Course(s) listed below are available through ISU for a fee. Documentation of course work and the number of participation hours/credits desired will need to be verified by Bryon Kennedy. A pass/fail score will be assigned according to the completion of assignments as noted by the respected course.

**Overall course Description:**

- Staff will read and work to implement strategies from the book *Make it Happen* by Kim Bailey & Chris Jakicic.
- Staff members will log their time and provide artifacts including, but not exclusive to, the following: session requirements, time logs, content implementation products, artifacts, evidence of PD content delivery, certificate of completion, reflection activities, creating presentation materials, and a reflection paper demonstrating the learning of the teacher and student outcomes.
- Staff will an active participant in the district’s professional development days and PLC meetings.

**Registration:**

- Participants can register between August 1, 2020 and January 8, 2021. Extensions to this timeline will not be granted.

**Course Work:**

- Course work needs to be completed between August 1, 2020 and April 30, 2021.

**Grading:** Upon completion of the course, grading will be based on a pass/fail system given specific assignments completed and turned into instructor.

**Credits:**

- 2 credits

**Course Specific Assignments:**

- Attend 6 out of the 8 professional development days throughout the school year (between Sept to Apr).
- Read the book *Make It Happen*.
- Write and submit a beginning reflection page that answers the following questions:
  - What is my current understanding of PLC?
  - What are the 4 critical questions of PLC?
  - Given the 4 critical questions, which question do I want to work on answering more deeply this year?
- Write and submit an ending reflection page that answers the following questions:
  - What has your role been in the PLC implementation process?
  - How have your professional practices changed through the implementation of PLCs in the district and school?

**Course(s) Transcript:**

Use the same link that you registered for the course to obtain your transcript. You will be requesting a Professional Development transcript that you currently do not need to pay for. The transcript will be mailed to the address that you provide, with the option to send a copy of the transcript directly to the ISDE.
Professional Development Intention to Participate Form  
School Year: 2020-21

Course Title: PLC’s-A Continuing Process  
College: ISU  
# of Credits: 2  
Cost: $110.00

Registration deadline: January, 8, 2021

Course Assignments deadline:
Once the noted assignments are completed and turned in, the grade will be submitted to the university. All course assignments are due no later than April 30, 2021.

Instructor of Record: Bryon Kennedy

Online registration, online payment and this form is due to instructor before staff begins course work.

<table>
<thead>
<tr>
<th>Staff Member Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit and Payment link:</th>
<th>isu.edu/educationpd (follow links inside this hyperlink)</th>
</tr>
</thead>
</table>

| Participation Level: | Credit: [ ] online registration completed [ ] online payment completed  
Non-credit: { } Staff member desires to participate for time towards B-7 inservice level, but not for ISU credit |
|----------------------|-----------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Focus Area: [choose 1 option only]</th>
<th>District and School PLCs.</th>
</tr>
</thead>
</table>

Professional Outcomes: (What you are desiring to get from this training.)

How do you perceive student outcomes could be impacted by this training?

Specific plan to earn credit. (How/what will you use to gain new skills? List any trainings, conferences, printed materials, etc.)

Use the back side if you need additional space. [ ] information continued on back side.
**Professional Development Course**  
**School Year: 2020-21**  
**Assignment Checklist**

**Course Title:** PLC’s - A Continuing Process  
College: ISU  
# of Credits: 2  
Cost: $110.00  
Registration deadline: January, 5, 2021  
Course Link: [isu.edu/educationpd](http://isu.edu/educationpd)

**Course Assignments deadline: April 30, 2021**—submit this form and supportive documents to electronically or hardcopies to Bryon (bkennedy@sugarsalem.com or office @ District annex bldg.)

**Assignment Checklist:**

- [   ] Registered & credits paid through ISU by **January 8, 2021.**
- [   ] Fill out and return Intention to Participate Form to Bryon Kennedy
- [   ] Read the book Make It Happen by Kim Bailey & Chris Jakicic
- [   ] Attend 6 out of 8 district PLC days (attendance verified by monthly sign-in sheets)  
  Please mark the months you attended the full day:
  
<table>
<thead>
<tr>
<th>Month</th>
<th>Activity:</th>
<th>Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] August</td>
<td>[ ] September</td>
<td>[ ] October</td>
</tr>
<tr>
<td>[ ] December</td>
<td>[ ] January</td>
<td>[ ] February</td>
</tr>
</tbody>
</table>

- [   ] Attach a copy of the department and/or school PLC meeting agendas for these specific days
- [   ] A 2 page reflection paper written in April about the personal insights you have gained throughout this year and any student growth outcomes from this year’s activities.
- [   ] For each month you attend, list the activities involved in and the outcomes that will benefit your classroom, department, or school.