## Supplemental Professional Development Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of PD Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Reports</td>
<td>1 hour for each book</td>
<td>Title must be pre-approved by Associate Dean or Department Chair</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See report form</td>
</tr>
<tr>
<td>Mentoring</td>
<td>1 hour for each of 2 observations</td>
<td>Submit “Professional Development Completion Form” for each observation</td>
</tr>
<tr>
<td>Observation of other Instructors</td>
<td>2 hours maximum</td>
<td>Must observe 2 different instructors, 2 hours minimum for each observation;</td>
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<td></td>
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<td>See report form</td>
</tr>
<tr>
<td>Workshop Presenter (CLC and other professional organizations)</td>
<td>Equal to length of presentation and 1 hour of preparation time</td>
<td>Submit “Professional Development Completion Form” for each presentation</td>
</tr>
</tbody>
</table>

Turn in PD forms upon completion of the activity.
ADULT EDUCATION DIVISION
PROFESSIONAL DEVELOPMENT- CLASSROOM OBSERVATION

Name of Observing Instructor:_________________________________________

Name of Instructor Observed:_________________________________________

Date of Observation:__________________________ Class Code:______________

Topic of Observed Lesson:__________________________________________________________________________

1. How did the teacher begin the class? ____________________________________________________________________

2. What kind of teaching techniques did the instructor use e.g. cooperative learning, group activities, peer coaching, TPR, etc.? ____________________________________________________________________

3. How was the teacher's lesson organized? WPPAR (Warm-up, Presentation, Practice, Application, Review)? ____________________________________________________________________

4. What type of atmosphere did the teacher create in the class? ____________________________________________________________________

5. Describe the students' relationship with the teacher and each other. ____________________________________________________________________

(over)
What new techniques, ideas or processes did you observe? How will this help you with your teaching?
SUPPLEMENTAL PROFESSIONAL DEVELOPMENT ACTIVITY
BOOK REPORT

Instructor's Name: __________________________________________

Date Report Submitted: ______________________________________

Name of Book: _____________________________________________

Author(s): _________________________________________________

Explain why you chose this book: ______________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Summary: __________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

New ideas, information etc. learned: ____________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

(over)
How will you apply these ideas, information, etc.?