

GUIDELINES FOR ACADEMY 39 (CEI) INSTRUCTORS

1. Academy 39 classes will be designed in two-hour increments. A specific Academy class could be anywhere from a single two-hour session to six two-hour sessions (12 class hours), depending on the course content. Each two-hour session will be one unit. Six units will be the equivalent of one semester credit for purposes of lane change credit. Only class time is counted in the sessions and does not include individual time spent on outside reading or preparation for the course.

Proposals must include the essential questions, intended audience, and a course outline by session for consideration. On-line courses will be considered as long as they meet the criteria of other Academy 39 classes and include real-time interaction between teacher and classmates and intermittent products and assignments.

Each Academy 39 course will include some type of authentic assessment which must be completed by the participant to receive stipend or credit. Assessments will be varied and could include reflective statements, products, or a query/response. At the end of the class, the instructor will review the assessments and certify if each course participant completed the desired objectives. (Instructors will not be required to “grade” participants)

2. Compensation for Teaching – Academy 39 Instructors would receive a stipend of \$1200 per each semester credit taught (\$200 for each two-hour unit) for courses taught outside the workday. Academy 39 Instructors will also be eligible for classes available only to Instructors including Independent Study and Leader of Leader workshops. Instructors of Essential or Core Academy classes may also elect, instead of the stipend, to take full tuition reimbursement for one hour of graduate study for each semester credit of Academy 39 that they teach. There is no Academy 39 credit received for teaching or preparing to teach Academy 39 courses.

Instructors who teach less than a semester unit (12 hours) will only be eligible for the stipend option, not tuition reimbursement. Teachers may agree to co-teach Academy classes but will then be eligible only to share the stipend; again no tuition reimbursement. Teachers who participate in a panel or workshop style class will be eligible to share the stipend or choose to be paid per hour at the curriculum-writing rate.

3. Your Responsibilities:

LOCATION: Verify with the principal, secretary, and/or custodian or the receptionist at the MEC that the location you have chosen will be open to you on the dates & times of your class meetings. Pre-arrange the use of any tech equipment (projector, laptops, vcr/dvd players, etc).

CLASS ROSTER: One week prior to the start of your course, check with Nancy Schwall to secure the class roster and evaluation forms for your class participants. It is your responsibility to have participants sign in at each of the scheduled class meetings. This sign-in sheet must be returned to Nancy at the end of your class, so that the participants will receive credit.

CLASS SESSIONS: Notify participants of any changes in dates, times, and/or location.

Documents Required:

Prior to class:

Course Proposal (available on the Intranet)

Instructor Stipend/Credit request (provided by the Department of C & I)

At end of course:

Roster/Sign-in Sheet completed (provided by the Department of C & I)

Document certifying all participants completed the assessment or product

Completed evaluation forms (provided by the Department of C & I)

Instructor Timesheet

Email Nancy Schwall, schwalln@wilmette39.org, with questions about this process.

Academy 39 Course Proposal

Please complete both pages of this proposal.

Academy 39 courses are designed to meet the needs of teachers at various points in their career and are divided into three groups:

- Essentials - critical how-to and informational sessions for teachers new to the classroom or new to District 39
- Core – skills and concepts central to District 39 such as new curriculum adoptions and district initiatives (formerly called Required courses)
- Electives – topics of current emphasis such as gender-based teaching or topics unique to a particular group of teachers

Circle/check the category for this proposed course: **Essentials** **Core** **Elective**

Instructor(s): _____

Email: _____@wilmette39.org **Home School:** _____

Course Title: _____

Brief Course Description (for catalogue):

Location of Class: Building _____ **Room** _____

Academy 39 Credit Courses -12 hours equals one semester credit. (minimum of 2 hours per course and in increments of 2 hours per course, divided over as many days as you want to meet)

Circle/Check One: 2 hours 4 hours 6 hours 8 hours 10 hours 12 hours

Class Session Dates: _____

Number of Sessions: _____ **Time of each class session:** _____

Target Audience (Circle/Check all that apply):

All Faculty **Support Staff** **New Teachers** **EC-Grade 1** **K-4** **5-6** **7-8**

Other _____

Maximum Enrollment # _____

Indicate below how this course relates to the Strategic Plan/District or School Improvement Plan Goals.

Circle/check one: **Strategic Plan/District Goal/Initiative** **SIP Goal** **Other** _____

Explain: _____

Principal Signature: _____ **Date:** _____

Course Title: _____

Essential Questions:

Course Outline/ Syllabus/Session Summaries:

Assessment or Product: