



2004

The 2004 Summer Course Offering booklet is being distributed for review prior to the actual online registration.

Registration Process

Carefully review the matrix, listed on pages vii-x below, which outlines the courses and who is eligible to take the courses based on the established selection criteria. **Register only for those courses for which you meet the selection criteria.** Online registration will be right protected according to the selection criteria. Applicants may register for a maximum of four courses, but will only be considered for two. This does not apply to area or district liaisons that are responsible for multiple curricular areas.

The Online Registration Process

The online registration process has been revised based upon feedback provided during last year's online registration process. To register you will need to have your school's or office's password/access code. **Please make sure that you use only the access code/password designated for your worksite. Use of another site's password will register you as being located at that work site.**

In the schools, principals and/or assistant principals will distribute the access codes. The area offices and district offices have Summer POCs who will give out access codes to employees assigned to the area and district offices. **Please see the timeline on page iii below for the online registration process.**

4 Tiered Review Process Before Selection

Reviews of all applications occur at four levels:

1. The Principal will review and recommend or not recommend applicants from the school level.
2. The District Summer POCs will review and recommend or not recommend applicants from the school and district levels.
3. The Area Summer POC will review and recommend or not recommend applicants from the school, district and area levels.
4. The Headquarters Summer POCs will review all applicants that have met approval from the school, district and area level and will select the final list of applicants.

More Information

Supervisors will receive their passwords and registration website address from their Area or District POCs. Supervisors will need to distribute the website address on February 12, 2004. More information will be available through the online registration site on how to register.

This catalog of summer offerings may be viewed at the following website:
<http://www.odedodea.edu/instruction/support/profdev/pdf/2004summercourses.pdf>

Area and HQ Point of Contacts

DDESS Area Office Point of Contact: **Margo Gamble**
Pacific Area Office Point of Contact: **Roy Hall**
Europe Area Office Point of Contact: **Ed Tyner**
HQ Point of Contact: **Leslie MacDonald**

Timelines

When?	What?	Who?
February 4, 2004	Summer course offerings released in the "Weekly Packet" for distribution to all constituents for review prior to the online registration.	HQ releases course offerings
10:00 p.m. EST, February 13-2004	<p>All DoDEA educators may register for courses for which they meet the selection criteria.</p> <p>School administrators review and recommend or not recommend applicants during this time. Applicants must meet selection criteria.</p>	<p>Teachers, school administrators, DSO liaisons, area coordinators/liasons will all register during the same window of time.</p> <p>School administrators will also recommend or not recommend applicants during this same window of time.</p>
6:00 p.m. EST, February 20, 2004	<p><u>Online registration is closed.</u></p> <p>All registration terminates.</p> <p><u>Do not wait until the last day as you may encounter technical problems.</u></p>	<p>Teachers, school administrators, DSO liaisons, area coordinators/liasons may no longer register.</p> <p><u>School administrators need to complete their review of school level applicants by this date.</u></p>
6:01 p.m. EST, February 20, 2004	The database is open to the District Summer POCs to review, recommend, not recommend applicants from the school level and from the district level.	District Summer POC
6:00 p.m. EST, March 5, 2004	The database is closed to the District Summer POC.	District Summer POC
6:01 p.m. EST, March 5, 2004	The database is open to the Area Summer POC to review, recommend, not recommend applicants from the school, district, and area levels.	Area Summer POC
6:00 p.m. EST, March 19, 2004	The database is closed to the Area Summer POC.	Area Summer POC
6:01 p.m. EST, March 19	The database is open to the HQ Summer POCs to review and select the final list of recommended applicants.	HQ Summer POC
6:00 p.m. EST, March 31, 2004	The database is closed to the HQ Summer POCs.	HQ Summer POC
6:01 p.m. EST, March 31	HQ PDEE reviews database.	HQ PDEE
6:00 p.m. EST, April 5, 2004	List of approved summer participants open to Areas and Districts for review.	Area and Districts
6:00 p.m. EST, April 9, 2004	List of approved summer participants open to school administrators for notification to the faculty.	Principals/Assistant Principals

2004 TABLE OF CONTENTS of Summer Course Offerings

<p>There are 32 course/session offerings for this upcoming summer. Carefully review the selection criteria, listed on pages vii-x. Apply only for courses for which you meet the selection criteria. Courses are right protected according to selection criteria. (See timeline for registration dates on page iii.)</p> <p>Educators at the school level may sign up for 4 courses but will not be approved for more than 2 courses. This does not pertain to area and district liaisons.</p>	<p>Directed (D)</p> <p style="text-align: center;">-or-</p> <p>Non-Directed (N)</p>	<p>HQ Course Code</p>	<p>Page</p>
Gifted Education:			
<u>Elementary Gifted</u> : Models of Teaching in Content/Gifted Education “Advanced Training”	N	GTE4001	2-3
<u>MS Gifted</u> : Models of Teaching in Content/Gifted Education “Advanced Training”	N	GTE4002	4-5
Physical Education			
<u>High School</u> : Physical Education	D	HPE4001	7-8
Administrative Leadership:			
<u>Aspiring Administrators</u> : Aspiring Leaders Institute	D	LDR4001	10-11
<u>New Administrators</u> : New Leaders Academy Institute (New Principals and Assistant Principals)	D	LDR4002	12-13
Math:			
<u>Grades 3-12</u> : Restructuring Classroom Teaching Using Assessment	N	MAT4003	15-16
<u>HS Math Teachers</u> : Discrete Mathematics---New High School Course	D	MAT4004	17-18
<u>Grades 3-5</u> : Developing Mathematical Ideas for Elementary Teachers	N	MAT4005	19-20
<u>Middle School Math (6, 7, 8)</u> : Process Approach to Middle Mathematics: Algebra Strand	N	MAT4006	21-22
Music:			
<u>Music Teachers Grades 6-8</u> : General Music Workshop	N	MUS4001	24-25
PTS (Professional Technical Studies)			
<u>High School</u> : Computer Aided Manufacturing and Mechanical Engineering (LabVolt)	D	PTS4001	27-28
<u>High School</u> : “Inventor” Computer Aided Design	D	PTS4002	29-30
<u>High School</u> : Architectural Drawing—Auto CAD	D	PTS4003	31-32
<u>High School/MS</u> : Cisco Academy Training---Semesters 1 and 2	D	PTS4101	33-34
<u>High School/MS</u> : Cisco Academy Training---Semesters 3 and 4	D	PTS4102	35-36
<u>High School</u> : IT Essentials 1 (A+ Training) Session 1-A	D	PTS4103-A	37-38
<u>High School</u> : IT Essentials 1 (A+ Training) Session 1-B	D	PTS4103-B	39-40
<u>High School</u> : IT Essentials 1 (A+ Training) Session 2-A	D	PTS4104-A	41-42

High School: IT Essentials 1 (A+ Training) Session 2-B	D	PTS4104-B	43-44
High School: "Access Database" Training	D	PTS4201	45-46
Middle School/High School: Computer Science Teachers: Advanced Computer Science Topics	D	PTS4202	47-48
High School Computer Science Teachers: Intermediate JAVA	D	PTS4203	49-50
HS/MS and Teachers with Kron Machines: Video 1 and II	D	PTS4301	51-52
Middle School: Career Development	D	PTS4401	53-54
High School: Culinary Arts (same as below, different location)	D	PTS4402-A	55-56
High School: Culinary Arts (same as above, different location)	D	PTS4402-B	57-58
High School: Lodging Management	D	PTS4403	59-60
Science:			
Middle School Science Teachers: GAVRT Science Research (not available to the Pacific)	N	SCI4001-A	62-63
Middle School Science Teachers: GAVRT Science Research (not available to the Pacific)	N	SCI4001-B	64-65
Social Studies:			
High School: Street/Practical Law Workshop	D	SOC4001	67-68
High School: U.S. History Scoring Conference	D	SOC4101	69-70
Special Education and Pupil Personnel Services			
Special Education Teachers, Grades 3-11 and SPED Coordinators: Alternate Assessment Scoring and Work Group II	D	SPE4101	72-73

Description of Headquarters Sponsored Summer Training Provisions

For all Non-Directed training sessions:

- Hotel accommodations and board are included at no cost to participants.
- Transportation to and from the training site will be the participant's responsibility and is not reimbursable.
- Participants will not be in a duty status for non-directed training.
- DSOs must issue non-funded travel orders. There is absolutely no funding provided to the participant in these orders.
- Graduate credit may or may not be available for the training. Participants will not be required to pay for credit.
- **Transportation and salary are not provided by DoDEA for non-directed travel.**
- Training sessions for UNI Math courses and for GAVRT have different guidelines than those listed above. **Carefully read the guidelines in the summer course descriptions.**
- Participants must request non-funded TDY orders from the appropriate servicing office prior to the end of the school year.

For all Directed training sessions:

- Participants will be on regular TDY, which includes travel, per diem and salary.
- DSOs will issue funded travel orders. No rental cars are allowed on the travel orders unless specified by HQ POC.
- Headquarters Personnel will submit an SF-52 for each participant in order to ensure educators are paid in a timely manner for summer workshops.
- Graduate credit may or may not be available for the training and is at the participant's expense. **Participants are responsible for obtaining proof of their payment for online registration. Hard copies need to be printed at the time of registering for credit. DoDEA does not secure proof of registration. This is the responsibility of the participant. If university credit is issued from more than one university, participants may register for credit only through one university.**
- It is the responsibility of the participant to file for reimbursement upon return to his/her duty site.
- Participants must request official TDY orders from the appropriate servicing office prior to the end of the school year.

For DODDS Participants only:

DoDDS-Pacific and DoDDS-Europe will fund only one TDY trans-Pacific or trans-Atlantic crossing for summer workshops. Upon exercising RAT, orders will be funded from the Home of Record (HOR) to the workshop(s) site(s).

Who can take which courses?

Course Number	Course Name	Elementary Teachers	Middle School Teachers	High School Teachers	District Area Liaisons	ES Administrators	MS Administrators	HS Administrators
GTE4001	El. Models of Gifted	Gifted Resource	no	no	no	no	no	no
GTE4002	MS Models of Gifted	no	Gifted Resource	no	no	no	no	no
HPE4001	HS Physical Education	no	no	P.E. Sched to teach Personal Fitness	Area	no	no	Yes
LDR4001	Aspiring Leaders	ECP qualified-DoDDS or Aspiring-DDESS	ECP qualified-DoDDS or Aspiring-DDESS	ECP qualified-DoDDS or Aspiring-DDESS	ECP qualified-DoDDS or Aspiring-DDESS	no	no	no
LDR4002	New Leaders	no	no	no	no	3 or less years experience	3 or less years experience	3 or less years experience
MAT4003	Restrux Clrm Tching Using Assessment	Math teachers grades 3-6	Math teachers grades 6-8	Math teachers grades 9-12	no	no	no	no
MAT4004	Discrete Math	no	no	Teachers sched to teach <u>Discrete Math</u> either in pilot SY 2004-05 or implementation SY 2005-06	no	no	no	no

Course Number	Course Name	Elementary Teachers	Middle School Teachers	High School Teachers	District Area Liaisons	ES Administrators	MS Administrators	HS Administrators
MAT4005	Dev Math Ideas for El Tchrs	Grades 3-5 Sped Comp Ed	no	no	no	from schools with grades 3-5	no	no
MAT4006	MS Proc Approach to Algebra	no	MS Math, Grades 6, 7, 8 and MS SPED	no	no	no	no	no
MUS4001	Gen Music	6-8 th Grade Music Teachers & Elementary general music specialists who teach 6 th grade music		no	no	no	no	no
PTS4001	LabVolt	no	no	LabVolt Tchrs and 2 Math Tchrs from ea Area	no	no	no	no
PTS4002	Inventor	no	no	Auto CAD tchrs	no	no	no	no
PTS4003	Architect Drawing	no	no	Auto CAD tchrs	no	no	no	no
PTS4101	Cisco 1 and 2	no	See write-up As a backup	CISCO see write-up for details	no	no	no	no
PTS4102	Cisco 3 and 4	no	If meet requirements in write-up	CISCO see write-up for details	no	no	no	no

Course Number	Course Name	Elementary Teachers	Middle School Teachers	High School Teachers	District Area Liaisons	ES Administrators	MS Administrators	HS Administrators	
PTS4103-A Session 1-A	IT Essentials	no	no	Computer Service and Support	no	no	no	no	
PTS4103-B Session 1-B	IT Essentials	no	no	Computer Service and Support	no	no	no	no	
PTS4104-A Session 2-A	IT Essentials	no	no	Computer Service and Support	no	no	no	no	
PTS4104-B Session 2-B	IT Essentials	no	no	Computer Service and Support	no	no	no	no	
PTS4201	Access DB	no	MS/HS Business and/or Comp Sci sched to teach BCT 305		no	no	no	no	
PTS4202	Ad Comp Sci Topics	no	MS/HS Computer Sci Tchrs		no	no	no	no	
PTS4203	Intermed Java	no	MS/HS Computer Sci Tchrs		no	no	no	no	
PTS4301	Video 1 and II	See write-up for specifics re the Kron machine					no	no	no
PTS4401	Career Develop	no	MS Teams Only: See write-up for team composition	no	no	no	MS Teams Only: See write-up for team composition	no	

Course Number	Course Name	Elementary Teachers	Middle School Teachers	High School Teachers	District Area Liaisons	ES Administrators	MS Administrators	HS Administrators
PTS4402-A	Culinary Arts	no	no	Fam and Consumer Science Tchrs	no	no	no	no
PTS4402-B	Culinary Arts	no	no	Fam and Consumer Science Tchrs	no	no	no	no
PTS4403	Lodging Mgmt	no	no	Fam and Consumer Science Tchrs	no	no	no	no
SCI4001-A	GAVRT	no	Grades 7-8 Science Tchrs For DDESS and DoDDS-E only	no	no	no	no	no
SCI4001-B	GAVRT	no	Grades 7-8 Science Tchrs For DDESS and DoDDS-E only	no	no	no	no	no
SOC4001	Street Law	no	no	Social Studies Tchrs	Respons for Soc Studies	no	no	YES
SOC4101	U.S. History Scoring Conference	no	no	Current U.S. History Teachers High School Social Studies Teachers	Social Studies Liaisons/ISS Assessment Liaisons/ISS	no	no	no
SPE4101	Alt Assess Scoring	Special education teachers providing a specialized program for students with moderate to severe disabilities in grades 3-11 in DDESS and DoDDS. (ONLY from category 4 locations in DoDDS).			Special education coordinators not to exceed 1 from the Pacific and 2 each from DDESS and Europe.	no	no	no

Gifted Education

Course Code:GTE4001

**Elementary: Models of Teaching in
Content/Gifted Education
“Advanced Training”**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

K-6 Gifted Education Resource Teachers only

Priority order:

- Elementary gifted resource teachers scheduled to provide gifted services.
- New elementary gifted resource teachers may be considered.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
24	12	6	6

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
East Coast	July 11, 2004	July 12, 2004	July 16, 2004	nl July 17, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	3B	2

Non-Directed Travel

This is a non-directed workshop. Selected participants will be responsible for funding their own travel for this workshop. If selected to attend this workshop, non-funded TDY orders must be requested from participant’s servicing office upon notification of selection by DoDEA Headquarters.

Level of Training: Level Two: Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies

- Mastering content and curriculum;
- Presenting organized instruction;
- Managing for effective learning;
- Monitoring and assessing student achievement;
- Promoting diversity and equity;
- Plans and implements instructional programs based on District/school curricular objectives and guidelines;

- Employs effective classroom management techniques;
- Evaluates student progress and assesses student instructional needs;
- Coordinates with and utilizes appropriate school/district support personnel.

Course Description: This course is designed to facilitate utilization of Models of Teaching Gifted in the social studies and science content areas and present additional models commonly used in Differentiated Instruction for the gifted. The models presented in the Gifted Education manual will be directly applied to standards and content within these areas. Consideration and modification of teaching strategies within the content areas will also be addressed. Teachers will review the models and instructional strategies and will explore ways to apply them within each content area and develop assessments that align with such applications. Current trends in the field will be addressed within these specific content areas. Familiarity with the DoDEA Gifted Education Manual Parts 1 and 2 is required. At the elementary level, additional topics impacting instruction of the gifted will be addressed.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Jill Burruss, the POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to submit one example of content modification using instructional strategies specific for the gifted in social studies and science. These materials will be made available electronically to all participants following review.**

Point of Contact: Jill Burruss, Gifted Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3124.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: GTE4002

**Middle School:
Models of Teaching in
Content/Gifted Education
“Advanced Training”**

Only applicants from the following will be considered eligible to apply for this workshop:

Middle School Gifted Education Resource Teachers only

Priority order:

- Middle level gifted education resource teachers scheduled to provide services.
- New middle level gifted education resource teachers may be considered.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
24	12	6	6

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
East Coast	July 18, 2004	July 19, 2004	July 23, 2004	not July 24, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	3 b	2

Non-Directed Travel

This is a non-directed workshop. Selected participants will be responsible for funding their own travel for this workshop. Non-funded TDY orders must be requested from participant’s servicing office upon notification of selection by DoDEA Headquarters.

Level of Training: Level Two: Developmental; Level Three: Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies

- Mastering content and curriculum;
- Presenting organized instruction;
- Managing for effective learning;
- Monitoring and assessing student achievement;
- Promoting diversity and equity;
- Plans and implements instructional programs based on District/school curricular objectives and guidelines;
- Employs effective classroom management techniques;

- Evaluates student progress and assesses student instructional needs;
- Coordinates with and utilizes appropriate school/district support personnel.

Course Description: This course is designed to facilitate utilization of Models of Teaching Gifted in the social studies and science content areas and present additional models commonly used in the gifted education field. The models presented in the Gifted Education manual will be directly applied to standards and content within these areas. Consideration and modification of teaching strategies within the content areas will be addressed. Teachers will review the models and instructional strategies, explore ways to apply them within each content area and develop assessments that align with such applications. Current trends in the field will be addressed within these specific content areas. Familiarity with the DoDEA Gifted Education Manual Parts 1 and 2 is required.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Jill Burruss, the POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to submit one example of instructional modification, using models and strategies specific for the gifted, in social studies and science. These materials will be made available to all participants following review.**

Point of Contact: Jill Burruss, Gifted Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3124.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Physical Education

Course Code: HPE4001

**High School:
Physical Education**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- High school physical education teachers who are scheduled to teach the *Personal Fitness* required course in SY 2004-2005.
- School administrators and area physical education specialists.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
58	35	13	10

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Stateside TBD	July 11, 2004	July 12, 2004	July 16, 2004	July 17, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A, 3B	2
Directed Travel		

Level of Training: Level Three: Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;
- Communicates assessment criteria and standards to students.

Course Description: This course builds on a teacher's knowledge of physical education standards and capacity to translate standard statements into essential performance tasks, lesson objectives and unit design, applying DoDEA quality indicator map best practices for curriculum, instruction, and assessment to develop a unit of instruction that will be implemented during SY 2004-2005 that demonstrates the following:

- Standards provide the foundation for the design, content, and delivery of instruction.
- The teacher possesses content knowledge, an understanding of its relation to standards, and a facility in adapting content to allow all students access to standards.
- The teacher promotes diversity as an integral part of the curriculum.
- Approved and appropriate materials correlated to standards are used for instruction.

- Teaching practices reflect high expectations for student achievement of the standards.
- Students have multiple and varied opportunities to meet/exceed the standards.
- Varied questioning strategies are used to support student learning.
- Varied teaching strategies are used to support inquiry, higher order thinking, and problem solving.
- Assessment is used to make instructional decisions in support of the standards.
- Assessment is used to measure and improve standards-based student performance.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Ms. Barbara Weigand, the POC for this course, and to the participant's immediate supervisor. **Action plans will include the implementation of at least one unit of instruction developed during the training, leading to student completion of a prescribed performance task. All student work resulting from the performance task will be sent to DoDEA headquarters POC for use in follow-up professional development.**

Point of Contact Barbara D. Weigand, Physical Education Coordinator, DoDEA HQ, Arlington, VA Phone: 703-588-3125.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Leadership

Course Code:LDR4001

Aspiring Leaders Institute

Only applicants from the following will be considered eligible to apply for this workshop:

- Individuals who have submitted an application to the **DoDDS Educator Career Program (ECP)** and **DDESS educators seeking administrative positions** may apply for this session. Spaces are allocated by the size of the areas as follows:

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
46	19 see below	11 see below	16 see below
	Heidelberg=4 Kaiserslautern=4 Bavaria=4 Isles=4 Mediterranean=3	Japan=4 Okinawa=4 Korea=3	Cuba=1 Antilles=2 Georgia/AL=2 Kentucky=3 N. Carolina=3 Guam=1 S. Carolina=2 New York/VA=2

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Washington D.C. Area	June 27, 2004	June 28, 2004	July 2, 2004	NLT July 3, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1 and 3	3 work will be required beyond the course
Directed Travel		

Level of Training: Level One: Awareness---Introductory learning, initial investigation to raise awareness and knowledge of content and new concepts. **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

Standards for School Leaders, 1-4: Interstate School Leaders Licensure Consortium (ISLLC)

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Course Description: As DoDEA advances its implementation of a standards-based educational program, the Leadership Institute for Aspiring Leaders will address the standards for school leaders as described by ISLLC. The first four of the six standards will be investigated, focusing on the knowledge and performances required by school leaders to meet the standards. Readiness activities will include a modified version of the *ISLLC School Leadership Self Inventory* that will be completed by participants prior to convening the Institute. This self-inventory will serve, in part, as a needs assessment. Participants will engage in general sessions for Aspiring and New Leaders, as well as, special sessions designed to meet the unique needs of the two groups. Sessions will include but are not limited to the following areas: system-wide leadership roles and functions; DoDEA's curriculum development process; analysis of student performance data, the efficacy of well conceived professional growth plans and the administrator's role in their development and implementation; the content and use of DoDEA Regulation 2005.1; and the Administrator's Guide. Several professional articles will be required reading as they will serve as a basis for discussion during the Institute. **While participating in this Institute, further information will be disseminated about the required completion of a DoDEA sponsored on-line course. University credit will not be issued until the on-line course has been satisfactorily completed. Participants selected for this workshop, are advised that should they be promoted to principal or assistant position after they have been accepted into this course, will remain in this course. Participants will not move to the New Leaders course----LDR4002.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Allen Haymon, the HQ POC for this course, and to the participant's immediate supervisor. The Action Plan will address identified needs as determined by the ISLLC self-inventory.

Point of Contact: Allen Haymon, Chief, Professional Development 703-588-3137.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: LDR4002

**New School Administrators:
New Leaders Institute**

Only applicants from the following will be considered eligible to apply for this workshop:

- **Principals with three years or less experience** in the position of principal, and **assistant principals with three years or less** in the position of assistant principal may apply. Priority will be given to those who have not previously attended a DoDEA sponsored leadership academy institute. Spaces are allocated by the size of the area as follows:

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
46	19	11	16

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Washington D.C. Area	June 27, 2004	June 28, 2004	July 2, 2004	NLT July 3, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1 and 3	3 work will be required beyond this course
Directed Travel		

Level of Training: Level Two: Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Standards for School Leaders, 1-4: Interstate School Leaders Licensure Consortium (ISLLC)

A school administrator is an educational leader who promotes the success of all students by:

1. Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
3. Ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

4. Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

Course Description: As DoDEA advances its implementation of a standards-based educational program, the Leadership Institute for New Leaders will address the standards for school leaders as described by ISLLC. The first four of the six standards will be investigated, focusing on the knowledge and performances required by school leaders to meet the standards. Readiness activities will include a modified version of the *ISLLC School Leadership Self Inventory* that will be completed by participants prior to convening the Institute. This self-inventory will serve, in part, as a needs assessment. Participants will engage in general sessions for both aspiring and new leaders, as well as, special sessions designed to meet the unique needs of the two groups. Sessions will include but are not limited to the following areas: DoDEA's system-wide leadership roles and functions in the decision-making process; leadership development concepts; DoDEA's curriculum development process and implications for leaders; analysis of student performance data for school level decision-making; the quality indicator map to determine a school's professional development needs; the role and responsibility of the principal in the teacher performance appraisal system; and a study of such management issues as: safety and security, EEO, property management, legal issues, employee relations, labor management and the use of *The DoDEA Regulation 2005.1, Administrator's Guide*.

Several professional articles will be required reading as they will serve as a basis for discussion during the Institute. **While participating in this Institute, further information will be disseminated about the required completion of a DoDEA sponsored on-line course. University credit will not be issued until the on-line course has been satisfactorily completed.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Allen Haymon, the HQ POC for this course, and to the participant's immediate supervisor. The Action Plan will address identified needs as determined by the ISLLC self-inventory.

Point of Contact: Allen Haymon, Chief, Professional Development, DoDEA HQ, Arlington, VA, Phone: 703-588-3137.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Math

Course Code: MAT4003

**Math Grades 3-12:
Restructuring Classroom Teaching
Using Assessments**

Only applicants from the following will be considered eligible to apply for this workshop:

- Educators teaching mathematics in grades 3 -12.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
50	25	15	10

Location	Dorm Check-in Date	Session Begin Date	Session End Date	Dorm Check-Out Date
University of Northern Iowa	July 18, 2004	July 19, 2004	July 23, 2004	July 23, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2

Non-Directed Travel

DoDEA does not fund this workshop. UNI will provide room and board on campus. UNI will reimburse partial travel costs. Upon notification of being selected to participate in this workshop, participants will need to contact their area ethics counselor for further instruction on complying with legal requirements in order to participate in this workshop. Area counselors are:

- **Bob Sutemeier-DDESS, Phone: 850-452-9401**
- **Ronald Schmidt-DoDDS-E, Phone: 49-6134-604-775**
- **Jonathan Beyer, DoDDS-P, Phone: 81-611-744-5880**

Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters. Participants will not be on pay status during this workshop. No hotels and no rental cars are authorized.

Level of Training: Level Two: Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Assures assessment methodology is appropriate to the instructional goal;
- Communicates assessment criteria and standards to students;
- Provides timely, accurate and constructive feedback to students;
- Uses information gained from student assessment to guide teaching;
- Assesses learner progress in relation to adopted curriculum standards on a continuous basis.

Course Description: Restructuring Classroom Teaching Using Assessments is designed to engage participants in inquiry and analysis of specific classroom events to analyze students' actions and work; making sense of what students are doing and saying; considering various claims about student understanding and what counts as evidence for each of the claims; and deciding what a teacher might do next based on the analysis of the information as presented in "Using Assessment to Reshape Mathematics Teaching" case materials. **By accepting this course, participants are committed to engage in a rigorous course of study that requires after class homework.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Hackett, the POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to implement the standards and instructional/assessment strategies upon return to their teaching environment.**

Point of Contact: Linda Hackett, Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3159.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code:MAT4004

**High School Math Teachers:
Discrete Mathematics
(A New High School Course)**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

Priority order:

- High school mathematics teachers pilot testing the *Discrete Mathematics* course during SY 2004-2005.
- High school mathematics teachers scheduled to teach *Discrete Mathematics* SY during 2005-2006.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
30	17	8	5

Location	Dorm Check-in Date	Session Begin Date	Session End Date	Dorm Check-Out Date
University of Northern Iowa	July 25, 2004	July 26, 2004	July 30, 2004	July 30, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2

Directed Travel

This training is DoDEA directed. If selected, participants will be on pay status for five days of training. However, since participants are on directed travel they will not receive reimbursement from UNI. Contract lodging will be provided in dormitory housing only. Breakfast, lunch and dinner will be provided on campus as part of the DoDEA contract for July 26-July 30, 2004. Travel to and from UNI will be reimbursed by DoDEA in accordance with the JTR. Rental cars, hotel, and meals are not authorized. Selected participants must request TDY orders from their servicing office.

Level of Training: Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in the classroom.

Professional Development Knowledge and Targeted Competencies:

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;

- Communicates assessment criteria and standards to students;
- Adapts instruction based on student responses.

Course Description: *Discrete Mathematics*, a new DoDEA high school mathematics course, embraces several topical areas of mathematics, some of which go back to early stages of mathematical development while others are more recent additions to the discipline. *Discrete Mathematics* is the study of mathematical properties of sets and systems that have a countable number of elements. *Discrete Mathematics* can be viewed as the mathematics necessary for decision making in non-continuous situations. It has many practical applications that are useful for solving some of the problems of our society and affords students the opportunity to be able to function as informed citizens in an increasing technological society. The training will concentrate on topics such as: graph theory; recursion; finite state machines; algorithm analysis and development; and mathematics ordering and collections. **By accepting this course, participants are committed to engage in a rigorous course of study that requires after class homework.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Hackett, the POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to implement the standards and curriculum using appropriate teaching strategies for the course.**

Point of Contact: Linda Hackett, Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3159.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code:MAT4005

**Grades 3-5:
Developing Mathematical Ideas for
Elementary Teachers**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- Teachers from grade levels 3-5 who are scheduled to teach grades 3-5 during SY 2004-2005.
- Special education teachers grades 3-5.
- Compensatory education teachers grades 3-5.
- Elementary principals or assistant principals in schools with grades 3-5.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
75	37	27	16

Location	Dorm Check-in Date	Session Begin Date	Session End Date	Dorm Check-Out Date
University of Northern Iowa	July 25, 2004	July 26, 2004	July 30, 2004	July 30, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2

Non-Directed Travel

DoDEA does not fund this workshop. UNI will provide room and board on campus. UNI will reimburse partial travel costs. Upon notification of being selected to participate in this workshop, participants will need to contact their area ethics counselor for further instruction on complying with legal requirements in order to participate in this workshop. Area ethics counselors are:

- **Bob Sutemeier-DDESS, Phone: 850-452-9401**
- **Ronald Schmidt-DoDDS-E, Phone: 49-6134-604-775**
- **Jonathan Beyer, DoDDS-P, Phone: 81-611-744-5880**

Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters. Participants will not be on pay status during this workshop. No hotels and no rental cars are authorized.

Level of Training: Level Two: Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in the classroom.

Professional Development Knowledge and Targeted Competencies:

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;
- Communicates assessment criteria and standards to students;
- Adapts instruction based on student responses.

Course Description: Using Developing Mathematical Ideas (DMI), participants: explore the base-ten structure of the number system; consider how that structure is exploited in multi-digit computational procedures; and examine how basic concepts of whole numbers reappear when working with decimals. Participants will also understand the actions and situations modeled by the four basic operations. The seminar begins with a view of young children's counting strategies as they encounter word problems, moves to an examination of children's developing ideas of the four basic operations, and revisits the operations in the context of rational numbers. At the heart of the materials are sets of classroom episodes (cases), illustrating student thinking as described by their teachers. In addition to case discussions, the DMI offers teachers opportunities to: explore mathematics in lessons; view and discuss videotapes of mathematics classrooms and mathematics interviews; write their own classroom episodes; analyze lessons taken from innovative elementary mathematics curricula; and read overviews of related research. **By accepting this course, participants are committed to engage in a rigorous course of study that requires after class homework.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Hackett, the HQ POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to implement the standards and curriculum using the updated instructional strategies.**

Point of Contact: Linda Hackett, Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3159.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code:MAT4006

**Middle School Math: Grades 6, 7, 8
Process Approach to Middle School
Mathematics: Algebra Strand**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- Middle school mathematics teachers, grades 6-8, who have not attended UNI in the previous three (3) years.
- Special education teachers who support middle school grades 6-8 mathematics.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
40	20	12	8

Location	Dorm Check-in Date	Session Begin Date	Session End Date	Dorm Check-Out Date
University of Northern Iowa	July 18, 2004	July 19, 2004	July 23, 2004	July 23, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2

Non-Directed Travel

DoDEA does not fund this workshop. UNI will provide room and board on campus. UNI will reimburse partial travel costs. Upon notification of being selected to participate in this workshop, participants will need to contact their area ethics counselor for further instruction on complying with legal requirements in order to participate in this workshop.

Area ethics counselors are:

- **Bob Sutemeier-DDESS, Phone: 850-452-9401**
- **Ronald Schmidt-DoDDS-E, Phone: 49-6134-604-775**
- **Jonathan Beyer, DoDDS-P, Phone: 81-611-744-5880**

Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters. Participants will not be on pay status during this workshop. No hotels and no rental cars are authorized. No hotels and no rental cars are authorized.

Level of Training: Level Two: Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in the classroom.

Professional Development Knowledge and Targeted Competencies:

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;
- Communicates assessment criteria and standards to students;
- Adapts instruction based on student responses.

Course Description: This course is a process approach to middle school mathematics with a focus on the Algebra Strand. This course includes methods to improve students' achievement, strategies to promote group interaction, questioning techniques to develop higher order thinking, multiple representations of algebraic content, and ways to link instructional methods with how students learn. In addition, participants will receive specialized training to use appropriate technology tools and a variety of assessment and evaluation strategies. **By accepting this course, participants are committed to engage in a rigorous course of study that requires after class homework.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Hackett, HQ POC for this course, and to the participant's immediate supervisor. **Each participant will be expected to implement the methods recommended for improved student achievement.**

Point of Contact: Linda Hackett, Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3159.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Music

Course Code: MUS4001

**Music Teachers Grades 6-8 only:
General Music Workshop**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

Teachers of middle level general/vocal/instrumental music instruction

Priority order:

- 6th-8th grade music specialists.
- Elementary general music specialists who teach 6th grade music.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
30	15	8	7

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Boone, North Carolina	June 20, 2004	June 21, 2004	June 25, 2004	June 25, 2004 nlt 1200 hrs

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2

Non-directed Travel

This is a non-directed workshop. Room, workshop fee, and university credit will be provided. DoDEA will provide contracted meals for Monday through Friday only. Participants will not receive pay for this workshop. Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters. Hotel and rental cars are not authorized.

Level of Training: Level Two: Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- General music teaching techniques and strategies;
- Vocal music strategies for the general music classroom;
- Incorporating movement into classroom instruction;
- Ideas for general music classrooms with only one computer;
- Teaching standards-based music instruction at the middle level.

Course Description: The application of “Best Practices” aligned to the DoDEA standards-based music education will be the focus for this course. This workshop is designed for **Music Teachers of grades 6-8** who use the Silver Burdett and Ginn music adoption. While the adopted series makes up the workshop materials, the techniques and strategies that will be taught can be used in conjunction with the revised music standards any music classroom regardless of materials. Strategies addressed include: Kodaly, Orff, movement, sight reading, and form. This week of training will be conducted in seminar and large group sessions.

Evaluation and Follow-up Action expected:

Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Mark Bignell, the HQ POC for this course, and to the participant’s immediate supervisor. **Each participant will be expected to implement the standards and curriculum using the updated instructional materials and equipment.**

Point of Contact: Mark Bignell, Fine Arts Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3114.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant’s DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

PTS

Course Code: PTS4001

High School: Computer Aided Manufacturing and Robotics and Mechanical Engineering (LabVolt)

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- High school teachers who will be teaching computer aided manufacturing and/or robotics courses for the first time.
- High school teachers who have taught Level 1 and need training to teach Level 2.
- Two high school mathematics teachers from each area may attend. The school sending the math teacher must also send a technical teacher who will teach the PTS courses during SY04-05. These teachers must agree to work as a team to integrate the mathematics and computer aided manufacturing and robotics and mechanical engineering courses.
- This course is not for administrators.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
26	12	7	7

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Farmingdale, NJ	July 11, 2004	July 12, 2004	July 16, 2004	July 17, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
4	1A	1
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom; **Level Three:** Application of skills and transfer to classroom settings; implementation and modification of new practices.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This class will provide training in guiding teachers in the use of computer aided manufacturing and robotics units. This course will focus on projects that can be duplicated in the classroom with students. Manufacturing is the building of products in factories and businesses. It involves product design, production materials and processes, and quality control. With robots, mills, lathes and other Lab-Volt equipment, students gain industry-standard, hands-on training in integrated manufacturing technology and processes. Modules provide the opportunity for intense, hands-on exploration in areas such as automation and robotics, computer-aided design, manufacturing processes, and plastics.

Emphasis will be on the development process of a product, but the new techniques are applicable to many other areas. Instructional activities will provide hands-on experiences using manufacturing components. Participants will perform laboratory experiments and construct projects. This course will provide additional training for Level 2 implementation of the programs.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. John Bearss, the HQ POC for the course, and to the participant's immediate supervisor. **Participants will be expected to teach the concepts learned during this training in their classrooms in the fall semester and will be expected to develop lesson plans and student activities.**

Point of Contact: John Bearss, Technology Administrator, DoDEA HQ, Arlington, VA, Phone: 703-588-3161.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code:PTS4002

**High School Teachers: “Inventor”
Computer Aided Design**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- High school teachers who have completed Auto CAD training in previous workshops and are scheduled to teach Auto CAD in SY2004-2005.
- High school teachers who are teaching courses using Auto CAD.
- This course is not for administrators.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	8	7	5

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
TBD	July 25, 2004	July 26, 2004	July 30, 2004	nlt July 31, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom. **Level Three:** Application of skills and transfer to classroom settings; implementation and modification of new practices.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: There are two purposes to this workshop:

- To provide training for PTS teachers in “Inventor”. This extremely complex software has undergone significant changes and teachers will need training in order to use them properly. Knowledge of engineering drawing is also essential for success.
- To assist the PTS teachers in planning appropriate projects that will address the Professional Technical Studies standards. The projects participants will experience are ones that their students will actually do during the school year.

The mornings will be spent on intensive software training. The afternoons will be spent practicing those concepts by applying them to problem and project solutions.

Evaluation and Follow-up Action expected:

Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to the Mr. Mike Pelle, HQ POC for this course, and to the participant’s immediate supervisor. **Teachers will be expected to provide classroom instruction on Inventor--Auto Cad during SY04-05.**

Point of Contact: Mike Pelle, Instructional Systems Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3131.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant’s DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4003

**High School: Architectural
Drawing—Auto CAD**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

Priority order:

- Only high school teachers who have completed a course in Auto CAD and are scheduled to teach Auto CAD in SY 04-05.
- High school teachers who are scheduled to teach Architectural Drawing during SY 04-05.
- This course is not for administrators.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	7	8	5

Location	Hotel Check-in Date	Session Begin Date	Session End Date
TBD	August 1, 2004	August 2, 2004	August 6, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This course has two purposes:

- To provide training for High School PTS teachers in Architectural Drawing – AutoCAD. This extremely complex software has undergone significant changes and teachers will need training in order to use them properly. Knowledge of engineering drawing is also essential for success.
- To assist PTS teachers in planning appropriate projects that will address the Professional Technical Studies standards. The projects that the teachers experience are ones that their students will actually do during the school year. The projects take time and are not completed in a day or two. A typical activity might include developing a 3-D model of an object. Once the model is created, whether a house or

store, it can be observed from many different viewpoints: animated, textured, highlighted or re-proportioned according to the intent of the activity.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Mike Pelle, the HQ POC for this course, and to the participant's immediate supervisor. **Teachers will be expected to provide classroom instruction on Architectural Drawing—Auto CAD during SY04-05.**

Point of Contact: Mike Pelle, Instructional Systems Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3131.

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- All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.

Course Code: PTS4101

**High/Middle School:
Cisco Academy Training
Semesters 1 and 2**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

This course is for teachers at schools that either have an established Cisco Networking Academy or plan to implement a Cisco Networking Academy program during SY 04-05.

- First priority will be given to high schools that plan to implement a new academy.
- Second priority will be given to high schools that need to train a backup instructor.
- Third priority will be given to middle school teachers who are interested in becoming trained as backup instructors. This priority level will be strictly on a space available basis.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	10	7	3

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	July 18, 2004	July 19, 2004	August 5, 2004	August 6, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
14	1A	4
Directed Travel		

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;
- Monitoring and assessing student achievement;
- Responding to professional responsibilities;

- Plans and implements instructional programs based on district/school curricular objectives and guidelines;
- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach the first and second of four courses in the Cisco Networking Academy series. This course provides classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to, orientation to the Cisco Academy course management system, network terminology and protocols, network standards, local area networks (LANs), wide-area networks (WANs), Open System Interconnect (OSI) models, cabling standards, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing and network standards. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and federal safety, building, and environmental codes and regulations. **Selected participants will be required to download and read the entire course curriculum prior to attending the course.** This is a very rigorous and fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. **Participants are expected to bring a laptop computer that can be connected to a network.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor.

Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005. Participants will also be expected to participate in on-line conferences to upgrade skills and to develop curriculum materials and lesson plans. Normally, participants who receive this training return the next summer to complete semester 3 and 4 of the Cisco Networking Academy program.

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA, Phone: 703-588-3134.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4102

**High/Middle School:
Cisco Academy Training
Semesters 3 & 4**

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

To be eligible to attend this training, participants need to have completed the **Instructor Orientation, Semester 1 and Semester 2** courses of the Cisco Networking Academy program.

Priority order:

- Teachers in schools that already have a Cisco Networking Academy and need an instructor to teach the Semester 3 and Semester 4 courses in school year 2004-2005.
- Middle school teachers who have completed Instructor Orientation and Cisco Networking Semesters 1 and 2.

Maximum Number of Participants	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	8	11	1

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	June 15, 2004	June 16, 2004	June 25, 2004	June 26, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
8	1A	4
Directed Travel		

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;
- Monitoring and assessing student achievement;
- Responding to professional responsibilities;
- Plans and implements instructional programs based on district/school curricular objectives and guidelines;

- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach the third and fourth of four courses in the Cisco Networking Academy series. This course is designed to provide classroom and laboratory experience in current and emerging networking technology. Instruction includes, but is not limited to switching basics, intermediate routing, VLANs, routing and routing protocols, access control lists, network documentation and troubleshooting, network address translation, emerging technologies, and wide area network (WAN) technologies. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics communication, and social studies concepts to solve networking problems.

Selected participants will be required to download and read the entire course curriculum prior to attending the course. This is a very rigorous and fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. Participants will be required to submit a project (Threaded Case Study) at the end of the course that demonstrates the participant's knowledge of network design. **Participants are expected to bring a laptop computer that can be connected to a network.**

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor.

Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005. Participants will also be expected to participate in on-line conferences to upgrade skills and to develop curriculum materials and lesson plans.

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA, Phone: 703-588-3134.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4103-A

**High School:
IT Essentials I (A+ Training)
Session 1-A**

(content same as PTS4104-A)

Only applicants from the following will be considered eligible to apply for this workshop:

This course is primarily for teachers who currently teach the high school Computer Service and Support course (VEE309). Instructors who have not previously attended the three-day Cisco Instructor Orientation course should use this course code to register. Instructors who have previously attended the three-day Cisco Instructor Orientation course should register for this course using the **PTS4103-B or PTS 4104-B course code.**

Priority for this session will be determined in the following order:

- DDESS high school teachers who currently teach Computer Service and Support.
- DoDDS high school teachers who currently teach Computer Service and Support and will be enrolled in Cisco Networking Semester 3 & 4 training during the summer of 2004.
- Any other DoDEA high school teacher who is currently teaching Computer Service and Support.
- Any high school teacher scheduled to teach Computer Service and Support during SY 04-05.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	7	6	7

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	June 22, 2004	June 23, 2004	July 2, 2004	July 3, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
8	1A	4

Directed Travel

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;
- Monitoring and assessing student achievement;

- Responding to professional responsibilities;
- Plans and implements instructional programs based on district/school curricular objectives and guidelines;
- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach a course on personal computer hardware and software. In this course, the participants will learn how to build a computer, install and manage Windows-based operating systems, add peripheral devices and multimedia capabilities, and connect the computer to a local area network and the Internet. Further study will cover local area network architecture, networking protocols, the OSI Model, and TCP/IP utilities. The course will also include an orientation to the Cisco Academy course management system.

This is a hands-on, lab-oriented course that stresses laboratory safety and working effectively in a group environment. This course will help prepare participants for the CompTIA A+ certification.

Prospective participants will be required to download and read the entire course curriculum prior to attending the course. This is a fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. A notebook computer is not required during daily class sessions; however participants may choose to bring a notebook computer in order to study the curriculum during evenings. Instructors who successfully complete IT Essentials I may use the course materials to supplement the teaching materials for the DoDEA Computer Service and Support course (VEE309).

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor. **Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005.**

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA
Phone: 703-588-3134.

■ **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the timeline for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**

■ **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4103-B

**High School:
IT Essentials I (A+ Training)**

Session 1-B

(content same as PTS4104-B)

Only applicants from the following will be considered eligible to apply for this workshop:

This course is primarily intended for teachers who currently teach the high school Computer Service and Support course (VEE309). Instructors who have previously attended the three-day Cisco Instructor Orientation course should use this course code to register. Instructors who have not previously attended the three-day Cisco Instructor Orientation course should register for this course using the **PTS 4103-A** or **PTS 4104-A** course code.

Priority for this session will be determined in the following order:

- DDESS high school teachers who currently teach Computer Service and Support.
- DoDDS high school teachers who currently teach Computer Service and Support and will be enrolled in Cisco Networking Semester 3 & 4 training during the summer of 2004.
- Any other DoDEA high school teacher who is currently teaching Computer Service and Support.
- Any high school teacher scheduled to teach Computer Service and Support during SY 04-05.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS
20	7	6	7

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	June 27, 2004	June 28, 2004	July 2, 2004	July 3, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;

- Monitoring and assessing student achievement;
- Responding to professional responsibilities;
- Plans and implements instructional programs based on District/school curricular objectives and guidelines;
- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach a course on personal computer hardware and software. In this course, the participants will learn how to build a computer, install and manage Windows-based operating systems, add peripheral devices and multimedia capabilities, and connect the computer to a local area network and the Internet. Further study will cover local area network architecture, networking protocols, the OSI Model, and TCP/IP utilities. This course will also include a review of the Cisco Academy course management system.

This is a hands-on, lab-oriented course that stresses laboratory safety and working effectively in a group environment. This course will help prepare participants for the CompTIA A+ certification.

Prospective participants will be required to download and read the entire course curriculum prior to attending the course. This is a fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. A notebook computer is not required during daily class sessions; however participants may choose to bring a notebook computer in order to study the curriculum during evenings. Instructors who successfully complete IT Essentials I may use the course materials to supplement the teaching materials for the DoDEA Computer Service and Support course (VEE309).

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor. **Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005.**

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA
Phone: 703-588-3134.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the timeline for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

-Course Code: PTS4104-A

High School:
IT Essentials I (A+ Training)
Session 2-A
(content same as PTS4103-A)

Only applicants from the following will be considered eligible to apply for this workshop:

This course is primarily for teachers who currently teach the high school Computer Service and Support course (VEE309). Instructors who have not previously attended the three-day Cisco Instructor Orientation course should use this course code to register. Instructors who have previously attended the three-day Cisco Instructor Orientation course should register for this course using the **PTS 4104-B** or **PTS 4103-B** course code.

Priority for this session will be determined in the following order:

- Any DoDEA high school teacher who is currently teaching Computer Service and Support.
- Any DoDEA high school teacher who is scheduled to teach Computer Service and Support during SY 04-05.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	13	4	3

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	August 3, 2004	August 4, 2004	August 13, 2004	August 14, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
8	1A	4
Directed Travel		

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;
- Monitoring and assessing student achievement;
- Responding to professional responsibilities;

- Plans and implements instructional programs based on District/school curricular objectives and guidelines;
- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach a course on personal computer hardware and software. In this course, the participants will learn how to build a computer, install and manage Windows-based operating systems, add peripheral devices and multimedia capabilities, and connect the computer to a local area network and the Internet. Further study will cover local area network architecture, networking protocols, the OSI Model, and TCP/IP utilities. The course will also include an orientation to the Cisco Academy course management system.

This is a hands-on, lab-oriented course that stresses laboratory safety and working effectively in a group environment. This course will help prepare participants for the CompTIA A+ certification.

Prospective participants will be required to download and read the entire course curriculum prior to attending the course. This is a fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. A notebook computer is not required during daily class sessions; however participants may choose to bring a notebook computer in order to study the curriculum during evenings. Instructors who successfully complete IT Essentials I may use the course materials to supplement the teaching materials for the DoDEA Computer Service and Support course (VEE309).

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor. **Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005.**

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA, Phone: 703-588-3134.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4104-B

**High School:
IT Essentials I (A+ Training)**

Session 2-B

(content same as PTS4103-B)

Only applicants from the following will be considered eligible to apply for this workshop:

This course is primarily for teachers who currently teach the high school Computer Service and Support course (VEE309). Instructors who have previously attended the three-day Cisco Instructor Orientation course should use this course code to register. Instructors who have not previously attended the three-day Cisco Instructor Orientation course should register for this course using the **PTS 4104-A** or **PTS 4103-A** course code.

Priority for this session will be determined in the following order:

- Any DoDEA high school teacher who is currently teaching Computer Service and Support.
- Any DoDEA high school teacher scheduled to teach Computer Service and Support during SY 04-05.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	13	4	3

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Morgantown, WV	August 8, 2004	August 9, 2004	August 13, 2004	August 14, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices; **Level Four:** Maintenance and refinement/Teaching others to use skills; refining and integrating practices with other successful practices for greater effectiveness.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Presenting organized instruction;

- Monitoring and assessing student achievement;
- Responding to professional responsibilities;
- Plans and implements instructional programs based on district/school curricular objectives and guidelines;
- Evaluates student progress and assesses student instructional needs;
- Establishes and maintains effective working relationships with students, administrators, staff and parents.

Course Description: This course prepares a teacher to teach a course on personal computer hardware and software. In this course, the participants will learn how to build a computer, install and manage Windows-based operating systems, add peripheral devices and multimedia capabilities, and connect the computer to a local area network and the Internet. Further study will cover local area network architecture, networking protocols, the OSI Model, and TCP/IP utilities. The course will also include a review of the Cisco Academy course management system.

This is a hands-on, lab-oriented course that stresses laboratory safety and working effectively in a group environment. This course will help prepare participants for the CompTIA A+ certification.

Prospective participants will be required to download and read the entire course curriculum prior to attending the course. This is a fast-paced curriculum that requires participants to be familiar with the course material prior to the start of the course. A notebook computer is not required during daily class sessions; however participants may choose to bring a notebook computer in order to study the curriculum during evenings. Instructors who successfully complete IT Essentials I may use the course materials to supplement the teaching materials for the DoDEA Computer Service and Support course (VEE309).

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Pat Kilkenny, the HQ POC for this course, and to the participant's immediate supervisor. **Participants will be expected to teach the skills and concepts learned from this training in their classrooms during School Year 2004-2005.**

Point of Contact: Patrick Kilkenny, Program Analyst, DoDEA HQ, Arlington, VA, Phone: 703-588-3134.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code:PTS4201

**High School:
“Access Database” Training**

Only applicants from the following will be considered eligible to apply for this workshop:

- This workshop is designed for Middle/High School Business/Computer Teachers. Preference will be given to those teachers scheduled to teach the Database Software Applications (BCT305) course for SY2004-2005.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	10	5	5

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
East Coast	July 18, 2004	July 19, 2004	July 23, 2004	July 24, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2
Directed Travel		

Level of Training: Level One: Awareness; **Level Two:** Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Utilizes current standards;
- Develops and presents lessons in a clear and logical manner.

Course Description: This workshop will present the concepts and topics associated with the Database Software Application (BCT305) course. Additionally, the workshop will present instructional strategies and assessment techniques that can be immediately used in the classroom. Since Microsoft Access is being used in the BCT305 course, it will be the software of choice for this instruction. Areas of emphasis include:

- Database tables and relationships: design and creation of tables, what are relationships, establishing relationships, entering data;
- Queries: design of queries, sorting, criteria, logical conditions;
- Forms: creation of data entry forms, sub-forms, control buttons, customizing forms;
- Reports: creation of basic reports, formatting data, reports with grouping, mailing labels;
- Applications of databases in the real world.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit

This is a two-page announcement.

it electronically to Mr. Mike Pelle, the HQ POC for this course, and to the participant's immediate supervisor. **Each participant is expected to implement the standards and curriculum using the updated materials.**

Point of Contact: Michael Pelle, Instructional Systems Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3131.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4202

**Middle School/High School
Computer Science Teachers:
Advanced Computer Science
Topics**

Only applicants from the following will be considered eligible to apply for this workshop:

- **Middle school and high school computer science teachers only.**
Participants must be familiar with the concepts of classes and objects as presented in a standard C++ course in order to be considered for this course.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
30	16	8	6

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
East Coast	July 11, 2004	July 12, 2004	July 16, 2004	July 17, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2
Directed Travel		

Level of Training: **Level Two:** Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Utilizes current standards;
- Develops and presents lessons in a clear and logical manner.

Course Description: This workshop is designed to advance the skills and knowledge of computer science educators. The workshop will present the skills and concepts that will be integral to the Advanced Computer Studies (BCT504) course. This is a required course in the Programming/Software Engineering Pathway within the Information Technology Cluster. The workshop will involve programming using C++. Areas of emphasis include:

- Linked lists, linked list classes, applications;
- Stacks: What is a stack, creating a stack class, use of stacks, applications of stacks in computer science;
- Hashing tables: What is a hash table, hashing algorithms, applications using hashing;

- Queues: creating queue classes, applications and problem solving using queues;
- Trees: binary trees, threaded binary trees, tree classes, applications and problem solving using trees;
- Sorting Algorithms: analysis of sorting algorithms, big O notation.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Mike Pelle, the POC for this course, and to the participant's immediate supervisor. **Participant teams will complete a programming project demonstrating concepts from the workshop.**

Point of Contact: Michael Pelle, Instructional Systems Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3131.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4203

**High School Computer Science Teachers:
“Intermediate Java”**

Only applicants from the following will be considered eligible to apply for this workshop:

- **Middle school and high school computer science teachers.** Participants must be familiar with the concepts of classes and objects as presented in a standard C++ course in order to be considered for this course.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	10	5	5

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
East Coast	June 27, 2004	June 28, 2004	July 2, 2004	July 3, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2
Directed Travel		

Level of Training: **Level One:** Awareness; **Level Two:** Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- Mastering content and curriculum;
- Utilizes current standards;
- Develops and presents lessons in a clear and logical manner.

Course Description: A study of computer programming using the Java language. The course will cover the programming structures and stress good program design methodology. Topics include:

- Development of both stand-alone applications and applets;
- Design and coding of Object Oriented Programs;
- Development of skills using the Java Application Programming Interface, Java Class Libraries and Java Documentation which are essential to Java programming;
- Discussion and study of examples from both the Java II course and the APCS Course using Java.

Java is a proprietary language developed by Sun Microsystems, therefore programming will be completed using the Sun Java compiler and a suitable editor for program creation.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Mike Pelle, the HQ POC for this course, and to the participant's immediate supervisor. Each participant is expected to implement the standards and curriculum using the updated materials. **Each participant is expected to implement the standards and curriculum using the updated materials.**

Point of Contact: Michael Pelle, Instructional Systems Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3131.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4301

VIDEO I & II

[Only applicants from the following will be considered eligible to apply for this workshop:](#)

Priority order:

- High school (9-12) Video Communications Teachers with a Kron/Prestige Editing System (or one is on order).
- Teachers scheduled to teach (6-8) Video Communications in SY 2004-2005 and have a Kron/Prestige Editing System (or one is on order).
- Information Specialists with access to a Kron/Prestige Editing System (or one is on order for the school).
- Classroom teachers (K-12) with access to a Kron/Prestige Editing System (or one is on order for the school).
- Area/District Coordinators/Liaisons who plan to provide support and training for sites with a Kron/Prestige Editing System.
- Teachers (K-12) who have attended Kron/Prestige training previously and who are willing to provide training and support for other teachers in the school. Their Action Plan (SEE Evaluation and Follow-up Action) must clearly identify their plan to train others at the school.
- Administrators may not apply due to the requirement to provide support training.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
20	12	5	3

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Boulder, Colorado	July 11, 2004	July 12, 2004	July 15, 2004	July 16, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
4	1A & 1B	1
Directed Travel		

Level of Training: Level One-Awareness; Level Two-Developmental.

Professional Development Knowledge and Targeted Competencies:

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;
- Communicates assessment criteria and standards to students;
- Adapts instruction based on student responses.

Course Description: The course is designed to provide teachers with: 1) A basic introduction to the Kron/Prestige Editing System and 2) Identification of curricular strategies utilizing video production in the classroom. Participants working in groups

will be given hands-on experience with video cameras and editing equipment as they collaborate on development of a short video to demonstrate their understanding of the basic video skills. Instruction in instructional strategies and assessment techniques to support video across the curriculum will be provided.

Evaluation and Follow-up Action expected: Upon completion of this course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Mr. Ken Poverud, the HQ POC for the course, and to the participant's immediate supervisor. Teachers who have previously attended this training must clearly demonstrate in their Action Plan their intent to train and provide technical support of to others. **Each participant will be expected to implement the DoDEA curriculum using the Kron/Prestige Editing System.**

Point of Contact: Ken Poverud, Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3132.

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- All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.

Course Code:PTS4401

**Middle School:
Career Development**

Only applicants from the following will be considered eligible to apply for this workshop:

- **Only teams from Middle schools may apply for this training.** The team must be composed of: one counselor, two core academic teachers, one professional technical teacher; and one administrator.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
85	7 school teams of 5 individuals from the same school	5 school teams of 5 individuals from the same school	5 school teams of 5 individuals from the same school

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Portland, OR	June 20, 2004	June 21, 2004	June 25, 2004	nlt June 26, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental-In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This course is designed for teacher teams to implement an integration of technical and academic skills. Teachers will be working on school plans that focus on student awareness of career options. Contextual teaching will be modeled and used as the focus for training. Reading materials will be sent to the participants before the workshop so all can have a basic understanding before beginning training. It is important that this material be read prior to arriving for the workshop.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to the Dr. Linda Stewart, the HQ POC for the course, and to the participant's immediate supervisor. **Each school team will be expected to brief the other school faculty on the training received and help to establish a model curriculum plan.**

Point of Contact: Linda Stewart, Superintendent, DoDEA HQ, Arlington, VA, Phone: 334-347-5369.

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- All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.

Course Code: PTS4402-A

**High School:
Culinary Arts**

(This course is the same as PTS4402-B. The only difference in the two courses is the location.)

Only applicants from the following will be considered eligible to apply for this workshop:

- High school family and consumer science teachers who will be teaching this course in SY 04-05 and are committed to take the subsequent two courses for certification.
- This course is not for administrators.

Educators interested in this course should only register for one course. Do not register for both PTS4402-A and for PTS4402-B.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
15	7	4	4

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Illinois	June 20, 2004	June 21, 2004	June 25, 2004	June 26, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This course will introduce high school teachers to food service concepts that reflect the working world. In addition to food preparation, topics like customer relations, cost accounting, food cost controls, and marketing are covered. Teachers will be actively involved in learning situations during the training.

This is the first year of three required training sessions before teachers can receive an endorsement from the National Restaurant Association. The DoDEA expectation is that the teachers will complete all three weeks of instruction.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Stewart, the HQ POC, for the course and to the participant's immediate supervisor. **Each participant will be required to provide guidance in the development of this new course and work with the area coordinator to expand the course to other schools.**

Point of Contact: Linda Stewart, Superintendent, DoDEA HQ, Arlington, VA, Phone: 334-347-5369.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4402-B

**High School:
Culinary Arts**

(This course is the same as PTS4402-A. The only difference in the two courses is the location.)

Only applicants from the following will be considered eligible to apply for this workshop:

- High school family and consumer science teachers who will be teaching this course in SY 04-05 and are committed to take the subsequent two courses for certification.
- This course is not for administrators.

Educators interested in this course should only register for one course. Do not register for both PTS4402-A and for PTS4402-B.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
15	7	4	4

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Massachusetts	June 20, 2004	June 21, 2004	June 25, 2004	June 26, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This course will introduce high school teachers to food service concepts that reflect the working world. In addition to food preparation, topics like customer relations, cost accounting, food cost controls, and marketing are covered. Teachers will be actively involved in learning situations during the training.

This is the first year of three required training sessions before teachers can receive an endorsement from the National Restaurant Association. The expectation is that the teachers will complete all three weeks of instruction.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Stewart, the HQ POC, for the course and to the participant's immediate supervisor. **Each participant will be required to provide guidance in the development of this new course and work with the area coordinator to expand the course to other schools.**

Point of Contact: Linda Stewart, Superintendent, DoDEA HQ, Arlington, VA, Phone: 334-347-5369.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: PTS4403

**High School:
Lodging Management**

Only applicants from the following will be considered eligible to apply for this workshop:

- High school family and consumer science teachers who will be teaching this course in SY 04-05 and are committed to completing the subsequent two courses for certification.
- This course is not for administrators.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
15	7	4	4

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Chester, PA	June 20, 2004	June 21, 2004	June 25, 2004	June 26, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1A	2
Directed Travel		

Level of Training: Level One: Awareness --- introductory learning, initial investigation to raise awareness and knowledge of content and new concepts; **Level Two:** Developmental---In-depth learning for skill development; conceptual understanding with partial implementation of change in practices in classroom.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long and short-term planning for sequencing and connecting new learning and designing plans, which match the content objectives and student needs;
- Establish procedures and routines, which facilitate academic success;
- Demonstrate skill and proficiency in the use of technology in instruction.

Course Description: This course will introduce high school teachers to hotel/lodging management concepts that reflect the working world. In addition to lodging management, topics like customer relations, cost accounting, facilities cost controls, and marketing are covered. Teachers will be actively involved in learning situations during the training.

This is the first year of three required training sessions before teachers can receive an endorsement from the National Hotel Lodging Association. The expectation is that the selected participants for this summer's training will complete all three weeks of instruction.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Dr. Linda Stewart, the HQ POC, for the course and to the participant's immediate supervisor. The teacher will provide guidance in the development of this new course and work with the area coordinator to expand the course to other schools.

Point of Contact: Linda Stewart, Superintendent, DoDEA HQ, Arlington, VA, Phone: 334-347-5369.

- **Applicants need to know that filling out this form and submitting it does not constitute acceptance or clearance into this or any workshop. Applicants will be notified by their District Offices if they have been accepted into a workshop by DoDEA Headquarters. This is merely an application process and not an acceptance process. Please consult the [timeline](#) for notification dates. Applicants may print the screen shot that will be sent as a receipt of registration or select the option to have a receipt sent to the applicant's DoDEA OUTLOOK email address. Applicants will need to insert their DoDEA email address for this to happen.**
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Science

Course Code: SCI4001-A

Middle School:

GAVRT Science Research

(Session SCI4001-A is the same as SCI4001-B. Only the dates are different.)

Only applicants from the following will be considered eligible to apply for this course:

- Grades 7 & 8 Middle School Science Teachers (DoDDS-Europe and DDESS) only.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
12	6	Pacific will receive training in May 2004	6

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Auburn, Alabama	June 21, 2004	June 22, 2004	June 25, 2004	June 25, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
4	1 and 3	2

Non-Directed Travel

Lewis Center will reimburse participants for travel, room and board. There is no DoDEA pay for this workshop. Upon notification of being selected to participate in this workshop, participants will need to contact their area ethics counselor for further instruction on complying with legal requirements in order to participate in this workshop. Area ethics counselors are:

- **Bob Sutemeier-DDESS, Phone: 850-452-9401**
- **Ronald Schmidt-DoDDS-E, Phone: 49-6134-604-775**
- **Jonathan Beyer, DoDDS-P, Phone: 81-611-744-5880**

Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters.

Level of Training: Level One: Awareness; Level Two: Developmental; Level Three: Application of skills and transfer to classroom settings; implementation and modification of new practices.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match content objectives and student needs;
- Develop and apply a repertoire of strategies, which effectively match the content and process to improve student acquisition and retention of new learning;
- Demonstrate knowledge of varied models of teaching to achieve content objectives, and to integrate curriculum across the content areas;
- Use the DoDEA science standards for instruction;
- Demonstrate skill and proficiency in the use of technology in instruction;
- Engage in reflection with peers in search of best practices and experiential learning to refine practice.

Course Description: This course utilizes the DoDEA curriculum standards for Integrated Science in grades 7 & 8 with a focus on Earth and Space Science, and includes methods to improve students' achievement by providing training on the GAVRT (Goldstone Apple Valley Radio Telescope) Project. GAVRT is a hands-on, standards-based educational program for middle school science teachers. GAVRT allows students to perform legitimate scientific inquiry in real time, analyze data, and use their findings to solve difficult intellectual challenges. The training will focus on a variety of teaching tools, technological resources and technical assistance needed to implement GAVRT as a tool to meet DoDEA Science Content Standards.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan and a Follow-Up Plan provided by DoDEA and submit it electronically to Dr. Peter Mecca, the HQ POC for this course, and to the participant's immediate supervisor. **Teachers will be required to develop lessons that connect DoDEA Science Content Standards with their course experience. Lessons will reflect constructivist teaching and learning, course material, standards and appropriate assessment. Lessons will be collected at the end of the course. Each participant will be expected to implement the standards and curriculum using the instructional materials and equipment during SY2004-2005.**

Point of Contact: Peter M. Mecca, Science Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3136.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: SCI4001-B

Middle School:

GAVRT Science Research

(session SCI4001-B is the same as SCI4001-A. Only the dates are different.)

Only applicants from the following will be considered eligible to apply for this course:

- Grades 7 & 8 Middle School Science Teachers (DoDDS-Europe and DDESS) only.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
12	6	Pacific will receive training in May 2004	6

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Auburn, Alabama	June 27, 2004	June 28, 2004	July 1, 2004	July 1, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
4	1 and 3	2

Non-Directed Travel

Lewis Center will reimburse participants for travel, room and board. There is no DoDEA pay for this workshop. Upon notification of being selected to participate in this workshop, participants will need to contact their area ethics counselor for further instruction on complying with legal requirements in order to participate in this workshop. Area ethics counselors are:

- **Bob Sutemeier-DDESS, Phone: 850-452-9401**
- **Ronald Schmidt-DoDDS-E, Phone: 49-6134-604-775**
- **Jonathan Beyer, DoDDS-P, Phone: 81-611-744-5880**

Non-funded TDY orders must be requested from participant's servicing office upon notification of selection by DoDEA Headquarters.

Level of Training: Level One: Awareness; **Level Two:** Developmental; **Level Three:** Application of skills and transfer to classroom settings; implementation and modification of new practices.

Professional Development Knowledge and Targeted Competencies:

- Demonstrate skill in long- and short-term planning for sequencing and connecting new learning and designing plans, which match content objectives and student needs;

- Develop and apply a repertoire of strategies, which effectively match the content and process to improve student acquisition and retention of new learning;
- Demonstrate knowledge of varied models of teaching to achieve content objectives, and to integrate curriculum across the content areas;
- Use the DoDEA science standards for instruction;
- Demonstrate skill and proficiency in the use of technology in instruction;
- Engage in reflection with peers in search of best practices and experiential learning to refine practice.

Course Description: This course utilizes the DoDEA curriculum standards for Integrated Science in grades 7 & 8 with a focus on Earth and Space Science, and includes methods to improve students' achievement by providing training on the GAVRT (Goldstone Apple Valley Radio Telescope) Project. GAVRT is a hands-on, standards-based educational program for middle school science teachers. GAVRT allows students to perform legitimate scientific inquiry in real time, analyze data, and use their findings to solve difficult intellectual challenges. The training will focus on a variety of teaching tools, technological resources and technical assistance needed to implement GAVRT as a tool to meet DoDEA Science Content Standards.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan and a Follow-Up Plan provided by DoDEA and submit it electronically to Dr. Peter Mecca, the HQ POC for this course, and to the participant's immediate supervisor. **Teachers will be required to develop lessons that connect DoDEA Science Content Standards with their course experience. Lessons will reflect constructivist teaching and learning, course material, standards and appropriate assessment. Lessons will be collected at the end of the course. Each participant will be expected to implement the standards and curriculum using the instructional materials and equipment during SY2004-2005.**

Point of Contact: Peter M. Mecca, Science Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3136.

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■ **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Social Studies

Course Code: SOC4001	High School: Street/Practical Law
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Only applicants from the following will be considered eligible to apply for this workshop:

Priority Order:

- High school social studies teachers.
- High school administrators.
- Area/district social studies liaisons/ISS.
- Area/district administrators.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
14	6	5	3

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Washington, D.C.	July 25, 2004	July 26, 2004	July 30, 2004	not July 31, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1	2
Directed Travel		

Level of Training: Level Two: Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- Utilize the DoDEA curriculum standards for instruction;
- Mastering content and curriculum;
- Uses a variety of strategies and models to reach all learners;
- Communicates assessment criteria and standards to students;
- Adapts instruction based on student responses.

Course Description: Participants in this professional development course will receive training in teaching the Street /Practical Law course. The course will involve active participation in learning the instructional strategies and practices essential to conducting an effective course for students enrolled in the social studies elective. Participants will study torts, criminal, consumer, housing, family, and individual rights laws. The course will include case studies, mock trials, role plays, large and small group exercises, opinion

polls, and activities on comparing US civilian and military laws as well as host nation laws.

Evaluation and Follow-up Action expected: All participants must complete the daily assignments and the culminating requirement associated with performing in a mock trial. Participants are required to complete the Street/Practical Law evaluation. Upon completion of the course, teacher participants will be required to teach the Street/Practical Law course in their assigned schools during the upcoming school year. Administrators will be required to monitor the Street/Practical Law course in their school to ensure adherence to curriculum.

Point of Contact: Yvonne L. Bolling, Chief, Social Studies/Policy, DoDEA HQ, Arlington, VA, Phone: 703-588-3146.

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- **All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.**

Course Code: SOC4101

**High School: U. S. History
Scoring Conference**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority Order:

- Current U.S. history teachers.
- High school social studies teachers.
- Social studies liaisons/ISS.
- Assessment liaisons/ISS.

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
45	25	12	8

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Washington, D.C. metro area	June 13, 2004	June 14, 2004	June 18, 2004	nlt June 19, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5		2
Directed Travel		

Level of Training: Level Two: Developmental; **Level Three:** Application of skills and transfer.

Course Description: Participants in this activity will receive training in scoring the constructed response items from the U.S. History End-of-Course Exam. Following the training, participants will collectively score approximately 5,000 student exams. At the conclusion of the exam scoring sessions participants will engage in professional development activities that may include but not limited to:

- Review of US History Content
- Review of US History Standards
- Analysis of Assessment Responses and Classroom Instruction Implications
- Analysis of Assessment Results and Instructional Impact

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to the Joseph Baltrus, the HQ POC for this course, and to the participant's immediate supervisor. **One action might involve sharing the scoring**

This is a two-page announcement.

conference information with U.S. History teachers in the participant's school, district or area. Another action might involve developing a plan for using the scoring conference information to further improve U.S. History instruction and/or training activities.

Primary Point of Contact: Joseph Baltrus, Assessment Specialist, DoDEA HQ, Arlington, VA, Phone: 703-588-3163. **Secondary Point of Contact: Yvonne L. Bolling**, Chief, Social Studies/Policy, DoDEA, HQ, Arlington, VA, Phone: 703-588-3146.

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- All applicants are advised that acceptance into a workshop means that participation must be throughout the entire session and not several hours before the session ends to catch transportation elsewhere.

Special Education and Pupil Personnel Services

Course Code: SPE4101

**Special Education Teachers, Grades 3-11 and SPED Coordinators:
Alternate Assessment Scoring and
Work Group II**

Only applicants from the following will be considered eligible to apply for this workshop:

Priority order:

- Special education teachers providing a specialized program for students with moderate to severe disabilities in **grades 3-11 in DDESS and DoDDS. (ONLY from category 4 locations in DoDDS).**
- Special education coordinators not to exceed **1 from the Pacific** and **2 each from DDESS and Europe.**

Maximum Number of Participants:	Number of participants allocated to DoDDS Europe	Number of participants allocated to DoDDS Pacific	Number of participants allocated to DDESS and Cuba
35	14	7	14

Location	Hotel Check-in Date	Session Begin Date	Session End Date	Hotel Check-Out Date
Arlington, VA	July 11, 2004	July 12, 2004	July 16, 2004	nl July 17, 2004

Number of Workshop Days	Community Strategic Plan Goal (s):	Number of semester credit hours offered
5	1B	2
Directed Travel		

Level of Training: Level One: Awareness; **Level Two:** Developmental; **Level Three:** Application of skills and transfer.

Professional Development Knowledge and Targeted Competencies:

- Develop and apply skills (inter-rater reliability and validity) in using a rubric for scoring evidence in the Alternate Assessment;
- Demonstrate knowledge of the DoDEA standards;
- Demonstrate skills in evaluating the current Alternate Assessment process for refinement and expansion;

- Identify standards in science.

Course Description: This conference provides intensive training in evaluating/scoring the special education alternate assessment. Participants will learn to score the alternate assessments through the application of the rubric designed for the assessment. Participants will score assessments submitted from the field. Participants will evaluate the quality of the submissions and the scoring process making recommendations for improvement as needed.

Evaluation and Follow-up Action expected: Upon completion of the course, participants will be required to complete an Action Plan provided by DoDEA and submit it electronically to Ms. Diana Patton, HQ POC for the course, and to the participant's immediate supervisor. **Each participant will serve as a resource for other teachers participating in the Alternate Assessment.**

Point of Contact: Diana Patton, Special Education Coordinator, DoDEA HQ, Arlington, VA, Phone: 703-588-3147.

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