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Please read this document, particularly the agenda in its entirety before beginning the registration process. This Bulletin has all the registration information and links needed to complete the registration process for Summer Institute.

The registration process includes completing:

1. Affiliate registration, for locals registering their members (see page 2 of this document)
2. Member registration, for members registering themselves (see page 2 of this document)
3. The Travel Reservation Request Form (see separate file attached to your e-mail)

The AFT Professional Development Summer Institute will be held:

July 22-July 29, 2011  
The Maritime Institute  
692 Maritime Blvd  
Linthicum Heights, Maryland 21090  
Tel #410-859-5700  
[www.ccmi.org](http://www.ccmi.org)

Summer registration is **online only**. The deadline for the reduced online registration is July 6. **The registration fee is \$495**. Late registration, after July 6, **the fee will be \$525**. Locals wishing to send additional participants can pay **full-cost** registration for Summer Institute (payable at the time of Summer Institute registration) in the amount of **\$2,100**.

Online registration allows payment using credit cards, however, checks from the local or district are accepted and must be mailed to:

**AFT Summer Institute 2011**  
**PO Box 791212**  
**Baltimore, MD 21279-1212**

*We will not accept registration forms or credit card information via fax!*

This summer we hope to offer other courses in addition to selected Professional Development courses (see Course Offerings). The maximum class size is 20, minimum is 12.

Please note there will be no Winter Institute this year. **Practice Presentations will be done at the discretion of the course coordinator.**

### **Online Registration**

(Affiliates, Members, and Non-members use the following link to register)

<https://meetings.aft.org/eventmanager/OnlineRegistration.ASP?eventcode=R2L>

### **Affiliate registration (locals registering their members):**

The local president logs in and selects “AFT Professional Development Summer Institute” to access registration:

- Local president finds member record, registers member and pays registration fee.
- If participant’s local is paying the single room supplement, local president pays for single room (\$70/night) in addition to registration fee.

### **Member and Non-member registration (registering themselves):**

- Member/Non-members registers and selects “Affiliate Pays.” **Once registered, the member contacts the local so they can pay the registration fees.**
- Member/Non-member completes the **Travel Reservation Request Form** and e-mails it to Lisa Gross at [lgross@aft.org](mailto:lgross@aft.org).

Please note that **we prefer personal e-mail addresses** since our messages might be blocked by the school or district e-mail spam filters.

**Due to budgetary limitations, all participants will share rooms. When registering, specify roommate, if possible, or one will be assigned. If a participant prefers to have a single room, a limited number are available on a first-come, first-served basis at a cost of \$70/night. Complete the single room supplement form and mail to the address on the form. (Checks, MC and Visa are accepted.) The single-room supplement is due at the time of online registration.**

Please help us meet our commitments to the training site by having the *Travel forms* and registration fees submitted by the deadline date of July 6th. Participants will not be considered registered and travel forms will be withheld until all obligations are fulfilled.

If you have difficulty with online registration, please contact Tina Bridgeforth at [tbridgef@aft.org](mailto:tbridgef@aft.org). Questions about the institute, please contact Lisa Gross ([lgross@aft.org](mailto:lgross@aft.org)) or 800/238-1133, ext. 5684, or Rosalind LaRocque ([rlarocqu@aft.org](mailto:rlarocqu@aft.org)) or 800/238-1133, ext. 4272.

# Summer Institute 2011

## ***AFT Professional Development Course Offering***

### ***DELIVERING EFFECTIVE PROFESSIONAL DEVELOPMENT\****

*\* A mini-course for first-time participants and those trained prior to 2001.*

This mini-course, Delivering Effective Professional Development (DEPD), will assist you in your role as a trainer and coordinator of an ER&D program. You will receive guidelines as to what an effective presenter must know and do, i.e., presentation techniques, planning an ER&D session and ways to succeed with adult learners. As a site coordinator, you will learn how to manage an ER&D program and build local capacity for its growth and expansion. You will observe presentation strategies and begin preparation for a practice presentation in your strand.

### ***\*ELL 101-Unit I (Invitation ONLY)***

This mini-course will be held over two days and is targeted to pre-K-12 mainstream educators of English language learners. Participants will develop an understanding of second language acquisition; identify strategies to differentiate and scaffold instruction; examine research-based instructional strategies; and improve their ability to meet the diverse needs of ELLs to increase their academic achievement. ***(This is a pilot course and is by Invitation ONLY. For more information contact Giselle Lundy-Ponce at [glundypo@aft.org](mailto:glundypo@aft.org)).***

### ***FOUNDATIONS OF EFFECTIVE TEACHING I: ORGANIZING THE CLASSROOM ENVIRONMENT FOR TEACHING AND LEARNING***

This core ER&D course addresses the fundamental aspects of teaching and learning that are relevant for teachers and classroom paraprofessionals in all grade levels and subject areas. It examines proven practices for establishing and maintaining classroom management, maximizing use of learning time, questioning and feedback skills, homework, interactive guided instruction strategies, and scaffolding techniques. Covering core topics critical to successful classroom practice, *Foundations of Effective Teaching I* is recommended as the primary offering for all ER&D local sites. It is frequently used as the basis for induction, mentor, and peer assistance programs and is an essential part of Local Site Coordinator training.

## ***FOUNDATIONS OF EFFECTIVE TEACHING II: BUILDING ACADEMIC SUCCESS***

This course addresses the challenges teachers are facing today to raise the performance levels of all students while also closing the achievement gap. It addresses both environmental and instructional conditions that foster student achievement by (1) examining the effects that teacher expectations and the social context of the classroom have on student learning, and (2) providing an in-depth study of two instructional models—cognitive apprenticeship and cooperative small groups—that actively engage students and address the diversity of their learning needs. This course extends and deepens many concepts introduced in Foundations I; it can be taken either in consecutive years or as an advanced offering for seasoned trainers. While Foundations I is ideal to deliver to novice teachers and paraprofessionals, this advanced course is targeted to more seasoned educators who are prepared to engage in in-depth study and reflective practice. It also may be used to support school improvement teams or schoolwide initiatives to raise achievement. Pre-requisite: Foundations of Effective Teaching I.

## ***INSTRUCTIONAL STRATEGIES THAT WORK FOR ALL DISCIPLINES***

This course provides practical applications of instructional strategies that are outlined in the research base on effective instruction and have been proven to support student learning. At the center of this course are cognitive strategies that foster critical thinking and the transferability of skills learned. Course participants will learn how to evaluate curriculum materials for any content area, organize content for learning, and develop or evaluate scoring guides for student tasks. These strategies can be applied in K-12 settings and are particularly helpful for students with special needs.

## ***MANAGING ANTISOCIAL BEHAVIOR***

The anti-social actions of a small but powerful number of students in school not only put their own academic success at risk but threaten the learning environment for everyone. This course presents research on emotional and behavioral problems of students who consistently act out. Participants will learn strategies to reduce and/or prevent the occurrence of disruptive or dangerous outbreaks.

## **READING COMPREHENSION INSTRUCTION**

This course focuses on the research and exemplary practices that help students acquire strong reading comprehension skills. It provides participants with a synthesis of the research base on reading comprehension instruction and vocabulary development. Participants examine, discuss, and evaluate the appropriate application of a range of instructional strategies from explicit to implicit teaching of comprehension skills. Strategies are presented for increasing student comprehension of both narrative and expository texts—including content area textbooks. In addition, approaches are presented to help students monitor their own comprehension and apply appropriate “fix-up” strategies when comprehension is not achieved. Practice in using these instructional strategies and examples of student work are embedded in each unit.

## **THINKING MATHEMATICS EARLY GRADES: K - 2**

This course focuses on grades K-2. Based on research on how children learn mathematics, participants examine counting issues, how children move from counting to addition and subtraction, understand and perform those operations, and begin to build an understanding of place value. Participants also learn about building strong mathematics lessons. New to the course are links to the Common Core State Standards for Mathematics and the Danielson Teacher Effectiveness Framework.

## **\*STRATEGIES FOR STUDENT SUCCESS (Approval by Regional Director)**

The Strategies for Success (SSS) series has been added to the rich array of AFT's professional development offerings. This research-based program consists of modules that address teaching and learning aspects of the classroom for both new and veteran teachers. These modules are designed to be delivered in two-three hours, which creates a manageable method of connecting with educators and an especially useful tool for back-to-school and organizing activities. See separate document for module descriptors. ***(This course is developed primarily for organizing contexts and prior approval is required. For more information contact Rosalind LaRocque at rlarocqu@aft.org).***

*Within each course there are presentations of research concepts and a variety of small and large group activities designed to make participants more familiar with the research and its classroom applications. Because participants will be expected to train others back home, they are required to do a “practice presentation” for the rest of the class during training. This presentation (1) provides an opportunity for reinforcement of the research findings for the whole group; (2) gives the participant some experience in applying the adult learning theory and presentation skills taught during the course; and, (3) gives the participant experience at presenting in front of a group of peers.*

## **Participant Responsibilities** *(For ER&D Participants only)*

You've been selected to attend ER&D national training because your local union believes you have the qualities to become an effective professional development instructor. Your local and the AFT are investing significant resources to support your leadership development. All ER&D participants are expected to fulfill the following responsibilities.

### Summer Institute

- Complete pre-reading assignments
- Attend all scheduled course and general sessions
- Complete daily assigned readings
- Record concepts/strategies and notes in the Course Notebook (double-entry journal)
- Answer question #1 on the Reflection on Research Concept Application (RORCA) form at the end of each day (total of four (4) forms for non-DEPD participants)

**Note:** DEPD participants will have an additional reflection to prepare and submit.

- Complete the electronic evaluation(s)
- On your return home, develop a Local Action Plan with your local union leadership, and if appropriate, your district

## **Course Completion**

By December 20, 2011

- Implement your selected strategies and concepts in your classroom and/or work setting and complete your Reflection on Research Concept Application forms
- In accordance with the published timeline, complete and submit four strand reflections to your course coordinator.
- Your practice presentation will be at the discretion of your course coordinator.

All participants will receive a letter of participation documenting the number of professional development hours acquired. Participants who complete all *participant responsibilities* outlined above will receive a certificate of completion, certifying them as qualified to serve as an ER&D Site/Strand Coordinator.

Strategies for Student Success (**SSS**) will receive a certificate on completion of their presentation at the end of Summer Institute.

**AFT PROFESSIONAL DEVELOPMENT SUMMER INSTITUTE 2011**  
**The Maritime Institute, Linthicum Heights, Maryland**

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<b>Thursday July 21</b>	<b>Friday July 22</b>	<b>Saturday July 23</b>	<b>Sunday July 24</b>	<b>Monday July 25</b>	<b>Tuesday July 26</b>	<b>Wednesday July 27</b>	<b>Thursday July 28</b>
<p><b>8a - 7p</b> Registration For DEPD;SSS</p> <p><b>10a - 12p</b> DEPD National Trainer Orientation</p> <p><b>2p - 6p</b> DEPD <i>begins</i></p>	<p><b>8a - 5p</b> DEPD (5) <b>(Ends at 5p)</b></p> <p><i>SSS begins</i></p> <p><b>2p - 4p</b> Strand National Trainer Orientation</p> <p><b>6p - 8p</b> General Session Dinner for All</p>	<p><b>8a - 5p</b> PD Strand courses/ELL <i>begins</i></p> <p><i>SSS continues</i></p>	<p><b>8a - 5p</b> PD Strand courses; SSS</p> <p><i>continues</i></p> <p>ELL <b>(Ends at 3p)</b></p>	<p><b>8a - 5p</b> PD Strand courses; SSS</p> <p><i>continues</i></p>	<p><b>8a - 5p</b> PD Strand courses; SSS</p> <p><i>continues</i></p>	<p><b>8a - 5p</b> PD Strand courses; SSS</p> <p><i>continues</i></p> <p><b>6 - 9p</b> General Session/Dinner</p> <p><b>9p - 11p</b> (Parade of Locals)</p>	<p><b>8a - 11a</b> PD Strand courses; SSS</p> <p>All courses end</p>

DEPD = Delivering Effective Professional Development (*mini-course required for first-time participants*)  
 DEPD National Trainer/Strand National Trainer Orientations are for trainers who will be training participants.

**Meals**

*Breakfast 7a-9a*

*Lunch 12p-2p*

*Dinner 5p-7p*

*Game Room*

*7p-11p*

## Important Information

### Travel Notes

When completing your Travel Reservation Request Form, your name should be the same as it appears on your driver's license or identification.

**Air:** Your ticket will be electronic. An itinerary and passenger receipt will be sent to you via e-mail or via U.S. mail if you do not provide an e-mail address. Review your itinerary as soon as you receive it and contact AFT immediately if it is not correct.

**Train:** Amtrak train tickets will be sent via U.S. mail. The train stops at the BWI Rail Station.

**Ground Transportation:** At BWI, you can locate a cab for the short ride to the Maritime Institute (approximate cost: \$12).

**Driving:** Participants who live close by are encouraged to drive. If your trip requires a night's lodging, the AFT cannot pay the cost of the hotel. If the mileage costs – 50 cents per mile – exceed the cost of the lowest airfare available, the AFT can only reimburse you the amount of the airfare.

### Expense Reimbursement

Locals will be asked to pick up some of the costs incurred by late travel requests that result in substantially higher airfares. Locals may incur penalty fees for cancellations made after July 9. (Late charge fee of \$525.) Although your room costs will be paid directly by AFT, you will need to provide a credit card for incidentals upon checking in. Locals will forfeit their registration fee if cancellations result in increased costs to AFT (e.g., non-refundable tickets, cost of an unoccupied room). AFT cannot reimburse participants for airline fees charged for extra, overweight, or over-sized luggage.

### Meals

AFT will provide breakfast, lunch, and dinner each day beginning with dinner on the day of arrival and concluding with lunch on July 29. AFT's reimbursement policy does not allow us to reimburse the cost of meals purchased off-campus during Summer Institute.

### Personal Considerations

Dress: Informal (jeans, sneakers, etc.).

Climate: Hot and humid, however, rooms may be chilly, please bring a sweater.

Supplies: Participants should bring their own basic supplies (such as highlighters, Post-It Notes, spiral notebooks, etc.).

### Graduate Credit

**The cost for the University of Oregon credits (3 quarter credits) is \$165.** Payments can now be made online. If you wish to apply, please contact Rosalind LaRocque ([rlarocqu@aft.org](mailto:rlarocqu@aft.org)) for the link. If you have any questions, feel free to call Rosalind LaRocque at 800/238-1133, ext. 4272.

### **Internet Access**

The Maritime Institute offers high-speed Internet connections in guest rooms at no charge. Please use this connection at your own risk. AFT will not be responsible for the loss of data or any damage to your computer. AFT will have several computers available for participants to check e-mail before and after class or during breaks.

### **Activities**

We are trying to arrange a couple of evening excursions which will involve a fee, so you may want to bring some extra cash (although the Maritime Institute has an ATM machine). Possible excursions (subject to change) include:

- A bus tour of Washington, D.C., which is limited to about 50 participants and costs \$40 per person, payable at the time you pick up your conference packet at registration.
- Arundel Mills Mall (<http://www.simon.com/mall/default.aspx?ID=1230>) is only about 10 minutes from the Maritime Institute.
- Traveling by light rail or a brief cab ride can also get you to the Baltimore Inner Harbor. The following links provide information on the harbor: <http://baltimore.org/about-baltimore/inner-harbor> or <http://www.harborplace.com/>.
- Game Nights at the Maritime (no charge).

### **Course Cancellation**

Registration closes on July 5th. In the event we are unable to offer a course due to financial or other reasons, the AFT will notify participants as soon as possible.

#### **AMERICANS WITH DISABILITIES ACT**

The AFT will make every effort to ensure that accommodations at the Maritime Institute are in compliance with the Americans with Disabilities Act. If an ER&D Summer Institute participant anticipates a special need ensuing from a disability, the participant should contact Karen Zook at 202/879-4476 or [kzook@aft.org](mailto:kzook@aft.org) by July 9. AFT will attempt to accommodate any special needs to ensure that attendees may fully participate in the Professional Development Summer Institute activities.