classroom Monitor, external storage devices

Webquests, BLOGS and WIKI's in the classroom

Office Applications in the classroom (Word, Excel, PowerPoint, and Publisher)

Making your own website for your classroom using Front Page