MADONNA UNIVERSITY

Professional Development Program
Assignment Template

Instructions: Use this template for completing your PDP course assignment. Download this file to your computer and type right in it. The link to this document can be found on the Madonna University website - www.madonna.edu/PDP under "PDP Forms."

Complete the information in Part A (below) and your Hours Tally Sheet and attach your work for Part B and Part C to this form. You will only submit ONE copy of Part A for each Madonna course.

Do not submit the cover sheet, tally sheet, summaries and essays until you have completed **all hours** required for the number of credit hours for which you have registered. For example, if you have registered for 2 credit hours, only submit your cover sheet, summaries and essays when you have attained 30 contact hours. Partial credit cannot be granted. Finally, be sure to sign the bottom of this cover sheet.

Part A - Cover Sheet:

Student's Name:

Phone #:   Student #:

Email address:

Course Number: EDU   Semester Hours: Choose an item.

Course Name:

Total Actual Contact Hours for ALL sessions attended (15, 30, etc):

Student Signature: _____ Date:

Mail your completed assignment packet to the address listed below. We cannot accept faxed or emailed course work. PDP courses are graded as credit/no credit. If your school district or state requires a letter grade, you must notify our Program Director in writing at PDP@madonna.edu prior to submitting your assignment.

<div align="center">

College of Education - PDP
Madonna University
36600 Schoolcraft Road
Livonia, MI 48150

</div>

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Part A - Contact Hours Tally Sheet:

Instructions: Complete one tally sheet per Madonna graduate course (one sheet for all hours accrued in all training sessions). Attach the tally sheet to the Madonna PDP coversheet and all work product that you are submitting for credit.

Please Remember: 15 contact hours of PD training = 1 graduate credit.

Your Name:

Date	Beginning Time	Ending Time	Total Hours	minus	Break Time	equals	Contact Hours
01/01/08 (sample)	8:00 AM	3:00 PM	7 hrs.	-	1 hr. 30 mins	=	5 hrs. 30 mins.
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Click here to enter a date.	Click here to enter text.	Click here to enter text.	Click here to enter text.	-	Click here to enter text.	=	Click here to enter text.
Total Hours Accrued for Madonna University PDP Course =							

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Part B – Summary:

Complete a separate "Part B – Summary" for each different topic or event you attend.

Note – If you attend a multi-day conference on the same overall topic, you DO NOT need to fill out session summaries on each breakout session. For these conferences, you may list all session titles and presenters on ONE Part B sheet. Then, indicate "multiple conference sessions" in #6 below and attach a copy of the session descriptions that were provided by the sponsoring organization.

1. Your Name:

2. Name of Session:

3. Date(s) of Session:

4. Times of Session:

5. Session Actual Contact Hours (Homework, breaks, lunch hours and communication time with classmates do not count toward contact hours):

6. Name of Instructor or Presenter (include credentials and title): Click here to enter text.

7. Briefly describe the content of session (at least 150 words): Click here to enter text.

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Part C - Essay:

Complete a reflective essay for <u>each unique professional development topic you attend.</u> Training sessions that are similar in topic may be combined into one essay. However, the essay should be cohesive and flow between the content of each session.

<u>Remember this is graduate level work and your essay should reflect that. Essays will be graded according to the rubric provided with this document.</u> Essays that do not meet minimum criteria will be returned to the student for revision.

In a well-written essay, present your opinion on the applicability of the knowledge presented in the training session to your current work situation. All submissions must be typed, double-spaced and in 12 pt. font. While every student has a unique compilation of professional development experiences and training, the general expectation is that you should submit a 3-5 page paper for each graduate credit. As a point of reference, one page (double-spaced, 12 font) consists of approximately 250 words.

Suggested questions to be addressed:

1. How do you intend to apply the knowledge gained in this professional development (PD) session to your current work position?
2. What is your view of the potential impact this growth will have on your professional work?
3. What are the educational benefits of the material presented? How will the students in your classroom/building/district benefit from this knowledge?
4. What are the potential obstacles (or theory/method weaknesses) with regard to practical application in your work setting?

Further Inquiry:

1. Locate two or more reliable and relevant sources that provide supplemental information to the knowledge gained in the PD training session. For example:
   a. References and links that are provided by PD presenters and instructors can be used for this section of your essay. This includes web sites provided during the training and books authored by the session presenter.
   b. Further inquiry sources may include books, journal articles, professional web sites, or other professional publications.
2. In your essay, connect the sources you researched for further inquiry with the PD training session material, and application to your own job or position.
3. Include the inquiry sources on a References page. If you need a refresher on how to list sources in a professional paper, please refer to the APA or MLA links below. You may choose which format you prefer for your paper. APA format or MLA format. Click on the APA or MLA links to get details on these styles of formatting.

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Madonna University - Professional Development Program - Reflective Essay Rubric			
	Distinguished	**Proficient**	**Emerging**
ORGANIZATION	The organization is complete and logical. Transitions allow the reader to follow the content without disruption.	There is a logical progression with occasional breaks in flow of content. Lack of transitions disrupts the flow for the reader.	Logical progression is minimal with disconnected ideas. The reader has difficulty following the development of the topic due to disconnected ideas and disruptions in flow.
APPLICATION TO STUDENT'S PROFESSIONAL GROWTH AND POSITION	Information clearly relates to methods of implementation within student's own job or position. It includes several supporting details and/or examples. Strengths and weaknesses of the material are discussed.	Information relates to methods of implementation within student's own job or position. It provides 1-2 supporting details and/or examples. Strengths and weaknesses of the material are mentioned.	Information has little or nothing to do with methods of implementation within student's own job or position. Strengths and/or weaknesses are not identified.
FURTHER INQUIRY SOURCES	Student includes 2 or more reliable and relevant sources of further inquiry.	Student includes 1 reliable and relevant source of further inquiry.	Student does not include additional sources for future inquiry.
CITATION	APA or MLA style is used correctly in citations and reference list. Resources are correctly cited.	APA or MLA style is used in the reference list with some errors. Citations are missing or incorrect.	APA or MLA style is error laden, both in citations and reference list.
LANGUAGE AND STRUCTURE	Vocabulary is precise and appropriate. The writing expresses clarity and accuracy in information. Grammar, spelling and punctuation are error free. Essay is typed, double-spaced and in a standard 12 point font.	Vocabulary is appropriate; some phrases need work. Grammar, spelling and punctuation are mostly error free, with not more than three errors. Essay is typed.	Vocabulary is inadequate to the topic and incorrect. There are many grammatical, spelling and/or punctuation errors. Essay is not typed, double-spaced or is not in a standard 12 point font.