

**TULSA PUBLIC SCHOOLS  
PROFESSIONAL DEVELOPMENT DESIGN FORM**

1. Please type or print.
2. Directions for completing this form can be found in the Master Plan for Professional Development.
3. If requesting funding attach form PD-2.

<b>Course Number</b> _____ <i>(Professional Development Office Use Only)</i>
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Today's Date \_\_\_\_\_

Course Title \_\_\_\_\_

Activity Coordinator's Name \_\_\_\_\_ Position \_\_\_\_\_  
*Must be a TPS Employee*

Building Site \_\_\_\_\_ Phone \_\_\_\_\_

Course Description *(This will be used for publicity):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audience \_\_\_\_\_ Number \_\_\_\_\_

Presenter(s) \_\_\_\_\_  
*(If not TPS personnel please attach resume.)*

Date(s) \_\_\_\_\_ Start and End Times \_\_\_\_\_

Location(s) \_\_\_\_\_

Cost \_\_\_\_\_ Funding Source \_\_\_\_\_

**Check applicable Content Standard below.**

**Staff Development that improves the learning of all students:**

- prepares educators to understand and appreciate all students.
- prepares educators to create safe, orderly and supportive learning environment.
- prepares educators to hold high expectations for academic achievement.
- deepens educators' content knowledge.
- provides educators with research-based instructional strategies to assist students in meeting rigorous academic standards.
- prepares educators to use various types of classroom assessments appropriately.
- provides educators with knowledge and skills to involve families and other stakeholders appropriately.

**Check applicable Process Standard below.**

**Professional development that improves the learning of all students:**

- uses disaggregated student data to determine adult learning priorities, monitor progress, and help sustain continuous improvement.
- uses multiple sources of information to guide improvement and demonstrate its impact.
- prepares educators to apply research to decision making.
- uses learning strategies appropriate to the intended goal.
- applies knowledge about human learning and change.
- provides educators with the knowledge and skills to collaborate.

**TULSA PUBLIC SCHOOLS PROFESSIONAL DEVELOPMENT DESIGN FORM (Continued)**

**Activities** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Follow-up** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluation** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your evaluation measure:

- Participants' reaction
- Participants' learning
- Participants' use of new knowledge and skills
- Impact on student learning

**How does this activity tie to existing innovations or initiatives?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please attach an agenda and evaluation form if available.)*

**Eligible for Continuing Education:**     Yes     No

**CONTINUING EDUCATION INFORMATION**

*(This section to be used ONLY if applying for Continuing Education Credit)*

Total non-contract hours Course will meet: \_\_\_\_\_

Continuing Education of \_\_\_\_\_ hour(s)    Tuition Fee \$ \_\_\_\_\_    Materials Fee \$ \_\_\_\_\_  
Credit Requested.

**Will there be a Research Component?**     Yes     No

*(If yes, attach your Research Design.)*

**Course Recommended for Approval:** \_\_\_\_\_  
*Director of Professional Development*    *Date*