

APPENDIX B

PDU INFORMATION

**West Virginia State University
College of Professional Studies—Department of Education
Professional Development Unit (PDU)
Reflection Outline Form**

This document is intended to demonstrate thoughtful reflection after participating in a Professional Development event. Each event is to be approved by the Education Professor and the document must be typed and professionally prepared. To receive PDU Credit, the candidate must provide verification for the event (such as a certificate of completion, signed activity description, registration documents, handouts or a program of the event). The Professional Development Reflection Outline Form, which is available on the Education Department website, must be typed when submitting for assignment of PDUs.

It is the responsibility of the candidate to have the event pre-approved by an Education Professor, complete the Professional Development Reflection Outline Form, and submit it to the professor for a signature and assigning of credits. Professors will forward the document to the Administrative Assistant who will produce the certificates and email them to the candidate. The original PDU form may be picked up in the Education Department's main office, Wallace 629. Allow two weeks for the certificate to be completed.

It is also expected that candidates maintain these documents either electronically and/or in their Education Department Notebook. These documents will be used in preparation for the Capstone phase of the program, and PDU forms will not be placed in the official folders of the candidates.

| | | | |
|------------------------|----------------------------|------------------|--|
| Name: | Major Content Area: | | Circle one: FR SOPH JR SR |
| Email Address: | | | |
| PD Topic/Title: | PD Date: | Duration: | Current Education Course: |

Faculty Signature: _____ **PD Units:** _____

Please respond to the following prompts:

1. Summarize the key points you learned from this Professional Development experience.
2. Discuss how these key points connected to your content area.
3. Discuss how might you use this new information in your future classroom.
4. Explain why this professional development was effective for your future plans of being a teacher?
5. Why is attending any professional development event important?

Please rate the PD Event by highlighting the rating 1 (poor) and 5 (high).

The PD event was beneficial for me to attend. 1 2 3 4 5

The PD event met my expectations. 1 2 3 4 5

Note: Upload this completed documentation to your professional portfolio along with your verification of attendance.

Specific Details for Commitment to the Profession (PDUs):

As a member of the teaching profession, teacher candidates are expected to participate in ongoing professional development activities. These activities are *beyond the requirements* normally assigned and/or expected as part of the regular coursework in teacher education program and are assigned certain **Professional Development Units**. PDUs are organized into three categories and teacher candidates should show a well-balanced mix of all three categories when completing their PDUs. For example, it would not be a good practice to earn PDUs exclusively from Category Three. To receive credit for the PDUs, the Education Professor must approve the Professional Development activity in advance. After completion of the activity, the candidate must provide proof of attendance for the activity (such as a certificate of completion, activity description, or registration handouts) **and** complete the Professional Development Reflection Outline form available at the Education Department website. The Education Professor will determine the amount of PDU's that will be assigned for the activity.

CATEGORY 1: Long-Term Professional Activities and Self-directed Learning (Maximum **10 PDUs per activity**). These are activities that are relatively long in duration or intensity (more than 10 hours) that are related to teaching or content area and that demonstrate leadership or initiative.

- Participation in faculty-led educational research project
- Serving as an officer for a professional organization (e.g., honor society, student organization).
Note that an organization can be used only one time in the PDU process.
- Attending or presenting at a conference
- Participating in a faculty-led book study
- Volunteering in education-based community service (e.g., after-school tutoring, etc.) in long-term, sustainable manner

CATEGORY 2: Short-Term Professional Activities (Maximum **4 PDUs per activity**). These are activities related to teaching or content area that are up to 10 hours in length, or they can be longer activities that do not fall into Category 1 because they do not demonstrate leadership or initiative.

- Attending designated WVSU Convocations (e.g. President’s State of the University Convocation, State Cares Day, Human Relations Conference, College of Professional Studies Convocation)
- Participating in WVSU-DOE-sponsored workshops or programs
- Active membership in a professional organization (Candidate is required to attend organization meetings)

CATEGORY 3: Other Events (Maximum **2 PDUs per activity**). These are events that show participation in the University Community or the wider community, but they may not be strongly related to teaching or content area.

- Attending a cultural event (WV Symphony, Art Walk)
- Attending Convocation at WVSU (State Stride)

Some Guidelines and Examples

No more than 1 PDU for each hour of professional development activity will be assigned. Each artifact for professional development is accompanied by a reflection statement on what was learned and how it relates to teaching or the candidate’s content area. If in the judgment of the evaluator, a professional development activity is not strongly related to education, educational leadership, or the candidate’s content area, then half credit for each hour may be assigned.

Examples:

- 1) Candidate reads books to a local kindergarten classroom. Documentation is a letter from the teacher indicating 40 school visits of ½ hour each. Reflection indicates growth in understanding of topics of interest to young children and improvement in expressive reading.
Scoring: This is Category 1: Long-Term Professional Activities, with 20 hours of high-quality participation, and earns the maximum allowable 10 PDUs.
- 2) Candidate is a member of KDP but has not served as an officer. Documentation of membership in good standing, attending more than 20 hours of meetings over 2 years, and high-quality reflection on professional growth.
Scoring: This is a category 2: Short-Term Professional Activity, with 20 hours of participation and reflection on professional growth. It earns the maximum Scoring 4 PDUs.
- 3) Candidate attends an on-campus play. Documentation is the playbill. Reflection indicates growth in cultural awareness and a tangential connection to future teaching (“I think that taking students to see plays is an important part of helping them become well-rounded citizens.”)

Scoring: This is Category 3: Other Events Activity. For this two-hour event, the SCOPE committee might score 1 PDU because there was not a strong link to professional growth and future teaching.

- 4) Candidate is a member of the PTO at a local school. A letter from a PTO officer on official letterhead documents attendance at 10 hours of meetings and 12 hours to prepare for and help conduct specific events at school. Reflection shows growth in understanding the culture of the school. By demonstrating initiative in organizing school events, the candidate shows leadership.

Scoring: This is Category 1: Long-Term Professional Activities, with 22 hours of high-quality participation, and earns the maximum allowable 10 PDUs.

Scoring rubrics for the SCOPE may be found on the Education website under Forms.