

### **Category 1. Professional Study Group—PDP's earned: maximum of 20**

A Professional Study Group is a group of staff members who come together to address a particular educational topic. Group can be formed to learn more about subject-area content, pedagogy, or a host of other educational issues. The group can be building-based or involve people from several schools. A variety of resources is available to support Professional Study Groups, including a wide range of resources from the Association for Supervision and Curriculum Development (ASCD).

Participants in the group are required to meet for at least 5 hours, which can be broken up in any way that's convenient to everyone. Members can also apply their findings in their settings (classroom, etc.), and earn an additional 5 PDP's. An additional 10 PDP's can be earned by doing research (books, journals, online resources), participating in an online discussion, observing others, or team teaching. The Massachusetts Department of Education requires that activities of this type include an "observable demonstration of learning" as an end product. Participants can accomplish this task by writing a short reflective piece, by creating lessons and units that can be shared, or by keeping a journal that reflects the progress of the group. A proposal form is available for people interested in starting a Professional Study Group. It can be found by visiting our professional development web site: [www.woburnpss.com](http://www.woburnpss.com). Please submit the form to your principal or directly to Gary Reese, Assistant Superintendent for Curriculum.

**WOBURN PUBLIC SCHOOLS**  
PROFESSIONAL DEVELOPMENT PROGRAM

**Category 1: PROFESSIONAL STUDY GROUP: Proposal Form**

Name of Group	
Group Contact Person	
What question is your group investigating?	
Who is eligible to participate in your group?	
Approximate start and end date	

**RESOURCES:** Through our membership in the Northeast Consortium for Staff Development (NCSD), we have access to a large library of videotapes produced by the Association for Supervision and Curriculum Development (ASCD). You can access a listing of available videos by visiting <http://www.mec.edu/profdev/northeastconsortium.cfm> . If you need would like to borrow any videotapes from this group, please fill out the appropriate form, which can be found on our professional development website, [www.woburnpss.com](http://www.woburnpss.com) and send it to Gary Reese. We also can access professional journals and other sources online through the Woburn Public Library. A valid Minuteman Library Card is all that's required.

**FINAL PRODUCT:** Members of the group are expected to produce an “observable demonstration of learning” (Mass. DOE Regulations). The product can include any one of the following:

- Lessons or units of instruction to share with others
  
- A report (including PowerPoint presentations) to share with others.
  
- A group journal chronicling the activities of the group that includes what was learned and how the knowledge was used.
  
- Individual reflective writing piece (at least three paragraphs) that includes what was learned and how the knowledge was used.

*Please submit this form to Gary Reese for approval.*

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**Category 1: PROFESSIONAL STUDY GROUP:  
Individual Accounting Form**

*Individuals should complete the form below at the conclusion of the group's work.*

<b>Name of Study Group:</b>		
<b>Participant's Name:</b>		
<b>Your School and Position:</b>		
<b>Date Range of Meetings:</b>		
<b>Your Signature:</b>		

<b>ACTIVITY</b>	<b>NUMBER OF HOURS COMPLETED</b>	<b>NOTES</b>
Meeting as a study group		<i>5 to 10 hours required</i>
Conducting Research (books, journals, online resources)		<i>Maximum of 4 hours</i>
Implementing a new strategy in your classroom.		<i>Maximum of 4 hours</i>
Observing others		<i>Maximum of 4 hours</i>
Participating in Team Teaching		<i>Maximum of 4 hours</i>
<b>TOTAL NUMBER OF HOURS</b>		<i>Total not to exceed 20 hours</i>