



Washington  
West  
Supervisory  
Union

1673 Main Street  
Suite A  
Waitsfield, VT 05673

Phone: (802) 496-2272  
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## Professional Development: Courses and Workshops

WWSU supports and values on-going professional development and recognizes the important role that continued learning holds in our profession. It is our plan to increase the number of opportunities available to faculty and staff while encouraging WWSU teachers to play a more active role in providing this instruction as colleagues. WWSU teachers are encouraged to develop and provide workshops and courses in alignment with schools' action plans and goals and work with WWSU Central Office to bring these offerings to fruition.

In an effort to provide consistency, the following practices will apply. WWSU teachers should follow this outline to propose courses and workshops and the guide below outlines details around obtaining course credit, payment, etc.

1. Complete a course proposal worksheet or workshop planning worksheet to Central Office to begin the development process with WWSU Director of Curriculum. (see attached)
2. Courses can be offered for credit or recertification hours. If the course is already approved through an existing accredited organization, certain procedures for that institution will apply. If not- WWSU will establish credit through local university as appropriate (typically Southern NH University in Colchester VT).
3. Teachers' stipends for courses/workshops will be provided at the rate of \$50 per hour for planning and delivery of the course or workshop. A maximum allocation of one hour of planning per hour of instruction will be provided. Teachers electing to co-facilitate would share this pay unless the co-facilitation allows for increased/double the enrollment- if so regulations of #5 apply (see below).
4. Workshops (PD without credits offered) can be any length. Credit bearing offerings will follow the metric of one credit per 15 hours of instruction.
5. Workshops and courses are subject to cancelation if minimum enrollment is not met. Enrollment is based on covering costs.
6. Course facilitators/workshop providers are required to fulfill all requirements to assure that participants receive credit or recertification, including submitting grades to the accrediting institution, submitting agenda, attendance and timesheets to central office, or other such tasks.

Please contact Sheila Rivers at WWSU with questions.



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### Course/Workshop Proposal Outline

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Phone: (802) 496-2272  
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Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date proposal submitted:

Title Of Proposed Course or Workshop:

Dates:

Preferred Location:

Number of Hours

Select One:

Course

Workshop

If the course is intended for credit indicate the following

Already an approved course: (name of institution) \_\_\_\_\_

New course- needs to be established

Rationale:

Course Description:

Objectives:

Primary Methods of Instruction:

Comments: