



Professional Development Credit

(a.k.a. "extra credit")

DIRECTIONS: All three parts must be completed satisfactorily and submitted on time to receive extra credit. This is due **within one week of the date** of the event/speaker.

Click on "Professional Development" in the sample portfolio at this link to view the format of your final draft for submission:
<http://sharonfagan.weebly.com>

Part I: Attendance and Note-taking

1. Attend the speaker/event **with this handout** and be an active participant as is appropriate.
2. Get a **signature to verify** your attendance from a faculty member or organizing staff member present at the event, or sign-in, if required.
3. Keep focused during and think about the experience by **handwriting notes and/or your comment/reaction/response** on this handout. Record main points, your thoughts, and correct information (ask for correct spellings of names, etc.)

Part II: Draft

4. Using your written notes, draft a complete, coherent final **summary and reflection of 15-20 sentences** that will be uploaded in the Professional Development Collection of your portfolio. Your summary should address the following topics:
 - a. Complete **4-line bolded and single-spaced heading**: 1. Event/speaker specific name, title/affiliation. 2. Location. 3. Date. 4. Number of hours
 - b. Brief **description of the event/occasion**, including a description of how you were involved
 - c. **Explanation of the relevancy** of the event to coursework/learning in teacher education
 - d. **Summary of highlights of the event and your learning** from it
 - e. Personal **commentary/response/reflection** on the meaning or significance of the event to you
5. Format your word-processed version of this entry according to the directions and model in the *Building an Education Portfolio Using Weebly* manual.

Part III: Submit

6. Word-process the final draft of your entry **exactly as it will look in your portfolio** (heading, spacing, bolding, etc.)
7. Wait for my feedback and suggestions for revisions. Revise and edit as needed.
8. Upload the entry in the "Professional Development" collection of your portfolio by the due date for the professional development collection (see course calendar).

NOTES

Event _____ Date _____

Verifying Signature _____

Type of Event (workshop, speaker, conference, etc.): _____

Event/Topic/Title: _____

Name Speaker/Presenter/Sponsor: _____

Title and/or Affiliation: _____

Date of Event: _____ Clock Hours: _____

3. Explain the learning highlights for you and the most significant learning or insight gained from your attendance/participation.

4. Explain how, as a future teacher, you benefited from attendance at this event or from the information/knowledge you gained.