

# Professional Development Hours

## for Elementary Education Majors

### Kansas State University

#### THE REQUIREMENTS

##### **Professional Meetings** – 20 hours required

Twenty hours of professional meetings are required. Your attendance at these meetings is intended to supplement information you receive in your teacher education classes and to provide you with a broader perspective about issues related to teaching. The professional meetings may address issues such as students and learning, content, the elementary curriculum, planning, instructional strategies, the learning environment, legal and ethical issues, sociological issues, cultural and linguistic characteristics, and teacher development. The meetings you attend must relate to some aspect of education as outlined here. You can select which meetings to attend. Don't try to complete all the meetings hours in one semester just before the verification forms are due.

##### **Educational Community Service** – 20 hours required

Twenty hours of volunteer community service are required. This service is intended to provide you with opportunities to closely interact with children and gain insight into the knowledge, skills, and dispositions that effective teachers must possess. Your duties may involve actions such as planning and preparing for some activities with children, teaching or tutoring children, assessing student progress, and assisting adults or educators in a program for children. Try to have a variety of volunteer service activities. Don't try to complete all the volunteer community service hours in one semester just before the verification forms are due.

#### DOCUMENTATION PROCEDURES

##### **Verification Forms**

Use the attached verification forms for the professional meetings and the educational community service. Follow directions on those sheets for the documentation that is needed with the completed forms. Extra verification forms can be found in the bulletin board display case for professional development hours near the elevator on the second floor of Bluemont Hall or in a PDF file that is on the College of Education website for "Elementary Education Program Requirements."

##### **Due Dates**

All professional development hours must be completed and documentation submitted by the time you turn in your Student Teaching Assignment Request form (the STAR form). The due dates are:

- February 1 if you plan to student teaching in the *fall* semester (e.g., Feb. 1, 2010 if you plan to student teach in fall 2010).

- September 1 if you plan to student teaching in the *spring* semester (e.g., Sept. 1, 2010 if you plan to student teach in spring 2011)

### **Where to Submit the Completed Forms**

Deliver the completed verification professional development forms to the Elementary Education departmental office in 261 Bluemont Hall.

### **Any Questions**

Call the Elementary Education departmental office at (785) 532-5550 or stop by that office in 261 Bluemont Hall.

### **EXAMPLES OF PROFESSIONAL MEETINGS** (20 hours required)

*Count each actual hour of your meeting attendance. Examples of acceptable professional meetings include:*

Education Symposium (counts as 6 hours if you are there the full day)

College of Education student organization meetings, such as:

Education Council

Kansas National Education Association—Student Program (KNEA-SP)

Council for Exceptional Children (CEC)

Kappa Delta Pi

(If you are an officer in these organizations, you also can count the planning sessions.)

Educational Workshops or Conferences, such as:

Project WET Workshop (sponsored by KACEE—Kansas  
Association of Conservation and Environmental Education)

Project WILD

Project Learning Tree

GLOBE conference

KATS Camp (Kansas Association of Teachers of Science)

Music Conference

KSU Music Symposium

Kansas Mathematics Conference (KATM—Kansas Association of  
Teachers of Mathematics)

Kansas Reading Conference

Workshops conducted by the Career and Employment Services Office (CES) on resume writing, interviewing, or other job search topics

School district meetings or training programs, such as:

Staff development or inservice programs

Parent-teacher conferences

Substitute teacher training programs  
Paraprofessional training programs  
PTA/PTO programs

School board meetings

School site council meetings

Field trips to schools that are sponsored by the College of Education

Museum tours (organized by the college)

A program with an educational speaker

Examples of what does NOT count for meetings:

First Aid training classes  
CPR training classes

**EXAMPLES OF EDUCATIONAL COMMUNITY SERVICE** (20 hours required)

*Count each actual hour of your volunteer time. Whenever possible, have a variety of volunteer experiences rather than completing all the needed hours in one activity. Examples of acceptable educational community service include:*

Tutoring, teaching, or working with children in a school, such as:

Classroom volunteer  
Help on field days or carnival days  
Back-to-School helper  
Lunchroom or playground volunteer  
Tutoring or supervising in some after-school program (e.g., reading, science)  
Helper at a science fair, spelling bee, debate, etc.  
Reading is Fun night at Seven Dolars School

Tutoring, teaching, or working with children outside a school, such as:

Boy Scouts, Girl Scouts  
Big Brothers, Big Sisters  
Hand-to-Hand Tutoring Program at the Douglas Center in Manhattan  
(director, Marianne Cullers at 539-6736; Douglas Center at  
587-2774) (Don Slater)  
Ogden Friendship House tutoring  
Special Olympics  
Summer reading program at Jardine Apartments on campus  
Reading is Fun (sponsored by Kappa Delta Pi)  
Read Across America (sponsored by KNEA)  
Wonder Workshop

October 2009 Revised  
Copy White

Halloween activities at the zoo

McCain Kids Carnival

Volunteer at the KSU Child Development Center

Volunteer at the KSU Stone House

Odessey of the Mind

Sunday School

Vacation Bible School

Assisting the College of Education in selected activities such as:

Telefund caller

Open House

Education Career Fair

Providing help on sport teams, such as:

Serving as a coach or assistant coach a team

Assisting in a summer camp (if it is volunteering, not paid)

Field trips to schools that are sponsored by the College of Education

Examples of what does NOT count for volunteer service:

Any experience for which you were paid (these are to be volunteer hours)

Any experience that was a requirement for a college class that you took

## Verification Form for Professional Meetings

Name \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_ E-mail \_\_\_\_\_

Anticipated Student Teaching Semester \_\_\_\_\_

My signature here indicates that I attended the professional meetings listed below and that I am aware of and abide by the university academic honesty policy.

Student signature: \_\_\_\_\_

### Directions:

- Provide Some Documentation. For each item, attach a copy of the agenda, cover page of the conference program, conference registration form, or other type of verification whenever possible. Also have a supervisory person from the meeting sign this verification form, or provide a separate sheet signed by the organizational contact indicating that you attended the professional meeting or program.
- Submit This Form. Deliver this completed form and the supportive documentation to room 261 Bluemont Hall in the Elementary Education departmental office. The due date is September 1 for those student teaching in the next spring semester, or February 1 for those student teaching in the next fall semester.

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

## Verification Form for Professional Meetings

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

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Signature by the organizational contact: \_\_\_\_\_

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I attended: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

## Verification Form for Educational Community Service

Name \_\_\_\_\_ Phone \_\_\_\_\_

Student ID \_\_\_\_\_ E-mail \_\_\_\_\_

Anticipated Student Teaching Semester \_\_\_\_\_

My signature here indicates that I provided the volunteer services listed below and that I am aware of and abide by the university academic honesty policy.

Student signature: \_\_\_\_\_

### Directions:

- **Provide Some Documentation.** For each entry of volunteer service, attach some type of documentation from the agency. That documentation should state the name of the agency, the type of service you provided, the number of hours of service, and the dates of your service. That documentation should be signed by a supervisor from the agency where you provided the service. Some agencies have a form to fill in while other agencies will simply type up a one-page sheet for this verification.
- **Submit This Form.** Deliver this completed form and the supportive documentation to room 261 Bluemont Hall in the Elementary Education departmental office. The due date is September 1 for those student teaching in the next spring semester, or February 1 for those student teaching in the next fall semester.

I volunteered for this agency: \_\_\_\_\_

I served this role: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I volunteered for this agency: \_\_\_\_\_

I served this role: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

## Verification Form for Educational Community Service

I volunteered for this agency: \_\_\_\_\_

I served this role: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

I volunteered for this agency: \_\_\_\_\_

I served this role: \_\_\_\_\_

Contact Hours: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature by the organizational contact: \_\_\_\_\_

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