

2009-10
Professional Development Quest Program
A Program for Consortium Teachers of
The Edith Winthrop Teacher Center of Westchester

APPLICATION/PROPOSAL INSTRUCTIONS

The Professional Development Quest (PDQ) program is designed to provide support for the implementation of innovative approaches to specific aspects of the curriculum. A PDQ project is an opportunity to approach or enrich curriculum in an innovative way and to stimulate creative teaching techniques in the classroom.

Projects should...

- Promote creative learning experiences for students.
- Relate to specific NYS learning standards.
- Encourage use of innovative techniques/approaches.
- Meet the students' needs and increase motivation to learn.
- Relate to specific learning standards and/or assessments.
- Have clear measurable assessments.

Eligibility:

- Applicants must be a teacher in a consortium school of The Edith Winthrop Teacher Center of Westchester.
- Applicants must work directly with students.
- Teaching Assistants may apply with a classroom teacher.
- In order to receive consideration for this year's award, all prior final reports must have been submitted to the Teacher Center.

Stipends:

- Stipends are **up to \$750** for materials, supplies and/or resources to implement a single project.
- Expenses in excess of \$750 must be funded by other means.
- All equipment purchased through PDQ projects becomes the property of the schools/districts.
- The Edith Winthrop Teacher Center of Westchester retains the right to disseminate products or designs evolving from PDQ projects.

Criteria:

- The Teacher Center Reading Committee will use the enclosed PDQ rating rubric when screening applications.
- Proposals will be rated according to the categories described in the rubric.

Funding Guidelines:

Funds may be used for such things as:

- speakers/consultants' fees (include credentials and explanation of direct involvement in the project)
- equipment, materials/supplies (items that are supplementary and beyond the scope of your district's budget)
- field trips
- travel expenses

Funding Exclusions:

Monies may not be used for the following:

- attendance at conferences
- curriculum writing
- fund-raising activities
- food or drinks
- programs/products which do not directly support teaching and learning

2009-2010 PDQ Application Information Continues...

* **BUDGETS MUST BE CLEARLY ITEMIZED TO BE ACCEPTED.** Please specify the title of any video tape, CD or book you are purchasing in connection with your proposal and include a copy of the catalog with the requested terms highlighted

Application Procedures:

- All applications must be sent or emailed to the Teacher Center and include a statement of purpose, the project description, evaluation plan, and budget. **No incomplete or handwritten proposals will be considered.**
- Proposals are not to exceed four (4) pages.
- Applications must be co-signed by the building principal or applicant's supervisor.
- Applicants may participate in no more that two (2) proposals. Teams of teachers are encouraged to apply.
- Do not include teacher/school/district names in the body of the proposal.
- Two proposals may not be submitted by the same school for the same project.

Dates:

- PDQ applications and proposals are due at the Teacher Center by 4:00 p.m., Thursday, October 22, 2009.
- Project notification letters will be sent to the applicants on or before Friday, December 4, 2009.
- The Policy Board of the Edith Winthrop Teacher Center will honor the recipients at a reception on Tuesday, December 8, 2009.
- A final report (criteria will be sent to each recipient), **including all original material receipts**, will be due on Thursday, May 6, 2010.

If you have any questions or concerns, please call or email the Teacher Center

914-948-8037

ewtc@ewteachercenter.org

EWTC - PDQ PROGRAM - RATING RUBRIC

	1 PT.	2 PTS.	3 PTS.	4 PTS.
PROGRAM DESIGN	Shows little originality/ does not meet application criteria.	Design is somewhat creative but needs clarification.	Is innovative pertaining to techniques of direct educational benefit to students.	Is exemplary as an innovative activity which explores or expands classroom or school-related program.
TIME LINE	No time line.	Time line is vague.	Time line lacks detail or is missing components.	Includes a clear, detailed sequence of events.
NEED	Provides little evidence supporting the need.	Identifies need but does not indicate how it promotes student learning.	Clearly identifies need(s) and promotes learning.	Describes a compelling need supported by evidence and promotes learning.
STANDARDS AND THEIR AFFECT ON YOUR PROJECT	Standards not included or vague.	Standards not linked.	Standards linked but not clear.	Lists each standard addressed and clearly states how each standard applies to this project.
IMPACT ON STUDENTS	Shows little potential for impact on students.	Lacks innovative strategies to impact student learning.	Shows some potential for impact with somewhat innovative strategies.	Has potential for significant learning using innovative styles and strategies.
EVALUATION ASSESSMENT	Evaluation is missing or incomplete.	Provides limited opportunity for student/project assessment.	Provides opportunities for student/project assessment.	Provides detailed innovative, appropriate strategies for student/project assessment. Evaluation tools attached.
ITEMIZED BUDGET	Budget not included in proposal.	Relationship of activities to cost needs clarification.	Itemizes expenses but does not include backup documentation.	Clearly itemized and links each expenditure to program design with backup documentation.
OVERALL PROPOSAL PRESENTATION	Proposal vague/ lacking innovation.	Proposal is incomplete.	Proposal complete but has areas of concern; i.e., unrealistic time line/ unrealistic budget.	Thoroughly detailed explanation of innovative needs, activities, student response, evaluations, and budget.