



FDLRS Administration Project
Florida SIM® Initiative
3841 Reid Street
Palatka, FL 32177
(386) 312-2265

STRATEGIC INSTRUCTION MODEL (SIM) CONTENT ENHANCEMENT POTENTIAL PROFESSIONAL DEVELOPER INSTITUTE (PPDI)

The SIM Content Enhancement Potential Professional Developer Institute is a five-day professional development institute that will use the Content Literacy Continuum as the unifying framework. Participants for the institute will be selected through an application process.

The **Content Enhancement** Institute will prepare educators who have implemented the Content Enhancement Approach to teach other educators to implement Content Enhancement. The Content Enhancement Routines were developed as a part of Strategic Instruction Model to enable educators to teach subject-matter content to diverse classes of learners. **Instruction in the use of specific Content Enhancement Routines will not be offered during this week; the focus will be on the professional development process.**

Eligible Applicants: (a) are experienced SIM teachers, administrators, coordinators or university personnel who have previously received professional development in Content Enhancement Routines or Learning Strategies and have implemented them successfully with students, (b) have the energy and spirit required to be good professional developers, (c) have effective communication skills in teaching adults and working with administrators, and, most critically (d) have administrative support for their participation in acquiring professional development/instruction, attending update sessions to maintain their professional developer status, finding time and resources required to deliver instruction to others, and gaining wide-spread, long-term implementation success.

There is no registration fee for the Florida Potential SIM Professional Developers' Institutes for Florida educators and includes all professional development materials. Participants must purchase (at their own expense) a one-year subscription to **STRATEWORKS**, a service for SIM Network Professional Developers. Professional development materials include resources necessary for preparing and delivering professional development in the Strategic Instruction Model.

The Strategic Instruction Model (SIM) has been developed and validated over the past 25 years and was developed to assist learning disabled and low achieving adolescents and young adults to meet the demands of educational, community, and employment settings.

Additional information is available through:
FDLRS Administration Project
3841 Reid St.
Palatka, FL 32177
(386) 312-2265

APPLICATION PROCESS & DIRECTIONS

POTENTIAL SIM CONTENT ENHANCEMENT PROFESSIONAL DEVELOPERS' INSTITUTE

Step 1

Review and complete the *Application Checklist* (page 3) to ensure that all necessary items are included when submitting your application portfolio. Applicants should include a copy of the checklist with their application materials as well as keep a copy for their own records.

Step 2

Review the *Checklist of Requirements* (page 4) to become a SIM Content Enhancement Professional Developer. Applicants **do not** need to do anything with this checklist other than be aware of the expectations for completing their certification.

Step 3

Review the *Requirements for Active SIM Professional Developer/Sponsor/Mentor* (page 5). Each person attending the SIM Content Enhancement (CE) PPDI session will need to be sponsored by an existing SIM CE Professional Developer who will work with them to help him or her meet requirements and act as a mentor.

Step 4

Create and submit a Content Enhancement portfolio following the *Directions for Portfolio Contents* (page 6).

Step 5

Review the *Directions for Video Recording* (page 7). Prepare and submit a video (about 20 minutes in length) of yourself using the Cue-Do-Review instructional sequence while teaching using a Content Enhancement device. Applicants **do not** need to submit the *Cue-Do-Review Checklist* (page 8). This is for your own reflection and will be used when evaluating your video.

Step 6

Complete the *Application for the SIM CONTENT ENHANCEMENT (CE) Potential Professional Developers' Institute* (pages 9-11). Respond to each of the items as completely and specifically as possible. Additional pages may be added to the application when space to answer questions is inadequate.

Step 7

Mail all completed materials to:

**FDLRS Administration Project
Attn: Mary Ann Ahearn
3841 Reid St.
Palatka, FL 32177**

SIM CONTENT ENHANCEMENT (CE) APPLICATION CHECKLIST
Complete and submit BEFORE the CE Potential Professional Developer Institute.

District/Agency/Institution: _____ Name: _____ Contact Information: _____	Section 1: In column to the right, choose your appropriate classification(s).	
	1. Educators eligible to apply to become a potential professional developer in Content Enhancement meet each of the following requirements noted as A, B and C. A. Have participated actively in professional development for a minimum of 4 CE Routines.* B. Have implemented 2 different planning and 2 different teaching CE Routines throughout the year* C. Have implemented the CE Routines for a sufficient length of time to demonstrate proficiency and/or competence as verified by a certified SIM CE Professional Developer <i>* Must be willing to provide follow-up contact with classrooms in which the CE Routines are taught.</i>	
	2. Supervisors, coordinators, or university personnel who have been using CE Routines (including one planning routine and one concept routine) for at least two (2) years are eligible to apply to become a potential professional developer in CE.* <i>* Must be willing to provide follow-up contact with classrooms in which the CE Routines are taught.</i>	
	Section 2: To be completed and submitted.	
	3. One (1) completed application form.	
	4. Portfolio to include a minimum of: (see attached Directions) A. _____ One Unit Organizer B. _____ One Concept Diagram <i>Constructed and used in a classroom.</i> <i>Constructed in and used with students in a classroom</i> C. Minimum of 2 Samples for each of 2 Content Enhancement Routine devices constructed by students (2 per routine) Unit Organizer (title): _____ Sample 1) _____ Sample 2) _____ Concept Diagram (title): _____ Sample 1) _____ Sample 2) _____	
	4. Evidence such as a course syllabus, journal, or letter explaining implementation (see attached directions)	
	5. One video recording of yourself conducting the Cue-Do-Review Instructional steps (see attached directions and checklist)	
	6. Letter of Reference from Immediate Supervisor or Agency Administrator to address: A. applicant's instruction and/or implementation of SIM Content Enhancement Routines B. a commitment to a co-instructional/apprenticeship relationship between the local potential professional developer(s) and the SIM professional developer currently providing instruction in the area for at least one year (mentor) C. the commitment of the agency to continue instruction and implementation of SIM over the next three to five years, including a statement of potential impact in number of teachers to be trained and number of students to receive instruction D. the role the applicant will play in future instruction in the district and/or agency E. the district or agency's commitment to support the continuing development of the professional developer(s), including providing support for KU-CRL updates at conferences or instruction/professional development institutes (minimum attendance to maintain certification is once every other year)	
	7. Letter of Support by the Certified SIM CE Professional Developer who has provided instruction for applicant addressing: A. applicant's instruction & implementation; B. district/agency's commitment to instruction & implementation of SIM; agreement to assist in a co-instruction relationship.	

SIM CONTENT ENHANCEMENT (CE) CHECKLIST OF REQUIREMENTS
To be completed AFTER attending the CE Potential Professional Developer Institute to become a certified SIM CE Professional Developer.

CE Professional Developer requirements subsequent to successfully completing the CE PPDI:	Date Completed
1. Serve for one year in a co-instruction/apprenticeship relationship with a certified SIM CE Professional Developer. Name of the certified SIM CE Professional Developer: _____	
2. Read specified research articles and respond in writing to 15 Frequently Asked Questions. Submit with your certification application portfolio.	
3. With the certified SIM CE Professional Developer, co-instruct/co-plan a SIM Content Enhancement Overview.	
4. With the certified SIM CE Professional Developer, co-plan and co-instruct a series of Content Enhancement instruction sessions in which no more than two (2) Content Enhancement Routines are taught in one day.	
5. Prepare and submit a portfolio which includes the following: A. Instruction and professional development plans for an Overview and a minimum of two (2) routines with no more than two routines taught in one day Overview: _____ Routine 2: _____ Routine 1: _____ Optional Routine 3: _____ B. Session evaluations from the Overview and at least 2 additional sessions. _____ Overview _____ Session 1 Evaluations _____ Session 2 Evaluations	
6. Be observed and evaluated by a certified SIM CE Professional Developer (mentor). The mentor should submit the evaluation to the FDLRS Administration Project. _____ Overview _____ Instruction Session 1 _____ Instruction Session 2	
7. Design and submit a written plan for instruction of SIM Content Enhancement Routines in your school, district, or agency for the year following the SIM® CE PPDI.	
8. Submit all instruction session records and evaluations to the FDLRS Administration Project on an ongoing basis.	
9. Subscribe to STRATEWORKS annually (subscription runs September to August).	
10. Complete all Potential Professional Developer requirements within 2 years. <i>*Participants who do not complete their SIM CE Apprenticeship during the 2 years post initial PPDI attendance may be required to repeat the SIM CE PPDI.</i>	
11. To maintain active status as a SIM CE Professional Developer: A. Attend at least one state, national or international SIM Update session every 2 years. B. Maintain a STRATEWORKS subscription with KU-CRL. C. Conduct SIM CE Professional Development activities in your school, district, region or state. D. Report SIM CE Professional Development activities to the appropriate data collection tool. <i>*In Florida all SIM CE Professional Development activities must be submitted to the FDLRS Administration Project.</i>	

Additional Information

District/Agency/Institution: _____

Name: _____

Contact Information: _____

REQUIREMENTS FOR ACTIVE SIM PROFESSIONAL DEVELOPER/SPONSOR/MENTOR

Each person attending this session will need to be sponsored by an existing SIM Content Enhancement Professional Developer who will work with them to help him or her meet requirements and act as a mentor. Often the sponsor/mentor is the SIM Professional Developer who instructed the individual in specific Content Enhancement Routines.

- The sponsor/mentor must be a certified SIM Professional Developer who has an active status within the SIM Network.
- The sponsor/mentor must be willing and able to assist the candidate in meeting post-institute requirements.

The sponsor/mentor has the following responsibilities:

- Nominate the candidate for the role of Potential Content Enhancement Professional Developer by writing a letter of support indicating the candidate has been observed and is using the CE Routines successfully.
 - Verify that the candidate has the energy and spirit required of a good Professional Developer
 - Verify that the candidate has communication skills that would be effective in teaching adults
- Co-plan/teach CE professional development sessions with the candidate after the Potential CE Professional Developers' Institute.
- Evaluate the candidate's planning, teaching, and follow-up skills related to CE institutes at least twice during the year following the initial Professional Developers' institute:
- Review the candidate's portfolio, and when the candidate has met all CE Professional Developer requirements, submit the portfolio with the sponsor's written evaluations and recommendations for approval as a CE Professional Developer to the FDLRS Administration Project for recommendation of certification.

Questions about possible SIM sponsors/mentors should be addressed to Mary Ann Ahearn at ahearnm@nefec.org or (386) 312-2265.

DIRECTIONS FOR PORTFOLIO CONTENTS

Submit a portfolio which includes:

- Teacher-generated copies of a minimum of one Unit Organizer and a minimum of one Concept Diagram.
- Two devices constructed by students in their own handwriting for each of at least two of the suggested Content Enhancement Routines (Unit Organizer and Concept). Copies of the devices do not need to be student originals.
 - Unit Organizer
 - Concept Mastery
 - Concept Anchoring
 - Concept Comparison
- Evidence such as the course syllabus, a journal, or a letter explaining implementation that, together with the devices, shows course-wide implementation of Content Enhancement Routines and development of a strategic classroom.
- One video recording of the applicant using the Cue-Do-Review instructional steps in a classroom.
- Two letters of support as directed in the following paragraphs.
 - One letter must be from the applicant's employer/administrator and should include information regarding ongoing opportunities the candidate will be given to train others as he/she completes the SIM CE Professional Developer requirements. The employer/administrator should also state the willingness of the district to support the efforts of the Professional Developer to gain widespread, long-term implementation success.
 - The second letter should be written by the certified SIM CE Professional Developer mentor (see Requirements for Active SIM Professional Developer/Sponsor) who has trained the applicant in the Content Enhancement Routines and may have observed the teacher using the Content Enhancement Routines with students successfully. The certified SIM CE Professional Developer should address the experiences that the Professional Developer has had in instruction and observing the applicant and the energy, spirit, and communication skills that this applicant has to help him/her to become an effective Professional Developer in teaching adults. In the letter, the SIM Professional Developer should provide a commitment to "sponsor" the CE Potential Professional Developer and to assist the individual in meeting post-institute Professional Developer requirements.

DIRECTIONS FOR VIDEO RECORDING

The Cue-Do-Review instructional sequence is included in each Content Enhancement Guidebook. Being fluent with the sequence and being able to demonstrate your proficiency with it will be important for the teachers that you will instruct when you are a professional developer.

Prepare a video (about 20 minutes in length) of you using the Cue-Do-Review instructional sequence while teaching using a Content Enhancement device. The Content Enhancement Video checklist that follows will guide you.

1. Include all of the **Cue behaviors**. This step will require only a few minutes as you name the device, provide the rationale, and set student expectations.
2. Include a representation of the **Do behaviors**. This portion of the video should provide us with a snapshot of your use of the Linking Steps with students and how you engage students in co-construction of the device.
3. Include all of the **Review behaviors**. Similar to the Cue Behaviors, this should require a few minutes. Be sure to ask how the device links to or guides learning, lead some review of the content, and remind students to use the device for instruction and assessment.

Be sure that you:

- **Explain the purpose of the video to the students.** If the students have not been videoed prior to this session, the teacher should explain the purpose of the video. The video will be used to observe the Content Enhancement Routine instruction and not to observe students.
- **Place the camera on a tripod or other steady surface.** The camera should be focused on the teacher when he/she is actually showing something and on the screen or board if he/she is pointing to text or writing on a screen, if possible. If the applicant does not have access to a classroom of students, an artificial setting may be created and videoed with the applicant teaching a volunteer student.
- **Check the video before mailing it.** The session should be recorded and saved to a file that can be opened in Windows Media Player, Quick Time Player or should be submitted on a DVD. The recording should be clearly marked with the applicant's name and should include the name of the routine being modeled and any other information about the classroom setting necessary to set the stage for the viewer. Describe the video you are submitting: describe the routine, identify if this is an introduction of new content or review, etc., the setting, students and situation. Provide any information that will help us adequately evaluate your model.
- **Send a copy of the device used for your video.** When you submit your video, include a copy of the device that you drafted for the lesson. This can count as one of your submitted devices for item B1 of your application portfolio.
- Remember, you do not need to submit your checklist. It is for your own reflection. This is the checklist that will be used for evaluating your video.

The video will be viewed only by FDLRS Administration Project staff and the Florida SIM Professional Development Leader who will teach the PPDI for the purpose of ascertaining Cue-Do-Review proficiency and will be returned to the applicant. The checklist is on the following page.

Potential PDer: _____ Date: _____

FL SIM PDL Name: _____ Name of Device: _____

Check one: Introduction _____ or Continuation _____

Content Enhancement Video (For Entry to CE PPDI)

Cue-Do-Review Checklist		
Score	Teacher Behavior	Notes
CUE		
	1. Names the device	
	2. Explains how the device helps students learn content (provides rationale)	
	3. Tells students what they will do and what's expected (take notes, ask and answer questions, and contribute)	
DO		
	4. Utilizes each Linking Step to lead the students in the creation of device	
	5. Elicits responses from students	
	6. Shapes student responses by asking questions and leading students to evaluate the accuracy of information	
	7. Writes information on the device clearly and legibly	
Review		
	8. Asks how the device links to and guides learning	
	9. Leads review of content by asking students questions about the main critical content	
	10. Reminds students to use the device during instruction and for assessment	

Scoring Guide: 2 = Present and correct; 1 = Present, but needs improvement; 0 = Missing or incorrect

Self-Reflections about my C-D-R process

APPLICATION FOR THE SIM *CONTENT ENHANCEMENT (CE)* POTENTIAL PROFESSIONAL DEVELOPERS' INSTITUTE

Name: _____ Position: _____

Place of Employment: _____ Phone/Cell: _____

Street Address:

City: _____ State: _____ Zip: _____

Home Address: _____ Phone/Cell: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____ Fax Number: _____

Please send any future communications to my: Home Work

Mentor's Name: _____

Please respond to items 1-10 as completely as possible (you may use additional sheets of paper):

1. Why do you want to attend the Institute for Potential SIM Content Enhancement Professional Developers?
2. Describe your present and/or next year's position.
3. Identify the two individuals sending letters of support for you and describe their relationship to you.

4. Complete the table below indicating the instruction you have received and the experience you have had using the Content Enhancement Routines with students. Note those that you are currently using in your classroom.

Content Enhancement Routines	Professional Developer	Instruction Date	Dates of Implementation (month/year)	Classes Taught (grade, subject, students with disabilities?)
Overview of CE Routines			XXXXXXXXXX	XXXXXXXXXX
The Course Organizer				
The Unit Organizer				
The Lesson Organizer				
Concept Mastery				
Concept Anchoring				
Concept Comparison				
Clarifying Routine				
Survey Routine				
Framing Routine				
Vocabulary LINCing				
Question Exploration				
ORDER Routine				
Quality Assignment				
Recall Enhancement				
Other(s)				

5. Identify the certified SIM Professional Developer (sponsor) who will serve as your Mentor during the year you are working to become a certified SIM Content Enhancement Professional Developer.

Name: _____ Phone/Cell: _____

Email: _____

6. If you have had any instruction or have implemented instruction in any of the SIM Learning Strategies, describe the extent, length, content, professional developer(s) of the instruction you have received as well as any implementation you have done. *(Experience with the Learning Strategies is not necessary to be a Content Enhancement Professional developer but knowledge of your experience is helpful to the institute instructors.)*
7. Describe the impact that the implementation of Content Enhancement has had on your teaching.
8. Briefly describe how you would like to use your expertise as a Content Enhancement Professional developer in your school, district, or region.
9. Describe the video you are submitting. Name the routine, identify if this is an introduction of new content or review, and describe the setting, students and situation. Provide any information that will help us evaluate your model.
10. Describe your desire and commitment to becoming a Content Enhancement Professional Developer and your understanding of the spirit of quality assurance that the requirements represent. *(In these requirements we are trying to communicate what we think might be indicators for high quality implementation and commitment to becoming a professional developer; however, we hope candidates will work with us in a spirit of professional commitment and cooperation that may be beyond the simple requirements that we have defined in this document.)*